



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

November 9, 2016

6:30 p.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. North Shore Water Quality Testing – Herrera Environmental Contract
 - B. Monthly Budget Analysis
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 9, 2016		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	North Shore Water Quality Testing – Herrera Environmental Contract		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Amendment No. 1		
	2. Scope of Work		
	3. Cost Estimate Schedule		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

On July 27, 2016 the Board of Commissioners approved an initial scope of work with Herrera Environmental Consultants to prepare a scope of work to prepare the Sampling and Analysis Plan (SAP) presented and accepted by you previously in order to determine if onsite sewage system (OSS) leachate is a source of fecal coliform bacteria and phosphorus pollution in Lake Whatcom. This original scope of work which involved 5 specific tasks, including 2 meetings, and a deliverable in the form of the SAP has been completed.

After meeting with the consultant at the October 26, 2016 and reviewing the SAP the Board passed a motion endorsing the proposed water testing program asking staff to bring back to them at their November 9 meeting Amendment No.1 for approval. In addition, staff was asked to contact the City and County about the potential of them sharing in the costs of the testing. This has been done. A copy of the proposed SAP along with the budget proposal has been sent to each of my contacts; to date the responses from both have been positive. The State Department of Ecology has also been contacted regarding grant funding opportunities. The State has not responded back yet.

FISCAL IMPACT

To date the District has committed to expending the following:

- \$18,052.00 – Original Scope of Work to prepare & present Sampling and Analysis Plan (SAP)
- \$1,000.00 – After original contract approved authorized by the General Manager to have consultant prepare and organize workshop. In the initially approved scope of work this

preparatory work by consultant was not included. As staff got into the preparation to the workshop we realized that we just did not have time in-house to organize this activity. The consultant was asked pick up this work.

As Proposed - Amendment No. 1 to the original agreement:

- \$68,295 -- Conducting the testing program as described in the attached scope of services.
- As mentioned previously this project was not budgeted for in 2016. As discussed previously, staff is proposing to pay for this out of the Sewer Storm Water Contingency Fund, which has approximately \$800,000 in it.

RECOMMENDED BOARD ACTION

Staff is seeking approval to enter into contract Amendment No. 1 with Herrera Environmental Consultants in-order to initiate the proposed water testing program.

PROPOSED MOTION

The Board of Commissioners authorizes the District to enter into the proposed contract Amendment No. 1 with Herrera Environmental Consulting in an amount not to exceed \$68,295 and authorizes the General Manager to sign the amendment on behalf of the District.

**AMENDMENT 1
TO
AGREEMENT FOR A/E PROFESSIONAL SERVICES AGREEMENT
FOR
LAKE WHATCOM NORTH SHORE WATER QUALITY TESTING**

AN AGREEMENT was made and entered into by and between Lake Whatcom Water and Sewer District, Whatcom County, Washington, hereinafter referred to as "District", and **Herrera Environmental Consultants, Inc.** ("Consultant"), a corporation with a place of business at **2200 Sixth Ave., Suite 1100, Seattle, WA 98121**, collectively referred to as "Parties", effective **July 27, 2016.**

WHEREAS, the District solicited for professional services as required by RCW 39.80; and

WHEREAS, the Consultant has completed work associated with preparing a scope of work and cost estimate to prepare a Sampling and Analysis Plan (SAP) for determining if onsite sewage system (OSS) leachate is a source of fecal coliform bacteria and phosphorus pollution in Lake Whatcom. This work also included reviewing existing information, outlining the SAP, attending a workshop and meetings, and in preparing the draft and final SAP with a cost estimate for testing and the next phase of work.

FURTHERMORE, the District has asked the Consultant to prepare a scope of work and cost estimate associated with implementing the Quality Assurance Project Plan (QAPP) for evaluating if onsite sewage system (OSS) leachate is a source of fecal coliform bacteria and phosphorus pollution in Lake Whatcom. This work will be conducted as in the attached Scope of Work dated November 2, 2016.

