



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

January 29, 2020


8:00 a.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. None
6. OTHER BUSINESS
7. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



**AGENDA
BILL
Item 4**

Consent Agenda

DATE SUBMITTED:	January 22, 2020	MEETING DATE:	January 29, 2020
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 1.28.2020****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the December 26, 2019 Board Meeting
- Minutes for the January 08, 2020 Board Meeting
- Payroll for Pay Period #01 (12/28/2019 through 01/10/2020) totaling \$42,611.07
- Payroll Benefits for Pay Period #01 totaling \$50,677.17
- Accounts Payable Vouchers total to be added



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

December 26, 2019

Board Secretary Todd Citron called the Regular Session to order at 8:02 a.m.

Attendees: Commissioner Todd Citron General Manager Justin Clary
 Commissioner John Carter Finance Manager/Treasurer Debi Denton
 Commissioner Bruce Ford
 Recording Secretary Rachael Hope

Excused Absences: Commissioner Laura Abele
 Commissioner Leslie McRoberts

No public were in attendance.

Changes to Agenda

Clary requested the addition of item 5.D. 2020 Non-represented Staff Cost-of-Living Adjustment. The board agreed.

Consent Agenda

Action Taken

Carter moved, Ford seconded, approval of:

- Minutes for the December 11, 2019 Special Board Meeting
- Minutes for the December 11, 2019 Regular Board Meeting
- Accounts Payable Vouchers totaling \$42,995.22
- Payroll for Pay Period #25 (11/30/2019 through 12/13/2019) totaling \$46,410.76
- Payroll Benefits for Pay Period #25 totaling \$52,658.87
- Payroll correction for Pay Period #25 totaling \$423.88
- Quarterly Payroll Tax adjustment totaling \$70.24

Motion passed.

Adoption of the 2020 Budget

Denton explained that revisions were made to the proposed 2020 budget based on Board feedback from regular meetings in October and November 2019. The most significant change for the 2020 budget is the

allocation of the reserve fund dollars to separate water and sewer funds rather than one operating fund. Discussion followed.

Action Taken

Carter moved, Ford seconded, to adopt the fiscal year 2020 budget with the addition of \$50,000 allocated towards commissioner insurance coverage subject to the findings of a committee recommendation made to the board in early February. Motion passed.

Sudden Valley Water Treatment Plant Facility Improvement Plan Architectural/Engineering Agreement

Clary introduced a scope of work and fee estimate for the initial phase of work on the Sudden Valley Water Treatment Plant Facility Improvement Plan from Gray & Osborne, Inc. (G&O). The work will be divided into phases. Phase 1 is a detailed conditions assessment of all components and systems by the G&O project manager, project engineer, electrical engineer, architectural/HVAC engineer, and structural engineer. At the conclusion of the assessment, G&O will make a presentation to the Board of the overall methodology, findings, and recommendations on what alternatives and ideas to explore in Phase 2. Future Phase 2 will include alternatives analysis, cost estimates, sequencing and scheduling to develop a 20-year Facility Improvement Plan. The scope of work and fee estimate will be developed towards the end of Phase 1 and be brought to the Board for discussion and approval. In late 2020, the District plans to begin a rate study that will consider operations, maintenance, and capital improvement needs over the next decade. The goal is to have a 20-year Facility Improvement Plan for Sudden Valley Water Treatment Plant completed for use as the rate study begins. Discussion followed.

Action Taken

Carter moved, Ford seconded, to authorize the General Manager to execute an Architecture/Engineering Professional Services Agreement for the Sudden Valley Water Treatment Plant Facility Improvement Plan with Gray and Osborne, Inc. for Task 1 - Water Treatment Plant Conditions Assessment for time and materials not to exceed \$45,360 as presented. Motion passed.

2020 Wilson Engineering Rates

Clary recalled that Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on August 8, 2016, and effective through June 31, 2021. Per Section 7.4 of the agreement, Wilson Engineering may annually request revision to the approved rates to accommodate inflation and market conditions. Included in the meeting packet was a letter from Wilson Engineering dated December 17, 2019, requesting revision to its rates and fees for 2020. Discussion followed.

Action Taken

Ford moved, Carter seconded, to approve rates and fees to be effective January 1, 2020, for professional services performed by Wilson Engineering under the existing on-call professional services contract with the District, as presented in the December 17, 2019 letter from Wilson Engineering. Motion passed.

