



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

REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

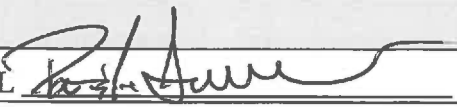
*January 11, 2017*

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. Election of Officers for 2017 – Resolution 831
  - B. Regular Meeting Dates and Times for 2017 – Resolution 832
  - C. Whatcom Falls Manhole Replacement Project Close Out
  - D. North Shore Water Consolidation Study
  - E. 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:	January 11, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Lyn Edwards	MANAGER APPROVAL 		
MEETING AGENDA DATE:	January 11, 2017		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Election of Officers		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: 2	1. Resolution #831		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Per RCW 57.12.010, the Board shall annually elect one of its members as president and another as secretary. See Resolution 831, attached.

**FISCAL IMPACT**

None

**RECOMMENDED BOARD ACTION**

1. Elect a Commissioner to serve as Board President for 2017
2. Elect a Commissioner to serve as Board Secretary for 2017

**PROPOSED MOTION**

1. To elect \_\_\_\_\_ as Board President for 2017
2. To elect \_\_\_\_\_ as Board Secretary for 2017

**LAKE WHATCOM WATER AND SEWER DISTRICT**

**RESOLUTION No 831**

A Resolution of the Board of Commissioners  
Designating the Elected Officers for Calendar Year 2017

**WHEREAS**, in accordance with RCW 57.12.010 the "Board shall annually elect one of its members as president and another as secretary";

**NOW, THEREFORE, BE IT RESOLVED** and adopted by the Board of Commissioners on this 11<sup>th</sup> day of January, 2017 that Commissioner \_\_\_\_\_ shall serve as Board President, and that Commissioner \_\_\_\_\_ shall serve as Board Secretary through January, 2018

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 11th day of January, 2017.

\_\_\_\_\_  
Todd Citron, Commissioner

\_\_\_\_\_  
Laura Weide, Commissioner

\_\_\_\_\_  
John Carter, Commissioner

\_\_\_\_\_  
Bruce R. Ford, Commissioner

\_\_\_\_\_  
Curtis Casey, Commissioner

\_\_\_\_\_  
Approved as to form, District legal counsel



# LAKE WHATCOM WATER AND SEWER DISTRICT

## AGENDA BILL

DATE SUBMITTED:	January 11, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Lyn Edwards	MANAGER APPROVAL <i>Paul J. Jurek</i>		
MEETING AGENDA DATE:	January 11, 2017		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Confirm Regular Meeting Dates and Times for 2017		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: 2	1. Resolution #832		
	2. Proposed Schedule of Regular Meetings for 2017		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

### BACKGROUND / EXPLANATION OF IMPACT

At the first meeting in January of each year, the Board establishes the regular meeting dates and times by Resolution. For 2016, the regular board meetings were held on the second Wednesday of each month at 6:30 p.m. with a second meeting on the last Wednesday of each month at 8:00 a.m. The Board has the option of changing the regular meeting dates and times for the year if they wish to do so.

**NOTE:** The Spring WASWD Conference is scheduled for April 13<sup>th</sup> through the 14<sup>th</sup>. The first meeting in April would normally be held on April 12, 2017. The Board may want to change this meeting to allow for travel time to the conference. The Fall WASWD Conference will be held September 27<sup>th</sup> through September 29<sup>th</sup>.

### FISCAL IMPACT

None

### RECOMMENDED BOARD ACTION

To review and approve or amend the regular meeting schedule for 2017

### PROPOSED MOTION

To adopt Resolution #832 Establishing the Regular Meeting Dates and Times for 2017 as the second Wednesday of each month at 6:30 p.m. and the last Wednesday of the month at 8:00 a.m.

List of Proposed Regular Meeting Dates and Times for 2017

Second and Last Wednesday of Each Month

<u>JANUARY</u> January 11, 2017 @6:30 p.m. January 25, 2017 @8:00 a.m.	<u>JULY</u> July 12, 2017 @6:30 p.m. July 26, 2017 @8:00 a.m.
<u>FEBRUARY</u> February 8, 2017 @6:30 p.m. February 22, 2017 @8:00 a.m.	<u>AUGUST</u> August 9, 2017 @6:30 p.m. August 30, 2017 @8:00 a.m.
<u>MARCH</u> March 8, 2017 @6:30 p.m. March 29, 2017 @8:00 a.m.	<u>SEPTEMBER</u> September 13, 2017 @6:30 p.m. September 27, 2017 @8:00 a.m.*
<u>APRIL</u> April 12, 2017 @6:30 p.m.* April 26, 2017 @8:00 a.m.	<u>OCTOBER</u> October 11, 2017 @6:30 p.m. October 25, 2017 @8:00 a.m.
<u>MAY</u> May 10, 2017 @6:30 p.m. May 31, 2017 @8:00 a.m.	<u>NOVEMBER</u> November 8, 2017 @6:30 p.m. November 29, 2017 @8:00 a.m.
<u>JUNE</u> June 14, 2017 @6:30 p.m. June 28, 2017 @8:00 a.m.	<u>DECEMBER</u> December 13, 2017 @6:30 p.m. December 27, 2017 @8:00 a.m.