The Parties amend the original Agreement as follows:

SECTION 3: AGREEMENT TERM/PERIOD OF PERFORMANCE

Amendment No. 1 work shall be completed on **June 26, 2017**, unless extended or terminated earlier by the District pursuant to the terms and conditions of the Agreement.

SECTION 2: PROJECT COST

The Total Price is amended to **Eighty Seven Thousand Three Hundred Forty Seven Dollars (\$87,347).**

Original Agreement – Development of SAP	\$18,052
9-20-16 - G.M. Authorizes Consultant to Set Up Meeting	\$1,000
<u>Proposed Amendment No. 1</u>	<u>\$68,295</u>
Total Price	\$87,347

EXHIBITS:

Exhibit A - Scope of Work & Project Schedule. Add attached Exhibit a Scope of Services dated November 2, 2016.

Exhibit B - Cost Summary. Add attached Exhibit B Cost Summary dated October 27, 2016.

This Amendment to the Agreement shall be executed in two (2) counterpart copies, any of which shall be considered for all purposes as the original.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to the Agreement to be executed by their respective authorized officers or representatives as of the day and year written below.

Lake Whatcom Water and Sewer District

Consultant

By: _____
Patrick Sorensen, General Manager
Lake Whatcom Water and Sewer District

by: _____
Theresa M. Wood, Vice President
Herrera Environmental

Dated: _____

Dated: _____

Approved as to form
Robert Carmichael
Attorney for Lake Whatcom Water and Sewer District

SCOPE OF WORK

LAKE WHATCOM NORTH SHORE WATER QUALITY TESTING - AMENDMENT 1

On October 24, 2016, Lake Whatcom Water and Sewer District (LWWSD) authorized Herrera Environmental Consultants (Herrera) to prepare a scope of work and cost estimate to implement the Quality Assurance Project Plan (QAPP) for evaluating if onsite sewage system (OSS) leachate is a source of fecal coliform bacteria and phosphorus pollution in Lake Whatcom. This work will be conducted as an amendment to the existing agreement for QAPP preparation, and will include the collection of samples and field measurements, laboratory analysis of the samples, analysis of the collected data, and preparation of a project report.

This scope of work includes a discussion of the activities, assumptions, deliverables, and a schedule associated with this project:

- Task 5.0 – Project Management and Meetings
- Task 6.0 – Sampling and Analysis
- Task 7.0 – Data Analysis and Reporting

The schedule assumes that Herrera receives notice to proceed on the project by November 10, 2016.

Task 5.0 – Project Management and Meetings

Herrera will be responsible for ongoing contract administration of this project amendment, including preparing monthly invoices and brief progress reports, as well as coordination of work efforts with the designated client point of contact (Patrick Sorensen). Herrera's project manager and contract manager will have phone and e-mail contact with LWWSD on an as-needed basis.

Herrera's principal investigator will attend a meeting with the LWWSD Board of Commissioners to present and discuss the preliminary draft project report. In addition, Herrera's principal investigator will meet with the District and other representatives from the City of Bellingham and Whatcom County at a yet undetermined date to provide an update of the project prior to the presentation to the Board. Herrera's principal investigator will also attend a public meeting to present the draft or final project report to the Lake Whatcom Cooperative Management Program (LWWSD, City of Bellingham, and Whatcom County). This date will be established between the District and Herrera.

Deliverables and Schedule

- Monthly progress reports and invoices from November 2016 through June 2017.
- Attend three meetings in person at dates to be determined.

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Task 6.0 – Sampling and Analysis

Herrera will conduct three separate surveys of water quality at the project and control sites in Lake Whatcom as prescribed in the QAPP. Each survey event will be conducted during daylight hours during or immediately following a storm event representing at least 0.5 inches of rainfall in 24 hours. The surveys will be conducted between November 2016 and February 2017, and each survey will be separated by at least 2 weeks to allow for data analysis between events. Each survey will be conducted by two Herrera scientists using a hand-carried inflatable motor boat. Each survey will include testing and sampling of nearshore lake water and surface drainages along the entire shoreline within the project and control site for a total of approximately 3 miles of shoreline. Field observations of potential OSS discharges also will be recorded.