2020 Non-represented Staff Cost-of-Living Adjustment

Clary detailed that traditionally the non-represented employees have received the same annual cost-of-living-adjustment (COLA) increase as the represented (union) employees. Non-union employees include the General Manager, District Engineer/Assistant General Manager, Finance Manager/Treasurer, Operations & Maintenance Manager, and Administrative Assistant. For 2020 the represented employee's COLA will be 2.2%, which is equal to the Consumer Price Index for all urban consumers (CPI-U) for the

Seattle metropolitan area (the Seattle area is the closest region to which the District is located), as reported in October 2019 for the prior year.

Action Taken

Ford moved, Carter seconded, to approve a salary adjustment for all non-represented District staff that is equal to an increase of 2.2% and effective January 1, 2020. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including cyber-security training platform kick-off, the success of the District's first legislative breakfast, which was attended by the two representatives from the 40th district and staff of reps from the 42nd, and the On-site Sewer Impact Assessment scope of work being developed in collaboration with Whatcom County, the City of Bellingham, and Herrera Consulting. Discussion followed.

Engineering Department Report

Clary presented the Board with the December summary of existing district projects.

Finance Department Report

Denton highlighted upcoming activity in the Finance Department, including quarterlies to be presented at the January 29 Board meeting, 2020 rate increase letters, and an upcoming finance committee meeting. Discussion followed.

Operations Department Report

No Operations Department report was presented as the Operations & Maintenance Manager was not present.

Citron requested to table Item 10, Executive Session, until the next regular board meeting as the board is still working on the General Manager performance appraisal. The board agreed.

With no further business, Citron adjourned the Regular Session at 9:33 a.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Abele

Todd Citron

Bruce R. Ford

Leslie McRoberts

John Carter



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

January 08, 2020

Board President Laura Abele called the Regular Session to order at 6:30 p.m.

Attendees: Commissioner Laura Abele	General Manager Justin Clary
Commissioner Todd Citron	District Engineer/Assistant Manager Bill Hunter
Commissioner John Carter	Finance Manager/Treasurer Debi Denton
Commissioner Bruce Ford	Operations & Maintenance Manager Brent Winters
Commissioner Leslie McRoberts	District Legal Counsel Bob Carmichael
Recording Secretary Rachael Hope	Consulting Engineer Melanie Mankamyer

No public were in attendance.

Oath of Office

Denton administered the Oaths of Office for re-elected Commissioners Bruce Ford (Position 3) and Leslie McRoberts (Position 4).

Consent Agenda

Action Taken

McRoberts moved, Citron seconded, approval of:

- Payroll for Pay Period #26 (12/14/2019 through 12/27/2019) totaling \$44,408.18
- Payroll Benefits for Pay Period #26 totaling \$52,149.85
- Accounts Payable Vouchers totaling \$283.17
- Accounts Payable Vouchers totaling \$153,675.50

Motion passed.

Election of Board Officers

Clary explained that the District operates under the authority of Revised Code of Washington (RCW) Title 57, Water-Sewer Districts. Under RCW 57.12.10, Commissioners-President and Secretary- Compensation, "the board shall annually elect one of its members as president and another as secretary."

Action Taken

McRoberts moved, Citron seconded, to appoint Commissioner Abele to serve as District Board president for the 2020 calendar year. Motion passed.

Abele moved, McRoberts seconded, to appoint Commissioner Citron to serve as District Board secretary for the 2020 calendar year. Motion passed.

Appointment of Board Representatives to the District's Investment Committee

Clary recalled that Chapter 2.14 of the District's administrative code establishes an Investment Committee, which is comprised of the finance manager/treasurer, general manager, and two commissioners. Duties of the committee include, at a minimum, quarterly review of the District's investment portfolio and rate structure (Chapter 2.4) and annual review of the District's investment policy (Chapter 2.14).

Action Taken

McRoberts moved, Ford seconded, to appoint Commissioner Carter and Commissioner Citron to serve as the Board's representatives on the District's Investment Committee for the 2020 calendar year. Motion passed.

Appointment of Board Representatives to the Whatcom County Council of Governments and the Lake Whatcom Management Program Policy Group

The District annually appoints a representative to serve on the Whatcom County Council of Governments and a representative to serve on the Lake Whatcom Management Program Policy Group.

Action Taken

Citron moved, McRoberts seconded, to appoint Commissioner Carter to serve as the District's representative on the Whatcom County Council of Governments for the 2020 calendar year. Motion passed.

Citron moved, Carter seconded, to appoint Commissioner Ford to serve as the District's representative to the Lake Whatcom Management Program Policy Group for the 2020 calendar year. Motion passed.

