



LAKE WHATCOM WATER AND SEWER DISTRICT  
1220 Lakeway Drive  
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**AGENDA**

*July 10, 2019*

6:30 p.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY  
At this time, members of the public may address the Board of Commissioners. 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. Lake Whatcom Stormwater Utility
6. OTHER BUSINESS
7. STAFF REPORTS
  - A. General Manager
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



**AGENDA  
BILL  
Item 4**

**Consent Agenda**

DATE SUBMITTED:	July 3, 2019	MEETING DATE:	July 10, 2019
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. See below	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**\*\*TO BE UPDATED 7/10/19 \*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the June 26, 2019 Board Meeting
- Payroll for Pay Period #14 (06/14/2019 through 06/27/2019) totaling \$46,272.33
- Payroll Benefits for Pay Period #14 totaling \$52,377.79
- Accounts Payable Vouchers total to be added 7/10

# CHECK REGISTER

# PAYROLL

Lake Whatcom W-S District  
MCAG #: 2330

07/03/2019 To: 07/03/2019

Time: 10:04:56 Date: 07/02/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2106	07/03/2019	Payroll	5	EFT		588.42	06/15/2019 - 06/28/2019 PR 14
2107	07/03/2019	Payroll	5	EFT		3,629.59	06/15/2019 - 06/28/2019 PR 14
2108	07/03/2019	Payroll	5	EFT		3,521.68	06/15/2019 - 06/28/2019 PR 14
2109	07/03/2019	Payroll	5	EFT		2,354.44	06/15/2019 - 06/28/2019 PR 14
2110	07/03/2019	Payroll	5	EFT		3,533.86	06/15/2019 - 06/28/2019 PR 14
2112	07/03/2019	Payroll	5	EFT		2,470.89	06/15/2019 - 06/28/2019 PR 14
2114	07/03/2019	Payroll	5	EFT		1,221.50	06/15/2019 - 06/28/2019 PR 14
2115	07/03/2019	Payroll	5	EFT		2,694.74	06/15/2019 - 06/28/2019 PR 14
2116	07/03/2019	Payroll	5	EFT		1,739.19	06/15/2019 - 06/28/2019 PR 14
2117	07/03/2019	Payroll	5	EFT		3,048.98	06/15/2019 - 06/28/2019 PR 14
2118	07/03/2019	Payroll	5	EFT		1,848.30	06/15/2019 - 06/28/2019 PR 14
2119	07/03/2019	Payroll	5	EFT		2,027.51	06/15/2019 - 06/28/2019 PR 14
2120	07/03/2019	Payroll	5	EFT		531.51	06/15/2019 - 06/28/2019 PR 14
2121	07/03/2019	Payroll	5	EFT		1,913.54	06/15/2019 - 06/28/2019 PR 14
2122	07/03/2019	Payroll	5	EFT		2,382.15	06/15/2019 - 06/28/2019 PR 14
2123	07/03/2019	Payroll	5	EFT		1,573.17	06/15/2019 - 06/28/2019 PR 14
2124	07/03/2019	Payroll	5	EFT		1,469.76	06/15/2019 - 06/28/2019 PR 14
2125	07/03/2019	Payroll	5	EFT		1,995.19	06/15/2019 - 06/28/2019 PR 14
2126	07/03/2019	Payroll	5	EFT		2,616.94	06/15/2019 - 06/28/2019 PR 14
2127	07/03/2019	Payroll	5	EFT		2,429.53	06/15/2019 - 06/28/2019 PR 14
2111	07/03/2019	Payroll	5	9272		1,336.06	06/15/2019 - 06/28/2019 PR 14
2113	07/03/2019	Payroll	5	9273		1,345.38	06/15/2019 - 06/28/2019 PR 14

401 Operating Fund

46,272.33

46,272.33 Payroll:

46,272.33

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 7/2/2019

Board Authorization - As the duly elected board for this district we have reviewed the claims listed and approve the payment with our signatures below.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**CHECK REGISTER**Lake Whatcom W-S District  
MCAG #: 2330