During each survey, water quality data will be recorded at frequent intervals (e.g., 10-second averages) using a multipara meter instrument (YSI ProDSS with conductivity, temperature, pH, dissolved oxygen, and turbidity) and an optical brightener fluorometer (Cyclone 7 probe and data logger from Turner Designs). The meter probes will be suspended from the boat along the entire shoreline and into all drainage discharges to the project and control sites. Locations of each measurement will be recorded using the GPS feature of the multipara meter instrument. The instruments will be calibrated according to manufacturer recommendations before each survey. The control site will be surveyed prior to the project site to establish background levels for each parameter during each survey.

Water samples will be collected from lake waters or discharges exhibiting elevated levels of optical brighteners or other apparent indications of OSS discharge. For Event 1, up to 23 water samples will be collected (3 at control site and 20 at project site) for analysis of fecal coliform bacteria and *E. coli* by LabCor in Seattle. For Events 2 and 3, up to 15 samples will be collected for analysis of fecal coliform bacteria and *E. coli* by LabCor in Seattle, chemical parameters (chloride, bromide, and total dissolved phosphorus by IEH Aquatic Research in Seattle), and microbial DNA (*B. dorei* and *Bacteroidetes* by Source Molecular in Miami). In addition, one sample will be collected from an OSS tank at the project site during Events 2 and 3 for analysis of these same parameters.

Prior to the surveys, Herrera will prepare a health and safety plan that specifies procedures for boat decontamination, safe boating practices, and disease protection.

Assumptions

- LWWSD will identify a suitable location and obtain approval for launching the hand-carried boat at the project site.
- LWWSD will identify a suitable location and obtain approval from the land owner for sampling of an OSS in the project site.
- Herrera will purchase the fluorometer and data logger from Turner Designs (for ownership or resale by LWWSD), and will rent other equipment at standard daily rates.

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Deliverables and Schedule

- Field data spreadsheets within one week of each survey.
- Laboratory reports within one week of receipt.

Task 7.0 –Data Analysis and Reporting

Herrera will review and validate the field and laboratory data in accordance with the QAPP. Data will be entered into a project database (Excel spreadsheet). Herrera will calculate statistics and prepare data charts as needed to evaluate and exhibit OSS discharge locations with associated lake impacts.

Herrera will prepare a project report describing the study methods, presenting and discussing the results, concluding whether OSS are impacting the lake, and recommending additional study if necessary. Herrera will prepare a preliminary draft report for review by LWWSO and a draft report for review by other stakeholders selected by the LWWSO. Herrera will prepare a final report that addresses review comments and discussions at a meeting with the LWWSO Board of Commissioners (Task 5.0). The report will be prepared following Herrera's rigorous QA/QC process that includes reviews by a technical specialist, editor, project manager, and principal-in-charge.

Assumptions

- LWWSO will provide one set of consolidated (from stakeholders and staff) written comments on the draft report within 4 weeks of receiving the draft report

Deliverables and Schedule

- Preliminary draft report in electronic format by March 31, 2017
- LWWSO review comments on preliminary draft report due by April 28, 2017
- Draft report in electronic format by May 15, 2017
- Stakeholder review comments by June 12, 2017
- Final report in electronic format and 5 hard copies by June 26, 2017

HERRERA ENVIRONMENTAL CONSULTANTS

Cost Estimate for Lake Whatcom North Shore Water Quality Testing Amendment 1 Herrera Project No. 16-06326-000