\*The Spring WASWD Conference is April 13 through April 14

\*The Fall WASWD Conference is September 27 through September 29

**LAKE WHATCOM WATER AND SEWER DISTRICT**

**RESOLUTION No 832**

A Resolution of the Board of Commissioners Establishing the  
Regular Meeting Dates and Times for 2017

**WHEREAS**, RCW 42.30.070 requires that the governing body of a public agency, including special purpose districts, shall provide the time for holding regular meetings by resolution;

**NOW, THEREFORE, BE IT RESOLVED** that a regular meeting will be held at 6:30 p.m. on the second Wednesday of each month and a second meeting will be held at 8:00 a.m. on the last Wednesday of the month.

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 11th day of January, 2017.

\_\_\_\_\_  
Bruce R. Ford, Commissioner

\_\_\_\_\_  
Laura Weide, Commissioner

\_\_\_\_\_  
John Carter, Commissioner

\_\_\_\_\_  
Todd Citron, Commissioner

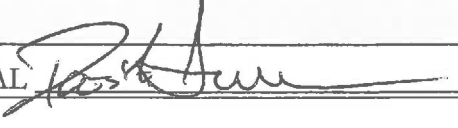
\_\_\_\_\_  
Curtis Casey, Commissioner

\_\_\_\_\_  
Approved as to form, District legal counsel



# LAKE WHATCOM WATER AND SEWER DISTRICT

## AGENDA BILL

DATE SUBMITTED:	January 3, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL 		
MEETING AGENDA DATE:	January 11, 2017		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Whatcom Falls Manhole Replacement Project Close out		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

### BACKGROUND / EXPLANATION OF IMPACT

Carman's Construction LLC has completed all contract requirements and punch list items.  
Staff recommends accepting the Whatcom Falls Manhole Rehabilitation Project as complete.

### FISCAL IMPACT

Original Construction Contract ( <i>Carman's Construction LLC</i> )	\$107,938.00
CO#1 ( <i>MH Liner 4" Vent Penetrations</i> )	\$726.00
CO#2 ( <i>9LF 4" Capped Vent Lines, Water Tight MH Lid</i> )	\$1,097.58
CO#3 ( <i>Remove and dispose of buried concrete thrust block</i> )	\$634.39
CO#4 ( <i>Unlocated water main, excavation, cribbing, conc. backfill</i> )	\$6,550.01
Subtotal approved change orders to date	\$9,007.98
Total Construction Cost	\$116,945.98
8.5% Sales Tax	\$9,940.41
Grand Total Including Sales Tax	\$126,886.39

### RECOMMENDED BOARD ACTION

See proposed motion.

### PROPOSED MOTION

Accept the Whatcom Falls Manhole Rehabilitation Project as complete and direct staff to close out the project.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 3, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	January 11, 2017		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	North Shore Water Consolidation Study		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Engineer's Brief Sheet		
	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**

Melanie Mankamyer from Wilson Engineering will provide a status update on the North Shore Water Consolidation Feasibility Study.

**FISCAL IMPACT**

Not applicable at this time.

**RECOMMENDED BOARD ACTION**

Listen to Melanie's presentation and discuss/consider options.

**PROPOSED MOTION**

No proposed motion at this time.



**Northshore Water System Consolidation Feasibility Study  
Status Update**

**Background**

The District applied for and received a \$30,000 grant from the Department of Health (DOH) to study the feasibility of consolidating its two water systems on the Northshore, potentially consolidating other Group A and Group B water systems, and making District water available to the District's sewer-only customers on wells or direct lake draws.

DOH is very interested in reducing the number of small water systems and is offering a special consolidation loan in addition to the grants. Any project that eliminates at least one Group A water system is eligible for a consolidation loan through the Drinking Water State Revolving Fund (DWSRF) program. The consolidation loans have a special feature in that up to 50% of the principal is forgiven when the project is complete.

Unlike sewer, the District cannot compel someone to connect to public water when it becomes available. Those who already have wells or permitted lake withdrawals may not be interested in public water. Conversely, those who currently do not have water may be very interested and public water could significantly add to the value of their property.

The purpose of this brief is to inform the Board of the results of the work performed to date prior to holding public meetings for those who could benefit from the consolidation project.

**Alternatives Considered:**

In 2004, the District had looked into connecting its Eagleridge and Agate Heights water systems and serving the properties between the two systems. In that study the potential project was divided into three phases. For this study we have kept the geographical references to Phases 1-3 and added a Phase 4 area that includes the properties to the east on Northshore Road that are not on District sewer. Because of the way the Drinking Water State Revolving Fund (DWSRF) consolidation loan is structured (discussed above), we are not proposing to construct the project in phases (and will rename the phases to "areas" prior to the public meetings.)