Approval of Personal Services Agreement for On-Site Sewage Impact Assessment

Clary detailed that following a 2017 assessment completed by Herrera Environmental Consultants, Inc. (Herrera), several data gaps were identified by City and County staff. In order to collect additional data to better understand the impact of on-site sewage systems, a scope of work for a second round of monitoring was jointly developed by City, County, and District staff, and an interlocal agreement between the District and County was executed on November 20, 2019 to allocate funding requirements of the assessment.

The District issued a request for proposals from qualified consultants in November 2019. Herrera was selected to perform the assessment, and a meeting of City, County, District, and Herrera staff was conducted on December 19 to finalize the scope of work. Staff presented the Board with the proposed scope of work and associated fee in the form of a personal services agreement. Discussion followed.

Action Taken

Ford moved, McRoberts seconded, to authorize the General Manager to execute a personal services agreement for the Lake Whatcom On-site Sewage System Impact Assessment with Herrera Environmental, Inc. for time and materials not to exceed \$97,514.00 for Tasks 1 through 3 of the associated scope of work, with Task 4 approval contingent upon receipt of a Washington State Department of Health Source Water Protection grant. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including report of no lost-time injuries in 2019, completed septic abandonment and connection to sewer of a property on North Shore Road, and recent social media activity from District constituents. Discussion followed.

The Board commended District staff on their excellent safety record, and attention to creating a safe work environment.

Other Business: Commissioner Insurance Discussion

Commissioner Citron requested the addition of one item of other business regarding the ongoing conversation on commissioner insurance coverage. Discussion followed, and the Board agreed to suspend discussion of providing commissioner insurance for the time being.

Executive Session Per RCW 42.30.110(1)(i)(ii) To Discuss Potential Litigation – 15 Minutes

Abele recessed the Regular Session to Executive Session at 7:35 p.m. It was estimated that the Executive Session would take 15 minutes. The purpose of the Executive Session was to discuss potential litigation with legal counsel. Abele recessed the Executive Session and reconvened the Regular Session at 7:46 p.m.

Executive Session Per RCW 42.30.110(1)(g) General Manager Performance Evaluation – 30 Minutes

Abele recessed the Regular Session to Executive Session at 7:46 p.m. It was estimated that the Executive Session would take 30 minutes. The purpose of the Executive Session was to discuss the General Manager's Performance Evaluation. Abele recessed the Executive Session and reconvened the Regular Session at 8:15 p.m.

Executive Session Per RCW 42.30.110(1)(g) General Manager Performance Evaluation – 30 Minutes

Abele recessed the Regular Session to Executive Session at 8:15 p.m. It was estimated that the Executive Session would take 20 minutes. The purpose of the Executive Session was to discuss the General Manager's Performance Evaluation. Abele recessed the Executive Session and reconvened the Regular Session at 8:37 p.m.

Action Taken

Carter moved, McRoberts seconded, to increase General Manager Justin Clary's annual salary by \$3,000.00 effective January 1, 2020. Motion passed.

With no further business, Abele adjourned the Regular Session at 8:37 p.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Abele

Todd Citron

Bruce R. Ford

Leslie McRoberts

John Carter

CHECK REGISTER

Lake Whatcom W-S District

MCAG #: 2330

01/16/2020 To: 01/16/2020

Time: 11:23:31 Date: 01/14/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
153	01/16/2020	Payroll	5	EFT		3,680.61	12/28/2019- 01/10/2020 PR2
154	01/16/2020	Payroll	5	EFT		2,478.61	12/28/2019- 01/10/2020 PR2
155	01/16/2020	Payroll	5	EFT		2,509.82	12/28/2019- 01/10/2020 PR2
156	01/16/2020	Payroll	5	EFT		3,506.99	12/28/2019- 01/10/2020 PR2
157	01/16/2020	Payroll	5	EFT		2,675.69	12/28/2019- 01/10/2020 PR2
159	01/16/2020	Payroll	5	EFT		1,266.65	12/28/2019- 01/10/2020 PR2
160	01/16/2020	Payroll	5	EFT		2,879.81	12/28/2019- 01/10/2020 PR2
161	01/16/2020	Payroll	5	EFT		1,860.41	12/28/2019- 01/10/2020 PR2
162	01/16/2020	Payroll	5	EFT		3,185.30	12/28/2019- 01/10/2020 PR2
163	01/16/2020	Payroll	5	EFT		1,881.40	12/28/2019- 01/10/2020 PR2
164	01/16/2020	Payroll	5	EFT		2,572.66	12/28/2019- 01/10/2020 PR2
165	01/16/2020	Payroll	5	EFT		2,432.03	12/28/2019- 01/10/2020 PR2
166	01/16/2020	Payroll	5	EFT		1,463.58	12/28/2019- 01/10/2020 PR2
167	01/16/2020	Payroll	5	EFT		1,485.74	12/28/2019- 01/10/2020 PR2
168	01/16/2020	Payroll	5	EFT		2,101.19	12/28/2019- 01/10/2020 PR2
169	01/16/2020	Payroll	5	EFT		2,772.19	12/28/2019- 01/10/2020 PR2
170	01/16/2020	Payroll	5	EFT		2,472.18	12/28/2019- 01/10/2020 PR2
158	01/16/2020	Payroll	5	9963		1,386.21	12/28/2019- 01/10/2020 PR2
401 Water Fund						11,926.77	
402 Sewer Fund						30,684.30	