Lake Whatcom North Shore Water Quality Testing Amendment 1					Task 6.0		Task 6.0		Task 7.0		TOTAL	
Number of Tasks: 3					Project Management and Meetings		Sampling and Analysis		Data Analysis and Reporting			
COST SUMMARY												
Labor												
Travel and per diem												
Other direct costs (ODCs)												
Analytical laboratory												
GRAND TOTAL												
COST ITEMIZATION												
Labor												
Personnel												
(2016 rates)												
P6	Michaud, Joy	Scientist VI	Rate/Hour	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
P6	Zisette, Rob	Scientist VI	\$206.03	0	\$0	0	\$0	4	\$824	4	\$824	
P5	Ahearn, Dylan	Scientist V	\$205.92	26	\$5,354	50	\$10,296	34	\$7,001	110	\$22,652	
P4	Gifford, Kristina	Planner IV	\$194.39	0	\$0	0	\$0	3	\$583	3	\$583	
P3	Catara, Gina	Scientist III	\$137.67	0	\$0	0	\$0	6	\$826	6	\$826	
P2	Matsunura, Kristen	Scientist III	\$120.03	0	\$0	54	\$6,481	52	\$6,241	106	\$12,723	
P2	Matsunura, Kristen	Engineer II	\$106.86	0	\$0	0	\$0	8	\$855	8	\$855	
P2	Lau, Olivia	GIS Analyst II	\$101.30	0	\$0	6	\$608	6	\$608	12	\$1,216	
F2	Tonkikh, Natalya	Accounting Administrator II	\$78.03	4	\$312	0	\$0	0	\$0	4	\$312	
A4	Jackowich, Pamela	Administrative Coordinator IV	\$99.09	0	\$0	0	\$0	6	\$595	6	\$595	
SUBTOTAL LABOR (Burdened Labor)					30	\$5,666	110	\$17,385	119	\$17,533	269	\$40,585
TRAVEL AND PER DIEM COSTS												
Auto Use					Unit	Cost	Units	Cost	Units	Cost	Units	Cost
					Mile	\$0.54	360	\$194.40	580	\$313.20	0	\$0.00
SUBTOTAL TRAVEL AND PER DIEM						\$194		\$313		\$0		\$508
OTHER DIRECT COSTS (ODCs)					Unit	Cost	Units	Cost	Units	Cost	Units	Cost
Delivery Services												
Shipping					Cost	\$0.00		\$200.00		\$15.00		\$215
Field Equipment and Supplies												
Decontamination supplies					Day	\$10	0	\$0.00	3	\$30.00	3	\$30
GPS unit (Garmin)					Day	\$20	0	\$0.00	3	\$60.00	3	\$60
Inflatable boat/motor					Day	\$100	0	\$0.00	3	\$300.00	3	\$300
Peristaltic pump					Day	\$10	0	\$0.00	3	\$30.00	3	\$30
Water quality multimeter (YSI)					Day	\$70	0	\$0.00	3	\$210.00	3	\$210
Miscellaneous (lump sum)					Day	\$120	0	\$0.00	1	\$120.00	1	\$120
Cyclops-7 fluorometer/data logger						\$4,240	0	\$0.00	1	\$4,240.00	1	\$4,240
SUBTOTAL ODCs						\$0		\$5,190		\$16		\$5,206
SUBTOTAL SUBCONSULTANT						\$0		\$0		\$0		\$0
ANALYTICAL LABORATORY COSTS					Unit	Cost	Units	Cost	Units	Cost	Units	Cost
Lab/Cor (bacteria)					Sample	\$50	0	\$0.00	53	\$2,650.00	53	\$2,650
IEH (chemistry)					Sample	\$70	0	\$0.00	30	\$2,100.00	30	\$2,100
Source Molecular (microbial DNA)					Sample	\$540	0	\$0.00	30	\$16,200.00	30	\$16,200
Free on Laboratories @ 5%						5%		\$0		\$1,048		\$1,048
SUBTOTAL LABORATORY						\$0		\$21,998		\$0		\$21,998



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	November 9, 2016		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	Monthly Budget Analysis through 10/31/2016		
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

OPERATING FUND - 401

REVENUES

Description	Budget 2016	YTD 10/31/2016	
Northshore Water System Consolidation Grant			
Water Sales Metered (8.75% base rate increase) *	2,142,363	1,747,115	82%
Sewer Service Metered Residential (2.5% rate increase) *	3,740,663	3,125,229	84%
Sewer Service Other	5,000	3,640	73%
Combined Fees	30,000	23,367	78%
Late fees	60,000	45,516	76%
Investment Interest	1,000	1,325	133%
Sale of scrap metal and surplus	-	2,641	
Miscellaneous	-	521	
Permits Operation portion (5 new connection permits)	10,000	66,465	665%
Sale of Capital Assets	-	-	
Insurance Recoveries	-	-	
Transfer in from ULID 18 Fund 480	60,000	70,132	117%
TOTAL REVENUES	6,049,026	5,085,951	84%