**Alternative A:** In this alternative the new consolidated service area is limited to the area currently served by District sewer (old Phases 1-3). The current number of equivalent residential units (ERUs) that can be served is 132 (85 at Eagleridge and 47 at Agate Heights). The estimated total number of ERUs at buildout is about 403. To supply all of these connections from the Agate Height water system (and turn the City of Bellingham connection into an emergency intertie), the treatment plant capacity will need to be increased, additional water storage is needed, and connecting water mains installed. The estimated project costs are about \$7.5-\$8 M (including soft costs and contingency). Assuming costs are shared among the 275 new connections and 50% of the principal is forgiven, the share per ERU would be about **\$13,640 - \$14,550.**

**Alternative B:** In this alternative the new consolidated service area is expanded to include the area currently not served by District sewer ("Phases 4"). The estimated total number of ERUs at buildout for this expanded area is about 529. This Alternative also uses the Agate Height water system to supply all of these connections (and turn the City of Bellingham connection into an emergency intertie). Again the

treatment plant and storage will need modified, with an increase in the additional capacities. Some of the connecting water mains to be installed will need to be larger in order to supply fire flows a greater distance. The estimated project costs are about \$10.5-\$11 M (including soft costs and contingency). Assuming costs are shared among the 401 new connections and 50% of the principal is forgiven, the share per ERU would be about \$13,000 - \$13,750.

**Alternative C:** This alternative also assumed the expanded consolidated service area with the estimated total number of ERUs at buildout of 529. However, this Alternative looked at supplying the Northshore from the District’s Southshore water system to supply all of these connections. We assumed the connection between systems would be made by using Horizontal Directional Drilling (HDD) under the lake. We determined that there were sufficient water rights, treatment plant and reservoir capacities. The connecting water mains were sized using the hydraulic model to account for the different “feed” location. This Alternative has the most risk which includes potential permitting hurdles. The estimated project costs are about \$11.75-\$14 M (including soft costs and contingency). Assuming costs are shared among the 401 new connections and 50% of the principal is forgiven, the share per ERU would be about \$14,500 - \$17,500.

**Recommendations Summary**

Our recommendation, with District Staff concurrence, is to present Alternative B at the public meetings that are part of the feasibility grant scope.

**Enclosures:**

- Preliminary Cost Estimates
- Exhibit

LAKE WHATCOM WATER AND SEWER DISTRICT  
North Shore Water System Conolidation Feasibility  
Preliminary Cost Estimates

12/23/2016

Prepared by: Curt Schoenfelder, PE and Melanie Mankamy, PE, Wilson Engineering LLC

Wilson Job No.: 2016-093

Preliminary Cost Estimates - Phases 1-3; No City 2nd source (larger storage requirement)

Item Description	Quantity	Unit	Unit Price	Amount
<b>CONSTRUCTION</b>				
a. Mobilization (10%)	1	LS	\$ 393,363	\$ 393,363
b. Traffic Control (5.5%)	1	LS	\$ 216,350	\$ 216,350
c. Temporary Erosion and Sediment Control (1.2%)	1	LS	\$ 47,204	\$ 47,204
d. Distribution Improvements				
8-inch DI Pipe	11,250	LF	\$ 65	\$ 731,250
12-inch DI Pipe	12,000	LF	\$ 75	\$ 900,000
8-inch Gate Valve	14	EA	\$ 1,500	\$ 21,094
12-inch Gate Valve	15	EA	\$ 2,500	\$ 37,500
Hydrant Assembly	39	EA	\$ 5,500	\$ 213,125
Combination Air Release/Vacuum Valve	5	EA	\$ 2,500	\$ 12,500
Blow-off Assembly	2	EA	\$ 2,000	\$ 4,000
Connect to Existing Main	3	EA	\$ 2,500	\$ 7,500
Service Connections (all inclusive; saddles, corps, meter ass'y, box, line)	275	EA	\$ 2,000	\$ 550,000
Restoration	23,250	LF	\$ 24	\$ 558,000
Subtotal				\$ 3,034,969
e. Treatment and Pumping Improvements				
Building Addition (20'x20' and a bit taller)	1	LS	\$ 100,000	\$ 100,000
Filtronic Model FV-09 Electromedia 1 Fe/Mn Removal System (Equipment only; includes filter, reaction vessels, controls and chem feed equipment)	1	LS	\$ 225,000	\$ 225,000
Filtronic treatment system installation	1	LS	\$ 112,500	\$ 112,500
Booster pump station, duplex skid mount including Controls (Equipment only)	1	LS	\$ 33,000	\$ 33,000
Booster pump station installation	1	LS	\$ 16,500	\$ 16,500
Chlorination and other misc. upgrades	1	LS	\$ 25,000	\$ 25,000
Electrical upgrades	1	LS	\$ 35,000	\$ 35,000
Generator & Tank	1	LS	\$ 55,000	\$ 55,000
Subtotal				\$ 602,000
f. Storage Improvements				
Concrete storage tank 185,000 Gallon 30x35 (installed by supplier, prevailing wages)	1	LS	\$ 170,775	\$ 170,775
Site Preparation and misc. under tank piping etc.	1	LS	\$ 85,388	\$ 85,388
Piping/valving from new tank to existing	1	LS	\$ 40,500	\$ 40,500
Subtotal				\$ 296,663
<b>SUMMARY</b>				
Subtotal				\$ 4,590,548
Contingencies	10%			\$ 459,055
Sales Tax	8.5%			\$ 429,216
Preliminary Estimated Construction Costs				\$ 5,478,819
Permitting (Consulting and Permit Fees)	2.5%			\$ 136,970
Topographic Survey	4%			\$ 219,150
Engineering Design	18%			\$ 986,190
Construction Phase Engineering/Inspection	10%			\$ 547,880
Construction Phase Surveying	3%			\$ 164,360
GRAND TOTAL				\$ 7,533,369