07/03/2019 To: 07/03/2019

Time: 10:11:54 Date: 07/02/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2128	07/03/2019	Payroll	5	EFT	UNITED STATES TREASURY	16,888.17	941 Deposit for Pay Cycle(s) 07/03/2019 - 07/03/2019
2129	07/03/2019	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 07/03/2019 To 07/03/2019 - SUP ENF
2130	07/03/2019	Payroll	5	9274	AFLAC	354.85	Pay Cycle(s) 07/03/2019 To 07/03/2019 - AFLAC Pre-Tax; Pay Cycle(s) 07/03/2019 To 07/03/2019 - AFLAC Post-Tax
2131	07/03/2019	Payroll	5	9275	AFSCME LOCAL	416.92	Pay Cycle(s) 07/03/2019 To 07/03/2019 - Union Dues; Pay Cycle(s) 07/03/2019 To 07/03/2019 - Union Fund
2132	07/03/2019	Payroll	5	9276	DEPARTMENT OF RETIREMENT SYSTEMS	4,237.31	Pay Cycle(s) 07/03/2019 To 07/03/2019 - DCP
2133	07/03/2019	Payroll	5	9277	HRA VEBA TRUST (PAYEE)	545.00	Pay Cycle(s) 07/03/2019 To 07/03/2019 - VEBA
2134	07/03/2019	Payroll	5	9278	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 07/03/2019 To 07/03/2019 - ICMA
2135	07/03/2019	Payroll	5	9279	WA ST DEPT OF ES/PFMLA	174.60	Pay Cycle(s) 07/03/2019 To 07/03/2019 - PFMLA
2136	07/03/2019	Payroll	5	9280	WA ST PUBLIC EMP RET PLAN 2	10,550.97	Pay Cycle(s) 07/03/2019 To 07/03/2019 - PERS 2
2137	07/03/2019	Payroll	5	9281	WA ST PUBLIC EMP RET PLAN 3	3,085.35	Pay Cycle(s) 07/03/2019 To 07/03/2019 - PERS 3
2138	07/03/2019	Payroll	5	9282	WASHINGTON STATE HEALTH CARE AUTHORITY	15,816.28	Pay Cycle(s) 07/03/2019 To 07/03/2019 - PEBB Medical; Pay Cycle(s) 07/03/2019 To 07/03/2019 - PEBB ADD LTD; Pay Cycle(s) 07/03/2019 To 07/03/2019 - PEBB SMK Surcharge; Pay Cycle(s) 07/03/2019 To 07/03
401 Operating Fund						52,377.79	
						52,377.79	Payroll: 52,377.79

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District  
MCAG #: 2330

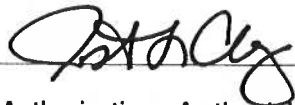
07/03/2019 To: 07/03/2019

Time: 10:11:54 Date: 07/02/2019

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am aithorized to certify this claim.

Sign  Date 7/2/2019

Board Authorization - As the duly elected board for this district we have reviewed the claims listed and approve the payment with our signatures below.

\_\_\_\_\_  
Commisioner

\_\_\_\_\_  
Commisioner

\_\_\_\_\_  
Commisioner

\_\_\_\_\_  
Commisioner

\_\_\_\_\_  
Commisioner



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS

## Minutes

*June 26, 2019*

Board Secretary Todd Citron called the Regular Session to order at 8:24 a.m.

**Attendees:** Commissioner Todd Citron  
Commissioner Bruce Ford  
Commissioner Leslie McRoberts  
General Manager Justin Clary  
Assistant General Manager/District Engineer Bill Hunter  
Finance Manager/Treasurer Debi Denton  
Operations & Maintenance Manager Brent Winters  
Recording Secretary Rachael Hope  
Consulting Engineer Melanie Mankamyer

**Excused Absences:** Commissioner Laura Abele  
Commissioner John Carter

No members of the public were in attendance.

### Consent Agenda

#### Action Taken

McRoberts moved, Ford seconded, approval of:

- Meeting Notes from the 04/10/2018 Board Meeting
- Payroll for Pay Period #13 (06/01/2019 through 06/14/2019) totaling \$44,331.27
- Payroll Benefits for Pay Period #12 totaling \$51,989.79
- Accounts Payable Vouchers totaling \$73,840.32.

Motion passed.

#### Staff Presentation: Cathodic Protection Inspection

Winters explained that most of the District's water reservoirs are constructed of steel and, therefore, susceptible to corrosion. As part of its proactive maintenance program, the District periodically has these reservoirs inspected. These inspections ensure that the cathodic protection (CP) systems are functioning appropriately to maximize the life of the infrastructure. In March 2019, Norton Corrosion Limited conducted inspections of the District's Geneva, Sudden Valley Water Treatment Plant, Division 7, Division 22, and Division 30 reservoirs.

Winters presented the Board with the final report from Norton Corrosion, which indicated that the Geneva and Sudden Valley Water Treatment Plant CP systems are functioning inadequately. Staff gave a

brief explanation of the options and recommendations for reservoir-specific approaches to ensuring the full operational lives of each reservoir. Discussion followed.