42,611.07 Payroll: 42,611.07

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 1/14/2020

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

01/16/2020 To: 01/16/2020

Time: 11:30:08 Date: 01/14/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
171	01/16/2020	Payroll	5	EFT	UNITED STATES TREASURY	16,066.10	941 Deposit for Pay Cycle(s) 01/16/2020 - 01/16/2020
172	01/16/2020	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 01/16/2020 To 01/16/2020 - SUP ENF
173	01/16/2020	Payroll	5	9964	AFLAC	354.85	Pay Cycle(s) 01/16/2020 To 01/16/2020 - AFLAC Pre-Tax; Pay Cycle(s) 01/16/2020 To 01/16/2020 - AFLAC Post-Tax
174	01/16/2020	Payroll	5	9965	AFSCME LOCAL	363.24	Pay Cycle(s) 01/16/2020 To 01/16/2020 - Union Dues; Pay Cycle(s) 01/16/2020 To 01/16/2020 - Union Fund
175	01/16/2020	Payroll	5	9966	DEPARTMENT OF RETIREMENT SYSTEMS	4,454.03	Pay Cycle(s) 01/16/2020 To 01/16/2020 - DCP
176	01/16/2020	Payroll	5	9967	HRA VEBA TRUST (PAYEE)	515.00	Pay Cycle(s) 01/16/2020 To 01/16/2020 - VEBA
177	01/16/2020	Payroll	5	9968	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 01/16/2020 To 01/16/2020 - ICMA
178	01/16/2020	Payroll	5	9969	WA ST DEPT OF ES/PFMLA	164.45	Pay Cycle(s) 01/16/2020 To 01/16/2020 - PFMLA
179	01/16/2020	Payroll	5	9970	WA ST PUBLIC EMP RET PLAN 2	10,403.47	Pay Cycle(s) 01/16/2020 To 01/16/2020 - PERS 2
180	01/16/2020	Payroll	5	9971	WA ST PUBLIC EMP RET PLAN 3	3,256.48	Pay Cycle(s) 01/16/2020 To 01/16/2020 - PERS 3
181	01/16/2020	Payroll	5	9972	WASHINGTON STATE HEALTH CARE AUTHORITY	14,791.21	Pay Cycle(s) 01/16/2020 To 01/16/2020 - PEBB Medical; Pay Cycle(s) 01/16/2020 To 01/16/2020 - PEBB ADD LTD; Pay Cycle(s) 01/16/2020 To 01/16/2020 - PEBB SMK Surcharge; Pay Cycle(s) 01/16/2020 To 01/16

401 Water Fund
402 Sewer Fund

37,337.88
13,339.29

50,677.17 Payroll: 50,677.17

CHECK REGISTER

Lake Whatcom W-S District

Time: 11:30:08 Date: 01/14/2020

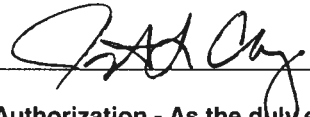
MCAG #: 2330

01/16/2020 To: 01/16/2020

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 authorized to certify this claim.