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

		Description	Budget	YTD	
		MONTHLY BUDGET ANALYSIS	2016	10/31/2016	
				83%	
OPERATING FUND - 401					
EXPENDITURES					
401-53X-10-10		Admin Payroll (2% cola plus step increases - 2016)	629,294	421,293	67%
401-53X-10-20		Admin Personnel Benefits (Medical, Retirement etc)	207,280	147,027	71%
401-53X-10-31		Gen Admin Supplies	21,000	22,515	107%
401-53X-10-31-01		Meetings/Team building	1,500	1,227	82%
401-53X-10-40		Web pay/Bank Fees (WA Fed; Xpress, Chase)	20,000	18,193	91%
		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	8,181	13%
		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	23,000		
		CPA (Internal audit and Financial statements)	3,000		
		FCS Rate Study update	35,500		
		Docuware/Web site maintenance and upgrade	5,000		
		Legal Counsel	50,000		
		3D - Computer support	13,500		
		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		
		Innovyze - Engineering	2,000		
		Master Meter	1,500		
	C 16-13	Northshore Water System Consolidation			
		Generator Load Testing	20,000		
		Cyberlock software	1,000		
		Misc (Bid notices etc.)	1,000		
401-53X-10-41-01		Professional Services (TOTAL)	264,800	259,840	98%
401-53X-10-42		Communication	46,000	40,656	88%

	Description	Budget	YTD	
	MONTHLY BUDGET ANALYSIS	2016	10/31/2016	
401-53X-10-45	Admin Lease	2,000	1,348	67%
401-53X-10-46	Property Insurance	125,000	-	0%
401-53X-10-49	Admin Misc.	1,000	1,274	127%
401-53X-10-49-01	Memberships/Dues	12,000	12,843	107%
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	191,500	166,506	87%
401-53X-40-43	Training & Travel	35,000	17,394	50%
401-53X-40-43-01	Tuition reimbursement	1,000	-	0%
401-53X-50-31	Maintenance Supplies	145,000	146,732	101%
401-53X-50-48	Operations Repair/Maint	65,000	79,539	122%
401-53X-50-49	Insurance Claims	5,000	5,000	100%
401-53X-60-41	Operations Contracted	10,000	6,870	69%
401-534-60-47	Water City of Bellingham	40,000	31,057	78%
401-53X-80-10	Sewer City of Bellingham Treatment Fee	600,000	489,922	82%
401-53X-80-20	Operations Payroll (2% cola plus step increases - 2016)	908,270	846,918	93%
401-53X-80-32	Operations Personnel Benefits (Medical, Retirement etc)	355,900	327,781	92%
401-53X-80-35	Fuel	30,000	14,170	47%
401-53X-80-35-01	Safety Supplies	12,000	1,437	12%
401-53X-80-47	Safety Supplies Boots	2,500	1,010	40%
401-53X-80-49	General Utilities	185,000	171,357	88%
401-591-35-77	Laundry	3,000	2,962	99%
401-591-35-77	Post Point Principal Payments	73,213	73,213	100%
401-592-35-83	Post Point Interest Payments	120,426	120,426	100%
	OPERATING EXPENDITURES	4,187,683	3,436,691	82%
TRANSFERS				
	Transfers Out to System Reinvestment Fund 420	530,000	337,500	
	Transfers Out to Water Capital Contingency Reserve Fund 426	600,000	600,000	
	Transfers Out to DWSRF Projects Fund 440		65,224	
	Transfers Out to DWSRF Projects Fund 440 (Loan payment)			
	Transfers Out to 2009 Bond Debt Service Fund 450	443,050	443,050	
	Transfers Out to Bond Reserve Fund 460	250,000	250,000	
	Transfers Out to Water Loan Debt Service Fund 470	215,470	215,470	
	TOTAL EXPENDITURES	6,226,203	5,347,935	
OPERATING FUND				
	OPERATING REVENUES	6,049,026	5,085,951	
	EXPENDITURES	(6,226,203)	(5,347,935)	
	CASH/INVESTMENTS BALANCE CARRYOVER	1,900,000	1,994,345	
	RATE STABILIZATION RESERVES	(1,000,000)	(1,000,000)	
	CASH/INVESTMENTS BALANCE	722,823	732,361	