LAKE WHATCOM WATER AND SEWER DISTRICT  
North Shore Water System Conolidation Feasibility  
Preliminary Cost Estimates

12/23/2016

Prepared by: Curt Schoenfelder, PE and Melanie Mankamy, PE, Wilson Engineering LLC

Wilson Job No.: 2016-093

Preliminary Cost Estimates - Phases 1-4 - No City 2nd source (larger storage requirement)

Item Description	Quantity	Unit	Unit Price	Amount
<b>CONSTRUCTION</b>				
a. Mobilization (10%)	1	LS	\$ 542,827	\$ 542,827
b. Traffic Control (5.5%)	1	LS	\$ 298,555	\$ 298,555
c. Temporary Erosion and Sediment Control (1.2%)	1	LS	\$ 65,139	\$ 65,139
d. Distribution Improvements				
8-inch DI Pipe	9,750	LF	\$ 65	\$ 633,750
12-inch DI Pipe	25,250	LF	\$ 75	\$ 1,893,750
8-inch Gate Valve	12	EA	\$ 1,500	\$ 18,281
12-inch Gate Valve	32	EA	\$ 2,500	\$ 78,906
Hydrant Assembly	58	EA	\$ 5,500	\$ 320,833
Combination Air Release/Vacuum Valve	5	EA	\$ 2,500	\$ 12,500
Blow-off Assembly	2	EA	\$ 2,000	\$ 4,000
Connect to Existing Main	3	EA	\$ 2,500	\$ 7,500
Service Connections (all inclusive; saddles, corps, meter ass'y, box, line)	275	EA	\$ 2,000	\$ 550,000
Restoration	35,000	LF	\$ 24	\$ 840,000
Subtotal				\$ 4,369,621
e. Treatment and Pumping Improvements				
Building Addition (20'x20' and a bit taller)	1	LS	\$ 100,000	\$ 100,000
Filtronic Model FV-09 Electromedia 1 Fe/Mn Removal System (Equipment only; includes filter, reaction vessels, controls and chem feed equipment)	1	LS	\$ 225,000	\$ 225,000
Filtronic treatment system installation	1	LS	\$ 112,500	\$ 112,500
Booster pump station, duplex skid mount including Controls (Equipment only)	1	LS	\$ 33,000	\$ 33,000
Booster pump station installation	1	LS	\$ 16,500	\$ 16,500
Chlorination and other misc. upgrades	1	LS	\$ 25,000	\$ 25,000
Electrical upgrades	1	LS	\$ 35,000	\$ 35,000
Generator & Tank	1	LS	\$ 55,000	\$ 55,000
Subtotal				\$ 602,000
f. Storage Improvements				
Concrete storage tank 333,000 Gallon 30x65 (installed by supplier, prevalling wages)	1	LS	\$ 341,000	\$ 341,000
Site Preparation and misc. under tank piping etc.	1	LS	\$ 85,250	\$ 85,250
Piping/valving from new tank to existing	1	LS	\$ 40,500	\$ 40,500
Subtotal				\$ 466,750
<b>SUMMARY</b>				
Subtotal				\$ 6,334,792
Contingencies	10%			\$ 633,479
Sales Tax	8.5%			\$ 592,303
Preliminary Estimated Construction Costs				\$ 7,560,574
Permitting (Consulting and Permit Fees)	2.5%			\$ 189,010
Topographic Survey	4%			\$ 302,420
Engineering Design	18%			\$ 1,360,900
Construction Phase Engineering/Inspection	10%			\$ 756,060
Construction Phase Surveying	3%			\$ 226,820
GRAND TOTAL				\$ 10,395,784

LAKE WHATCOM WATER AND SEWER DISTRICT  
North Shore Water System Conolidation Feasibility  
Preliminary Cost Estimates

12/14/2016

Prepared by: Curt Schoenfelder, PE and Melanie Mankamy, PE, Wilson Engineering LLC