**Lake Whatcom Stormwater Utility Update**

Clary recalled that during the May 8, 2019 Board meeting, Gary Stoyka of Whatcom County Public Works provided a presentation on various aspects of the newly established Lake Whatcom Stormwater Utility Service Area. During its May 29, 2019 meeting, the Board discussed the stormwater utility purpose and rate structure. Subsequently, staff developed a letter to the County Council indicating the District’s support of creating sustainable mechanisms for funding projects that enhance the water quality of Lake Whatcom. Staff presented the Board with a draft letter for review. Discussion followed.

**General Manager’s Report**

Clary updated the Board on several topics, including activities of the Lake Whatcom Policy Group, the Aquatic Invasive Species Program, and development of an interlocal agreement with the City of Bellingham and Whatcom County to continue study of the impact of on-site septic systems in the watershed. Discussion followed.

**Engineering Department Report**

Hunter briefed the Board on the progress of several projects, including the beginning of horizontal directional drilling at the Country Club lift station and work on the North Shore exposed sewer pipeline. Discussion followed.

**Finance Department Report**

Denton informed the Board that revenues are tracking to budget for 2019. The finance department is moving into budget season, and staff request forms will be distributed in July. Discussion followed.

**Operations Department Report**

Winters reported that our water treatment plants are running as expected, and gave updates on ongoing safety training completion, and reported on the installation of a generator at the Airport lift station. Discussion followed.

With no further business, Citron adjourned the Regular Session at 9:50 a.m.

\_\_\_\_\_  
Recording Secretary, Rachael Hope

\_\_\_\_\_  
Date Minutes Approved

\_\_\_\_\_  
Laura Abele

\_\_\_\_\_  
Todd Citron

\_\_\_\_\_  
Bruce R. Ford

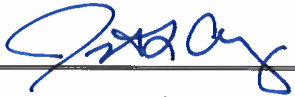
\_\_\_\_\_  
Leslie McRoberts

\_\_\_\_\_  
John Carter



**AGENDA  
BILL  
Item 5.A**

**Lake Whatcom Stormwater  
Utility Update**

DATE SUBMITTED:	June 26, 2019	MEETING DATE:	July 10, 2019
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Letter to Whatcom County Council	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

In December 2017, the Whatcom County Council established the Lake Whatcom Stormwater Utility Service Area under the authority of RCW 36.89. The Service Area includes the entire unincorporated (outside Bellingham city limits) portion of the Lake Whatcom Watershed (i.e., overlaps the entirety of the Lake Whatcom Water and Sewer District’s service area). The purpose of the new stormwater utility is to provide additional funding for efforts to clean up and protect Lake Whatcom water quality. Under its current schedule, the County Council will introduce the stormwater utility ordinance during its July 9, 2019 meeting, and hold a public hearing and consider adoption of the ordinance during its July 23, 2019 meeting.

During the May 8, 2019 District Board meeting, Gary Stoyka of Whatcom County Public Works provided a presentation on the status and proposed rate structure of the utility. During its May 29, 2019 meeting, the Board discussed the stormwater utility purpose and rate structure. Based upon varied opinions specific to the rate structure, staff developed a draft letter to the County Council indicating the District’s support of creating sustainable mechanisms for funding projects that enhance the water quality of Lake Whatcom, but that discussion relative to the proposed rate structure would be omitted. The draft letter was discussed during the Board’s June 26 meeting. The attached letter to the County Council represents incorporation of Board comments received during the June 26 meeting.

**FISCAL IMPACT**

The fiscal impacts of the stormwater utility to the District are still being ascertained. Annual fees charged to the District are estimated to be less than \$5,000.

**RECOMMENDED BOARD ACTION**

Staff recommends Board approval of the letter to the County Council.



**PROPOSED MOTION**

A recommended motion is:

“I move to approve issuance of the letter to the County Council regarding the Lake Whatcom Stormwater Utility.”



1220 Lakeway Drive  
Bellingham, WA 98229  
(360) 734-9224

July 10, 2019

Whatcom County Council  
Whatcom County  
311 Grand Avenue, Suite 105  
Bellingham, Washington 98225

Re: Lake Whatcom Stormwater Utility Service Area

Dear Honorable Councilmembers:

The Lake Whatcom Water and Sewer District (originally Whatcom County Water District No. 10) was created in 1968 to address water quality issues in Lake Whatcom resulting from on-site septic systems serving the Geneva community. Currently providing sewer service to the Geneva, Sudden Valley, and much of the North Shore communities, as well as relying on the Lake as the predominant water source for our customers, the District continues to focus on the protection of Lake Whatcom—so much so that it has been a component of our mission statement for decades.