		Description	Budget	YTD
		MONTHLY BUDGET ANALYSIS	2016	10/31/2016
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19		DEA Permits	-	6,050
				6,050
420-379-10-30		Northshore Water System Consolidation Grant		
420-379-10-40		Permits Capital Portion (5 new connection permits)	40,000	123,443
420-397-10-00		Latecorner Fees	-	4,102
		Transfers In from Operating Fund 401	530,000	337,500
		TOTAL REVENUES	570,000	477,145
420-534-10-41-21		DEA 16-01		2,866
		Active Projects to be completed in 2016	200,000	
		C 12-07 Reservoir Drains to Daylight	13,000	3,453
		C 12-14 Water System Improvements	11,000	-
		C 14-05 Strawberry Point (now funded by 2016 Bond)	-	163,426
		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	1,845
		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 (Carmans Const.)	97,482	140,416
		C 15-08 Northshore Road Sewer Service Area (complete)	2,950	
		C 15-09 Water Use Efficiency Update (complete)	15,308	11,622
		New 2016 Capital Projects (see CIP detail - 2016)	370,000	
		C 16-02 Asset Management Tools (Cartograph)	30,000	42,203
		C 16-03 Back up Generators and Generator for Marina-Tomb	40,000	32,953
		C 16-04 LW Interceptor Valve and Detention Basin	20,000	21,546
		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	-	97
		C 16-11 County Club pump station pre-design	153,083	575
		TOTAL EXPENDITURES	570,000	477,795
SYSTEM REINVESTMENT FUND				
		REVENUES	570,000	477,145
		EXPENDITURES	(570,000)	(477,795)
		CASH/INVESTMENTS BALANCE CARRYOVER	-	722
		CASH/INVESTMENTS BALANCE	-	72

Description		Budget	YTD
MONTHLY BUDGET ANALYSIS		2016	10/31/2016
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-361-11-00	Investment Interest	5,020	7,955
425-397-10-00	Transfers In from ULID 18 Fund 480	-	
	Transfers In from Bond Reserve Fund 490	-	
	TOTAL REVENUES	5,020	7,955
425-535-10-41	Stormwater Comp Plan (See Active Projects C1315 PH2)	-	
425-535-10-89	Investment Service Charges	200	130
425-584-38-63	Water/Sewer Systems	-	
	C 16-08 SVCA Culverts	10,000	10,036
	C 16-09 SV Sewer Pump Station Emergency Repairs	25,000	25,027
	C 16-07 North Shore Sampling	20,000	11,860
	C 16-12 Cedar Hills Storm Drain Relocate (Wilson Eng)	135,000	
425-594-38-64	Machinery/Equipment	-	
	TOTAL EXPENDITURES	190,200	47,053
SEWER/STORM WATER CONTINGENCY FUND			
	REVENUES	5,020	7,955
	EXPENDITURES	(190,200)	(47,053)
	CASH/INVESTMENTS BALANCE CARRYOVER	926,910	926,843
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES SEWER)	741,730	887,745
WATER CONTINGENCY FUND - 426			
426-361-11-00	Investment Interest		
426-397-10-00	Transfers In from Operating Fund 401	600,000	600,000
	TOTAL REVENUES	600,000	600,000
426-594-38-64	Machinery/Equipment		
	TOTAL EXPENDITURES	-	-
WATER CONTINGENCY FUND			
	REVENUES	600,000	600,000
	EXPENDITURES	-	-
	CASH/INVESTMENTS BALANCE CARRYOVER		
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES WATER)	600,000	600,000