Wilson Job No.: 2016-093

Preliminary Cost Estimates - Phases 1-4; Feed from South Shore/Geneva

Item Description	Quantity	Unit	Unit Price	Amount
<b>CONSTRUCTION</b>				
a. Mobilization (10%)	1	LS	\$ 609,583	\$ 609,583
b. Traffic Control (5.5%)	1	LS	\$ 335,271	\$ 335,271
c. Temporary Erosion and Sediment Control (1.2%)	1	LS	\$ 73,150	\$ 73,150
d. Distribution Improvements				
8-inch DI Pipe	3,500	LF	\$ 65	\$ 227,500
12-inch DI Pipe	31,500	LF	\$ 75	\$ 2,382,500
8-inch Gate Valve	4	EA	\$ 1,500	\$ 6,563
12-inch Gate Valve	39	EA	\$ 2,500	\$ 98,438
Hydrant Assembly	58	EA	\$ 5,500	\$ 320,833
Combination Air Release/Vacuum Valve	5	EA	\$ 2,500	\$ 12,500
Blow-off Assembly	2	EA	\$ 2,000	\$ 4,000
Connect to Existing Main	3	EA	\$ 2,500	\$ 7,500
Service Connections (all inclusive; saddles, corps, meter ass'y, box, line)	275	EA	\$ 2,000	\$ 550,000
Restoration	35,000	LF	\$ 24	\$ 840,000
Subtotal				\$ 4,429,833
e. Connection to South Shore System				
HDD pipe from Fairview to North Shore (12-inch diam)	1700	LF	\$ 980	\$ 1,666,000
	1	LS		\$ -
Subtotal				\$ 1,666,000
f. Storage Improvements				
Concrete storage tank 132,000 Gallon 30x25 (installed by supplier, prevailing wages)		LS	\$ 108,000	\$ -
Site Preparation and misc. under tank piping etc.		LS	\$ 54,000	\$ -
Piping/valving from new tank to existing		LS	\$ 40,500	\$ -
Subtotal				\$ -
<b>SUMMARY</b>				
Subtotal				\$ 7,113,838
Contingencies	10%			\$ 711,384
Sales Tax	8.5%			\$ 665,144
Preliminary Estimated Construction Costs				\$ 8,490,366
Permitting (Consulting and Permit Fees)	3.0%			\$ 254,710
Topographic Survey	4%			\$ 339,610
Engineering Design	18%			\$ 1,528,270
Construction Phase Engineering/Inspection	10%			\$ 849,040
Construction Phase Surveying	3%			\$ 254,710
GRAND TOTAL				\$ 11,716,705

LAKE WHATCOM WATER AND SEWER DISTRICT  
North Shore Water System Conolldation Feasibility  
Preliminary Cost Estimates

12/14/2016

Prepared by: Curt Schoenfelder, PE and Melanie Mankamy, PE, Wilson Engineering LLC

Wilson Job No.: 2016-093

Preliminary Cost Estimates - Phases 1-4; Feed from South Shore/Strawberry Point

Item Description	Quantity	Unit	Unit Price	Amount
<b>CONSTRUCTION</b>				
a. Mobilization (10%)	1	LS	\$ 733,608	\$ 733,608
b. Traffic Control (5.5%)	1	LS	\$ 403,485	\$ 403,485
c. Temporary Erosion and Sediment Control (1.2%)	1	LS	\$ 88,033	\$ 88,033
d. Distribution Improvements				
8-inch DI Pipe	6,500	LF	\$ 65	\$ 422,500
12-inch DI Pipe	28,500	LF	\$ 75	\$ 2,137,500
8-inch Gate Valve	8	EA	\$ 1,500	\$ 12,188
12-inch Gate Valve	36	EA	\$ 2,500	\$ 89,063
Hydrant Assembly	58	EA	\$ 5,500	\$ 320,833
Combination Air Release/Vacuum Valve	5	EA	\$ 2,500	\$ 12,500
Blow-off Assembly	2	EA	\$ 2,000	\$ 4,000
Connect to Existing Main	3	EA	\$ 2,500	\$ 7,500
Service Connections (all inclusive; saddles, corps, meter ass'y, box, line)	275	EA	\$ 2,000	\$ 550,000
Restoration	35,000	LF	\$ 24	\$ 840,000
Subtotal				\$ 4,396,083
e. Connection to South Shore System				
HDD pipe from Strawberry Pt to North Shore (12-inch diameter)	3000	LF	\$ 980	\$ 2,940,000
	1	LS		\$ -
Subtotal				\$ 2,940,000
f. Storage Improvements				
Concrete storage tank 132,000 Gallon 30x25 (Installed by supplier, prevailing wages)		LS	\$ 108,000	\$ -
Site Preparation and misc. under tank piping etc.		LS	\$ 54,000	\$ -
Piping/valving from new tank to existing		LS	\$ 40,500	\$ -
Subtotal				\$ -
<b>SUMMARY</b>				
Subtotal				\$ 8,561,209
Contingencies	10%			\$ 856,121
Sales Tax	8.5%			\$ 800,473
Preliminary Estimated Construction Costs				\$ 10,217,803
Permitting (Consulting and Permit Fees)	3.0%			\$ 306,530
Topographic Survey	4%			\$ 408,710
Engineering Design	18%			\$ 1,839,200
Construction Phase Engineering/Inspection	10%			\$ 1,021,780
Construction Phase Surveying	3%			\$ 306,530
GRAND TOTAL				\$ 14,100,553





0.5 Miles



**Legend**

- LWWS Boundary
- 20-ft Contour
- Parcels (2008)
- PHASES 1-3
- PHASE 4
- COB

Potential 2nd Tank Location.  
Cost Estimates assume multiple  
sources for lower Standby  
Storage qlys

Upgrade Agate  
WTP, building

Convert City Connection  
to Emergency Interim.  
Assume automatic  
transfer for "second  
source"