As Whatcom County's partner in efforts to enhance the quality of Lake Whatcom through membership of the Lake Whatcom Management Program, and as a future rate payer should the proposed ordinance be enacted, we wish to enter into the record our support for the utility. As a public utility operating within the Lake Whatcom Watershed, we understand the need to develop a sustainable and equitable rate structure with sound financial policies to ensure the effective and efficient use of utility rates and fees in meeting its mission. As a participating member of the Lake Whatcom Management Program, we also understand the tremendous challenge that the County faces in meeting the requirements of the total maximum daily load (TMDL). We, therefore, are supportive of the County's efforts in creating a mechanism to fund necessary projects for the Lake's water quality.

Thank you for your careful consideration of the implementation of a utility that directs revenues wholly to projects that improve the Lake Whatcom's water quality.

Should you have any questions, please do not hesitate to contact our general manager, Justin Clary, at (360) 734-9224 or at [justin.clary@lwbsd.org](mailto:justin.clary@lwbsd.org).

Sincerely,

Lake Whatcom Water and Sewer District

Laura Abele  
President, Board of Commissioners

Todd Citron  
Secretary, Board of Commissioners

Bruce Ford  
Position 3, Board of Commissioners


Leslie McRoberts  
Position 4, Board of Commissioners

John Carter  
Position 5, Board of Commissioners



**AGENDA  
BILL  
Item 7.A.**

**General Manager's Report**

DATE SUBMITTED:	July 2, 2019	MEETING DATE:	July 10, 2019
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. General Manager's Report	
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.



LAKE WHATCOM WATER AND SEWER DISTRICT

**General Manager's Report**

**Upcoming Dates & Announcements**

Regular Meeting – Wednesday, July 10, 2019 – 6:30 p.m.

**Important Upcoming Dates**

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jul 31, 2019	8:00 a.m.	Board Room
District Operations Day	Wed Jul 31, 2019	Following Board Meeting	District Facilities
Employee Staff Meeting	Thu Jul, 11 2019	8:00 a.m.	Board Room Commissioner Abele to Attend
Investment Comm Meeting	Wed Jul 10, 2019	6:00 p.m.	Small Conference Room
Safety Committee Meeting	Wed Jul 11, 2019	3:00 p.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Jul 11, 2019	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street
Policy Group Meeting	Mon Sep 30, 2019	3:00 p.m.	City of Bellingham Fireplace Room 625 Halleck Street
Joint Councils Meeting	March 2020	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Aug 13, 2019	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Jul 17, 2019	1:00 p.m.	Board Room
Whatcom County Council of Governments Board Meeting	Wed Oct 9, 2019	4:00 p.m.	Council of Governments Offices 314 E Champion Street

**Committee Meeting Reports**

Safety Committee:

- No meetings held since last Board meeting.

Investment Committee:

- No meetings held since last Board meeting.

**Upcoming Important Agenda Topics and Meetings**

- Discussion pertaining to commissioner-provided insurance (July 31)
- Northshore Force Main Stream Crossing Construction Contract Award (July 31)
- 2019 Asphalt Patching Contract Award (July 31)
- District Operations 201 Day (July 31)

## 2019 Initiatives Status

### Administration and Organizational Document Review/Revision

#### Personnel Policies Manual

- Workplace Violence Policy Update  
*Approved by the Board during February 27 meeting.*
- Drug Testing Policy Update  
*Approved by the Board during February 27 meeting.*
- Paid Family & Medical Leave Act Policy Addition  
*Approved by the Board during February 27 meeting.*
- Other revisions as identified/needed

#### Administrative Code

- Board Meeting Dates/Times  
*Adopted by the Board during January 30 meeting (Resolution No. 854).*
- Purchasing Policy  
*Adopted by the Board during March 13 meeting (Resolution No. 857).*
- Other revisions as identified/needed

#### Commissioner Protocol Manual

- Work session to review/revise  
*Adopted by the Board during April 10 meeting.*

#### Health & Safety Program

- Review programs  
*Ongoing. Safety Committee has updated the District's Respirator, Confined Space, Vehicle Operation, Fire Safety, and Meter Reader Safety programs.*

#### File Management System

- Electronic file management structure revision  
*File management structure has been revised and migration of documents is complete.*
- Digitize applicable hard copies and file in DocuWare  
*Staff attended DocuWare training on June 13; R Hope developing process for ensuring digitalization of applicable documents in accordance with State regulations.*

### Community/Public Relations Enhancement

#### Website

- Reconfigured the layout of the *About* dropdown menu to make more user friendly.
- Developing content for the *Board of Commissioners* page (commissioner bios).
- Routinely providing alerts, as appropriate, on page (e.g., water main flushing notice).