		Description	Budget	YTD
		MONTHLY BUDGET ANALYSIS	2016	10/31/2016
2009 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
2016 CAPITAL BOND PROJECTS FUND (RESTRICTED) - 431				
431-391-20-00	2016 Bond Proceeds (Face Value)		6,409,492	6,409,492
431-392-00-00	Bond Premium		923,843	923,843
	TOTAL REVENUES		7,333,335	7,333,335
431-591-35-77-31	Post Point City of Bellingham Pay off Principal		2,219,591	2,219,591
431-592-35-83-31	Post Point City of Bellingham Pay off Interest		8,570	8,570
431-592-38-00-00	Issuance Costs		101,783	101,783
431-599-38-00-00	Pay off Refunded 2009 Bonds		3,803,391	3,803,392
431-594-38-63	Strawberry Point Pump Station C14-05		371,850	214,927
431-597-10-40	Transfers Out to DWSRF Projects Fund 440 (Div 22 Reservoir)		828,150	828,150
	TOTAL EXPENDITURES		7,333,335	7,176,413
CAPITAL BOND PROJECTS FUND				
	REVENUES		7,333,335	7,333,335
	EXPENDITURES		(7,333,335)	(7,176,413)
	CASH/INVESTMENTS BALANCE CARRYOVER		-	-
	CASH/INVESTMENTS BALANCE		-	156,922

	Description	Budget	YTD	
	MONTHLY BUDGET ANALYSIS	2016	10/31/2016	
DWSRF PROJECTS FUND - 440				
440-333-66-46-41	Geneva AC Mains	-	354,408	
440-333-66-46-42	Division 22 Reservoir	994,850	262,764	
440-397-10-31	Transfer In from 2016 Bond Fund 431			
440-397-10-40	Transfers In from Operating Fund 401	828,150	828,150	
440-397-10-41	Transfers In from Operating Fund 401	-	28,240	
		-	36,984	
	TOTAL REVENUES	1,823,000	1,510,546	
440-594-34-62-40	Division 22 Reservoir			
440-594-34-62-41	Geneva AC Mains	1,823,000	429,219	
			36,984	
	TOTAL EXPENDITURES	1,823,000	466,203	
DWSRF PROJECTS FUND				
	REVENUES	1,823,000	1,510,546	
	EXPENDITURES	(1,823,000)	(466,203)	
	CASH/INVESTMENTS BALANCE CARRYOVER	-	(360,594)	
	CASH/INVESTMENTS BALANCE	-	683,749	
Expenditures offset by draws as projects progress.				

	Description	Budget 2016	YTD 10/31/2016	
MONTHLY BUDGET ANALYSIS				
BOND DEBT SERVICE FUND - 450				
450-361-11-00-50	Investment Interest			
450-391-20-00-50	2016 Bond Proceeds	5,508	5,508	
450-397-10-00	Transfers In from Operating Fund 401	443,050	443,050	
	TOTAL REVENUES	448,558	448,558	
450-535-10-41-50	Bond Adm'n Fee	100		
450-591-35-72-50	2009 Redemption of Long Term Debt	250,000	250,000	
450-592-35-83-50	2009 Bond Interest Payments	192,950	116,925	
450-591-35-72-51	2016 Redemption of Long Term Debt			
450-592-35-83-51	2016 Bond Interest Payments		58,687	
	TOTAL EXPENDITURES	443,050	425,612	
BOND DEBT SERVICE FUND	REVENUES	448,558	448,558	
	EXPENDITURES	(443,050)	(425,612)	
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-	
	CASH/INVESTMENTS BALANCE	5,508	22,946	