Distribution Pipe:  
Phases 1-3, about half 8-in, half 12-in  
Phases 1-4, 30% 8-in, 70% 12-in  
South Shore Feed increases 12-in to  
80%-90%



LAKE WHATCOM WATER AND SEWER DISTRICT  
AGENDA BILL

DATE SUBMITTED:	January 3, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Debi Denton	MANAGER APPROVAL <i>Debi Denton</i>		
MEETING AGENDA DATE:	January 11, 2017		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	Monthly Budget Analysis through 12/31/2016		
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





LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 12/31/2016

	Cash	\$ 2,305,712	0.20%
401	LGIP	\$ 4,057	0.42%
		PAR VALUE	
425	FHLB - Pro Equity	\$ 500,000	Mar-17 0.66%
460	FICO - ProEquity	\$ 512,000	Aug-18 0.91%
425	FICO - ProEquity	\$ 425,000	Dec-18 1.35%
401	FICO - ProEquity	\$ 186,000	Dec-18 0.90%
460	FFCB - ProEquity	\$ 750,000	Aug-20 1.10%
	US Bank	\$ 2,373,000	
	TOTAL	\$ 4,682,769	



MONTHLY BUDGET ANALYSIS			
Description	Budget		YTD
	2016	12/31/2016	100%
OPERATING FUND - 401			
REVENUES			
401-343-40-10 Northshore Water System Consolidation Grant			
401-343-50-11 Water Sales Metered (8.75% base rate increase) *	2,142,363	2,096,242	98%
401-343-50-19 Sewer Service Residential (2.5% rate increase) *	3,740,663	3,729,345	100%
401-343-81-10 Sewer Service Other	5,000	4,361	87%
401-359-90-00 Combined Fees	30,000	29,534	98%
401-361-11-00 Late fees	60,000	54,512	91%
401-369-10-00 Investment Interest	1,000	1,330	133%
401-369-10-00 Sale of scrap metal and surplus	-	2,641	
401-369-10-01 Miscellaneous	-	1,262	
401-379-10-20 Permits Operation portion (5 new connection permits)	10,000	66,580	666%
401-385-10-00 Sale of Capital Assets	-	-	
401-385-20-00 Insurance Recoveries	-	-	
401-397-10-00-80 Transfer in from ULID 18 Fund 480	60,000	71,323	119%
TOTAL REVENUES	6,049,026	6,057,130	100%

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

		Description	Budget	YTD	
		MONTHLY BUDGET ANALYSIS	2016	12/31/2016	
				100%	
OPERATING FUND - 401					
EXPENDITURES					
401-53X-10-10		Admin Payroll (2% cola plus step increases - 2016)	629,294	519,076	82%
401-53X-10-20		Admin Personnel Benefits (Medical, Retirement etc)	207,280	179,628	87%
401-53X-10-31		Gen Admin Supplies	21,000	25,632	122%
401-53X-10-31-01		Meetings/Team building	1,500	2,540	169%
401-53X-10-40		Web pay/Bank Fees (WA Fed: Xpress, Chase)	20,000	25,422	127%
		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	58,181	90%
		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	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		
		Carteograph - 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	299,965	113%
401-53X-10-42		Communication	46,000	49,276	107%

	Description	Budget		YTD		%
		2016		12/31/2016		
MONTHLY BUDGET ANALYSIS						
401-53X-10-45	Admin Lease	2,000	1,796	90%		
401-53X-10-46	Property Insurance	125,000	129,198	103%		
401-53X-10-49	Admin Misc.	1,000	1,867	187%		
401-53X-10-49-01	Memberships/Dues	12,000	12,843	107%		
401-53X-10-49-02	WA State Dept of RevenueTaxes/Permits	191,500	200,780	105%		
401-53X-40-43	Training & Travel	35,000	21,814	62%		
401-53X-40-43-01	Tuition reimbursement	1,000	-	0%		
401-53X-50-31	Maintenance Supplies	145,000	196,312	135%		
401-53X-50-48	Operations Repair/Maint	65,000	111,230	171%		
401-53X-50-49	Insurance Claims	5,000	5,000	100%		
401-53X-60-41	Operations Contracted	10,000	7,613	76%		
401-53X-60-47	Water City of Bellingham	40,000	37,823	95%		
401-53X-60-47	Sewer City of Bellingham Treatment Fee	600,000	616,004	103%		
401-53X-80-10	Operations Payroll (2% cola plus step increases - 2016)	908,270	986,544	109%		
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	355,900	382,279	107%		
401-53X-80-32	Fuel	30,000	15,232	51%		
401-53X-80-35	Safety Supplies	12,000	5,657	47%		
401-53X-80-35-01	Safety Supplies Boots	2,500	1,158	46%		
401-53X-80-47	General Utilities	195,000	203,339	104%		
401-53X-80-49	Laundry	3,000	3,544	118%		
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	4,293,392	103%		
TRANSFERS						
	Transfers Out to System Reinvestment Fund 420	530,000	365,500			
	Transfers Out to Water Capital Contingency Reserve Fund 426	600,000	440,000			
	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	6,072,636			
OPERATING FUND						
	OPERATING REVENUES	6,049,026	6,019,690			
	EXPENDITURES	(6,226,203)	(6,072,636)			
	CASH/INVESTMENTS BALANCE CARRYOVER	1,900,000	1,994,345			
	RATE STABILIZATION RESERVES	(1,000,000)	(1,000,000)			
	CASH/INVESTMENTS BALANCE	722,823	941,399			