#### Intergovernmental Relations

- J. Clary represented the District at the Whatcom County Water Utility Coordinating Committee meeting on June 27.
- J. Clary attended Chief Ralston's, South Whatcom Fire Authority, retirement party on June 28.

#### Social Media Program

- Develop/implement social media program  
*Program implemented February 14.*

- Create/manage District LinkedIn account  
*LinkedIn account is live ([www.linkedin.com/company/lake-whatcom-water-and-sewer-district](http://www.linkedin.com/company/lake-whatcom-water-and-sewer-district)) with new information posted regularly.*
- Create/manage District Facebook account  
*Facebook account is live (<https://www.facebook.com/Lake-Whatcom-Water-Sewer-District-455872278278848>) with new information posted regularly.*
- Create/manage District NextDoor account  
*NextDoor currently limits public agency pages to only emergency response agencies.*

#### Press Releases

- District staff recognition press release issued on January 14.

#### 50-Year Anniversary

- Press release/logo  
*Release issued November 21, 2018; logo developed November 20, 2018.*
- Banner  
*Installed January 10.*
- Commissioner/employee jackets with 50<sup>th</sup> anniversary logo  
*Jackets distributed to staff during March 14 staff meeting.*
- Celebration  
*Completed during the annual employee banquet on January 11.*

#### Fact Sheets

- Develop District fact sheets  
*General informational fact sheet on the District created on April 15.*

### **Lake Whatcom Water Quality**

#### Management Program

- Attend organized meetings; initiate additional meetings/discussions outside of program  
*J. Clary participating on the Interjurisdictional Coordinating Team (ICT) in the development of the Lake Whatcom Management Program 2020-2024 Work Plan (most recent meeting held June 21; next meeting is scheduled for July 26).*  
*J. Clary attended the June 13 Data Group meeting.*  
*J. Clary attend the June 24 Policy Group meeting.*

#### Onsite Septic System Impact Assessment

- North shore monitoring  
*J. Clary attended a meeting on June 14 with city of Bellingham and Whatcom County staff regarding development of an interlocal agreement between the District, city of Bellingham, and Whatcom County specific to assessment of septic impacts to Lake Whatcom. A scope of work for water quality monitoring is underway.*

#### Onsite Septic System Conversion Program

- Identify applicable lots  
*Staff identified lots to pursue connection to District collection system.*
- Implement conversion notification process  
*Notice of requirement to connect to District sewer system sent to three property owners on February 21.*
- Complete conversion  
*Staff will contact property owners in September to check-in on progress (per District Code, owners have 18 months from date of notice to connect).*

### Watershed Stormwater Utility

- Participate in utility development process  
*County staff presented the utility structure and fees during the May 8 board meeting. County Council to discuss the stormwater rate structure ordinance during its July 9 meeting, and hold a public hearing and consider adoption during its July 23 meeting.*

### **Board Technology Upgrades**

#### Board-issued Tablets

- Identify/implement appropriate systems to board  
*IT provider is configuring Board tablets; anticipate issuance of tablets and conducting training in July/August.*

#### Electronic Board Packets

- Implement electronic-only packet production process  
*Implement following issuance of tablets to Board.*

### **Asset Management**

#### Asset Location

- GPS District infrastructure in Sudden Valley  
*Emily McGinty, GIS intern (WWU environmental science major with a GIS certification), started on June 20 and should be complete by late-September.*

#### Preventative Maintenance

- Develop/refine automatic work order notification process in Cartegraph  
*District staff have developed the hierarchy of assets for the system with Cartegraph and are testing the system on a pilot scale. Anticipate full implementation by the end of August.*

### **O&M Workload Capacity Analysis**

- Implement process in Cartegraph for tracking resource use  
*Engineering and operations staff continue to track resources specific to utilities.*
- Analyze resource allocation data  
*To be conducted as data becomes available.*

### **New Development Process Refinement**

- Revise/implement new development permit/inspection/approval process  
*The District issued a letter in May to all individuals that have obtained a Water Availability determination from the District over the past 12 months, notifying them of District limited resources for side sewer inspections and water service installations, and first come-first serve policy relative to the Lake Whatcom land disturbance window (June 1 – September 30).*