	Description	Budget	YTD	
	MONTHLY BUDGET ANALYSIS	2016	10/31/2016	
	BONDS RESERVE FUND (RESTRICTED) - 460			
460-361-11-00	Investment Interest	10,000		
460-397-10-00	Transfers in from Operating Fund 401 (to update reserve requirement)	250,000	250,000	
	TOTAL REVENUES	260,000	250,000	
460-535-10-89	Investment Service Charges	200	130	
	TOTAL EXPENDITURES	200	130	
	BONDS RESERVE FUND (RESTRICTED)			
	REVENUES	260,000	250,000	
	EXPENDITURES	(200)	(130)	
	CASH/INVESTMENTS BALANCE CARRYOVER	513,400	513,428	
	CASH/INVESTMENTS BALANCE	773,200	763,298	

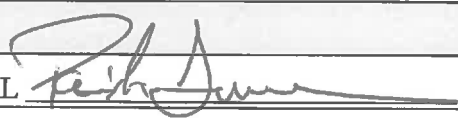
	Description	Budget 2016	YTD 10/31/2016
	MONTHLY BUDGET ANALYSIS		
	WATER LOANS DEBT SERVICE FUND - 470		
470-361-11-10	Investment Interest	-	
470-397-10-00	Transfers In from Operating Fund 401	215,470	215,470
	TOTAL REVENUES	215,470	215,470
470-591-34-77-73	Principal Loan 064	47,252	47,252
470-591-34-77-40	Principal Loan Division 22 Reservoir		
470-591-34-77-41	Principal Loan Geneva AC Mains	119,938	119,938
470-592-34-83-73	Interest Loan 064	6,615	6,615
470-592-34-83-40	Interest Loan Division 22 Reservoir		
470-592-34-83-41	Interest Loan Geneva AC Mains	41,624	41,624
	TOTAL EXPENDITURES	215,429	215,429
	REVENUES	215,470	215,470
	EXPENDITURES	(215,429)	(215,429)
	CASH/INVESTMENTS BALANCE CARRYOVER	-	2
	CASH/INVESTMENTS BALANCE	41	43

Description		Budget	YTD
MONTHLY BUDGET ANALYSIS		2016	10/31/2016
ULID 18 FUND - 480			
480-361-11-00	Investment Interest	-	
480-361-40-00	ULID 18 Interest/Penalties	20,000	20,162
480-368-10-00	Current ULID 18 Principal Payments	40,000	43,220
480-379-10-30	Latecomers Fee	-	6,507
	TOTAL REVENUES	60,000	69,889
480-535-10-89			
480-591-35-73	Sewer Debt Service Charges	-	
480-592-35-81	Redemption of Long Term Debt Loan 063	-	
480-592-35-82	Debt Service Interest Loan 44A	-	
480-592-35-83	Debt Service Interest Loan 44B	-	
480-597-10-00	Debt Service Interest Loan 063	-	
	Transfers Out to Operating Fund 401	60,000	70,132
	TOTAL EXPENDITURES	60,000	70,132
ULID 18 LOAN DEBT SERVICE	REVENUES	60,000	69,889
	EXPENDITURES	(60,000)	(70,132)
	CASH/INVESTMENTS BALANCE CARRYOVER	-	258
	CASH/INVESTMENTS BALANCE	-	15



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	November 9, 2016		
AGENDA ITEM NUMBER:	7.0		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Manager's Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

November 9, 2016

Board Meeting

6:30 p.m.

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** Reminder, the next scheduled meeting is set for **Monday, November 21, 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. The December 19 meeting has been canceled.
 - **Management Meeting:** A meeting between the Mayor, County Executive and me has been set for December 8, 2016 at 1:30 p.m. The topic will be to reconcile city, county, and district budgets as they relate to our responsibilities for Lake Whatcom.
 - **Next Regular Board Meeting:** The next regular meeting will be held on **Wednesday, November 30, 2016** at 8:00 a.m.
 - **Employee Staff Meeting:** The next staff meeting is set for **Tuesday, November 15, 2016 at 8:00 a.m.** in the Board Room. Commissioner Weide is scheduled to attend this meeting.
 - **Employee Safety Committee Meeting:** The next meeting is set for **November 15, 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 off I-5 at **6:15 p.m. on November 8, 2016.**
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **November 16, 2016** at 1:00 p.m. in the Board Room.

Other:

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