	Description	Budget 2016	YTD 12/31/2016	
	MONTHLY BUDGET ANALYSIS			
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19-21	DEA Permits	-	6,050	
420-343-40-19-22	DEA Permits		1,050	
420-379-10-30	Permits Capital Portion (5 new connection permits)	40,000	123,443	
420-379-10-40	Latecomer Fees	-	4,102	
420-397-10-00	Transfers in from Operating Fund 401	530,000	372,111	
	TOTAL REVENUES	570,000	506,756	
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 Cleanwell 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	1,648	1,649	
	C 15-06B Whatcom Falls MH Repair (Carmans Const.)	97,482	151,626	
	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	39,697	
	C 16-04 LW Interceptor Valve and Detention Basin	20,000	22,015	
	Electrical Design for Fault Tolerant Control System (did not need)	-	-	
	C 16-05 Water System Plan Update	100,000	4,194	
	C 16-06 Replace SCADA Hardware	20,000	7,328	
	C 16-07 North Shore Sampling	-	97	
	C 16-11 Country Club pump station pre-design	153,093	7,641	
	TOTAL EXPENDITURES	570,000	507,478	
SYSTEM REINVESTMENT FUND				
	REVENUES	570,000	506,756	
	EXPENDITURES	(570,000)	(507,478)	
	CASH/INVESTMENTS BALANCE CARRYOVER	-	722	
	CASH/INVESTMENTS BALANCE	-	●	

	Description	Budget 2016	YTD 12/31/2016	
	MONTHLY BUDGET ANALYSIS			
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	7,955	
	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			
425-594-38-63	Water/Sewer Systems	200	199	
	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	20,813	
	C 16-12 Cedar Hills Storm Drain Relocate (Wilson Eng)	135,000		
425-594-38-64	Machinery/Equipment			
	TOTAL EXPENDITURES	190,200	56,075	
SEWER/STORM WATER CONTINGENCY FUND				
	REVENUES	5,020	7,955	
	EXPENDITURES	(190,200)	(56,075)	
	CASH/INVESTMENTS BALANCE CARRYOVER	926,910	926,843	
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES SEWER)	741,730	878,723	
WATER CONTINGENCY FUND - 426				
426-361-11-00	Investment Interest			
426-397-10-00	Transfers In from Operating Fund 401	600,000	440,000	
	TOTAL REVENUES	600,000	440,000	
426-594-38-64	Machinery/Equipment			
	TOTAL EXPENDITURES	-	-	
WATER CONTINGENCY FUND				
	REVENUES	600,000	440,000	
	EXPENDITURES	-	-	
	CASH/INVESTMENTS BALANCE CARRYOVER			
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES WATER)	600,000	440,000	

		Description	Budget	YTD	
		MONTHLY BUDGET ANALYSIS	2016	12/31/2016	
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	62,683		
	TOTAL EXPENDITURES	62,683	62,683		
CAPITAL BOND PROJECTS FUND					
	REVENUES	-	-		
	EXPENDITURES	(62,683)	(62,683)		
	CASH/INVESTMENTS BALANCE CARRYOVER	62,683	62,683		
	CASH/INVESTMENTS BALANCE	0	-		
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	273,406		
431-597-10-40	Transfers Out to DWSRF Projects Fund 440 (Div 22 Reservoir)	828,150	828,150		
	TOTAL EXPENDITURES	7,333,335	7,234,892		
CAPITAL BOND PROJECTS FUND					
	REVENUES	7,333,335	7,333,335		
	EXPENDITURES	(7,333,335)	(7,234,892)		
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-		
	CASH/INVESTMENTS BALANCE	-	98,443		

		Description	Budget 2016	YTD 12/31/2016	
		MONTHLY BUDGET ANALYSIS			
DWSRF PROJECTS FUND - 440					
440-333-66-46-41		Geneva AC Mains	-	354,408	
440-333-66-46-42		Division 22 Reservoir	994,850	710,333	
440-397-10-31		Transfer In from 2016 Bond Fund 431	828,150	828,150	
440-397-10-40		Transfers In from Operating Fund 401	-	28,240	
440-397-10-41		Transfers In from Operating Fund 401	-	36,984	
		TOTAL REVENUES	1,823,000	1,958,115	
440-594-34-62-40		Division 22 Reservoir	1,823,000	899,295	
440-594-34-62-41		Geneva AC Mains		36,984	
		TOTAL EXPENDITURES	1,823,000	936,279	
DWSRF PROJECTS FUND		REVENUES	1,823,000	1,958,115	
		EXPENDITURES	(1,823,000)	(936,279)	
		CASH/INVESTMENTS BALANCE CARRYOVER	-	(360,594)	
		CASH/INVESTMENTS BALANCE	-	661,242	
Expenditures offset by draws as projects progress.					



		Description	Budget	YTD	
		MONTHLY BUDGET ANALYSIS	2016	12/31/2016	
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	
		Transfer In from Fund 470		44	
		TOTAL REVENUES	448,558	448,602	
450-535-10-41-50		Bond Admin 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		58,687	
450-592-35-83-51		2016 Bond Interest Payments		425,612	
		TOTAL EXPENDITURES	443,050		
BOND DEBT SERVICE FUND		REVENUES	448,558	448,602	
		EXPENDITURES	(443,050)	(425,612)	
		CASH/INVESTMENTS BALANCE CARRYOVER	-	-	
		CASH/INVESTMENTS BALANCE	5,508	22,990	

	Description	Budget 2016	YTD 12/31/2016	
	MONTHLY BUDGET ANALYSIS			
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	199	
	TOTAL EXPENDITURES	200	199	
	BONDS RESERVE FUND (RESTRICTED)			
	REVENUES	260,000	250,000	
	EXPENDITURES	(200)	(199)	
	CASH/INVESTMENTS BALANCE CARRYOVER	513,400	513,428	
	CASH/INVESTMENTS BALANCE	773,200	763,229	

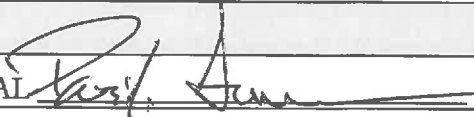
		Description	Budget	YTD	
		MONTHLY BUDGET ANALYSIS	2016	12/31/2016	
WATER LOANS DEBT SERVICE FUND - 470					
470-361-11-10		Investment Interest	-		
470-367-10-00		Transfers In from Operating Fund 401	215,470	215,470	
		TOTAL REVENUES	215,470	215,470	
470-591-34-77-73		Principal Loan 064	47,252	47,252	
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	
		Transfer Out to Fund 450		43	
		TOTAL EXPENDITURES	215,429	215,472	
WATER LOANS DEBT SERVICE FUND		REVENUES	215,470	215,470	
		EXPENDITURES	(215,429)	(215,472)	
		CASH/INVESTMENTS BALANCE CARRYOVER	-	2	
		CASH/INVESTMENTS BALANCE	41	0	

		Description	Budget 2016	YTD 12/31/2016	
		MONTHLY BUDGET ANALYSIS			
ULID 18 FUND - 480					
480-361-11-00		Investment Interest	-		
480-361-40-00		ULID 18 Interest/Penalties	20,000	20,166	
480-368-10-00		Current ULID 18 Principal Payments	40,000	44,391	
480-379-10-30		Latecomers Fee	-	6,507	
		TOTAL REVENUES	60,000	71,064	
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	71,322	
		TOTAL EXPENDITURES	60,000	71,322	
ULID 18 LOAN DEBT SERVICE		REVENUES	60,000	71,064	
		EXPENDITURES	(60,000)	(71,322)	
		CASH/INVESTMENTS BALANCE CARRYOVER	-	258	
		CASH/INVESTMENTS BALANCE	-	-	



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 3, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	January 11, 2017		
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

January 11, 2017

Board Meeting

6:30 p.m.

### Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
  - **Policy Group Meeting:** The next meeting will be held in February 2017. The date has not been officially set, though I expect it to be in the same location and at the same time.
  - **Management Meeting:** A meeting between the Mayor, County Executive and the General Manager has been scheduled from January 19 to the 31<sup>st</sup> at 10:00 a.m. in City Hall. The topic will be to reconcile city, county, and district budgets as they relate to our responsibilities for Lake Whatcom. We will also be addressing the potential for City and County participation in the District's North Shore water testing project.
- **Next Regular Board Meeting:** The next regular meeting will be held on **Wednesday, January 25, 2017** at 8:00 a.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, January 12, 2017** at 8:00 a.m. in the Board Room. Commissioner Carter is scheduled to attend this meeting.
- **Employee Safety Committee Meeting:** The next meeting is set for **January 12, 2017** 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 **January 10, 2017**.
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **January 18, 2017** 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.
- **2017 Commissioners Workshop:** Reminder, the Washington Association of Sewer & Water District's (WASWD) 2017 Commissioner's Workshop is scheduled for Saturday February 4, 2017 in Lynnwood at the Embassy Suites. This is an all-day activity. Each of you have a room reservation for the evening of February 3 at the Embassy Suites. Commissioner's Ford, Casey, and Weide will be attending. Lyn will be providing you your registration information and the program agenda.

- **Dates for Spring & Fall 2017 WASWD Conferences:** FYI, the Spring Conference will be in Yakima April 13 - 14. The Fall Conference will be September 27 - 29 in Wenatchee. The conference's now end on Fridays at noon.
- **Annual Appreciation Dinner:** Update. Our annual Appreciation & Awards Dinner with the employees is going to be on Friday, January 27 at 6:00 p.m. By the date of the meeting we will know the exact location. More information is coming.
- **Reminder:** I will not be at the upcoming Board Meeting and staff meeting as I need to attend the annual Insurance Pool board retreat planning session in Kitsap County. I am driving over on the 11<sup>th</sup> and returning on the 13<sup>th</sup>.