Sign  Date 1/14/2020

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



**AGENDA
BILL
Item 7.A.**

General Manager's Report

DATE SUBMITTED:	January 22, 2020	MEETING DATE:	January 29, 2020
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, January 29, 2020 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Feb 12, 2020	6:30 p.m.	Board Room
Employee Staff Meeting	Thu Feb 13, 2020	8:00 a.m.	Board Room Commissioner Ford to Attend
Investment Comm Meeting	Wed Jan 29, 2020	9:00 a.m.	Small Conference Room
Safety Committee Meeting	Tue Feb 18, 2020	3:00 p.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Feb 13, 2020	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street
Policy Group Meeting	Wed Feb 5, 2020	3:00 p.m.	City of Bellingham Fireplace Room 625 Halleck Street
Joint Councils Meeting	Wed Mar 25, 2020	6:30 p.m.	Bellingham City Council Chamber 210 Lottie Street
Other Meetings			
WASWD Section III Meeting	Tue Feb 11, 2020	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Feb 19, 2020	1:00 p.m.	Board Room
Whatcom County Council of Governments Board Meeting	Wed May 13, 2020	3:30 p.m.	Council of Governments Offices 314 E Champion Street

Committee Meeting Reports

Safety Committee:

- Committee met on January 21. During the meeting, 2020 committee officers were selected (Chair-Rich Munson, Vice-chair-Bill Hunter, Secretary-Jason Dahlstrom); and significant discussion was held regarding focusing 2020 efforts on developing standard operating procedures for operations activities.

Investment Committee:

- No meeting has been held since the last board meeting.

Upcoming Important Board Meeting Topics

- Sudden Valley Area Z Developer Extension Agreement acceptance (February 12)
- Community Assistance Program discussion (February 12)
- 2020-20224 Lake Whatcom Management Program Work Plan approval (February 26)
- Design and Construction Standards adoption (February 26)
- Interlocal agreement with city of Bellingham for Scenic Intertie approval (March 11)

2020 Initiatives Status

Administration and Operations

Level-of-Service Analysis

- Facilitate Board development of level-of-service standards for District operations.
Staff have begun the initial stages of framing the policy conversation.

Six-Year Business Plan

- Develop department-specific business plans that define staffing, facility, and equipment needs necessary to meet level-of-service standards over the six-year planning horizon.
To be initiated following completion of the level-of-service analysis.

Rate Study

- Conduct rate study for the water and sewer utilities for the five-year planning horizon.
To be initiated following completion of the 2020 Comprehensive Sewer Plan, the Sudden Valley Water Treatment Plant Facility Improvement Plan, and the Six-Year Business Plan.

Biennial Budget

- Facilitate Board consideration of shifting from an annual to a biennial budget.
Staff plans to complete in late spring/early summer.

Bond Rating Review

- Pursue a higher bond rating.
Staff plans to complete in late spring/early summer.

Staffing Succession Plan

- Develop a staffing succession plan to address anticipated retirements over the next five years.
Staff plans to complete this summer.

Job Description Review

- Update all District job descriptions that have not been revised in the last three years.
Staff plans to complete this fall.

Emergency Response/System Security

Risk and Resilience Assessment

- Develop an America's Water Infrastructure Act-compliant Risk and Resilience Assessment.
Plan is underdevelopment with assistance from the Whatcom County Sheriff's Office under the District's interlocal agreement for emergency planning services.

Cybersecurity Assessment

- Conduct a cybersecurity assessment of the District's IT infrastructure.
Through the District's insurance provider, implemented ongoing staff/board cybersecurity training platform in November 2019.
As part of the AWIA Risk and Resilience Assessment, staff have begun mapping the District's IT system.

Emergency Vendor Contracts

- Pursue contracts with applicable vendors for on-call contracts, including contracts for support during periods of emergency response.
A public works contract template specific to unit-priced contracting is under review.

Community/Public Relations

General

- Website
The District's web content is being updated on a regular basis.
- Social Media
Posts are being made to District Facebook and LinkedIn pages periodically; Nextdoor is regularly monitored for District-related posts.
- Press Releases
No releases have been issued year-to-date; releases will be issued as applicable.

Intergovernmental Relations

- *J. Clary participated in the Whatcom Water Alliance steering group meeting on January 10.*
- *J. Clary met with Eric Johnston, Bellingham Interim Public Works Director, and Jon Hutchings, Whatcom County Public Works Director, on January 16 regarding a variety of interjurisdictional topics.*
- *J. Clary met with Joe Acala and Norm Smith, Sudden Valley Community Association, on January 21 regarding the status of District seismic retrofit projects.*
- *J. Clary attended the Whatcom Council of Governments board meeting on January 22.*

EnviroStars Certification

- Gain EnviroStars Green Business certification.
Staff will initiate certification process in the spring.

Lake Whatcom Water Quality

Management Program

- Attend meetings of Lake Whatcom Management Program partners.
J. Clary attended the Data Group meeting on January 9 and the Interjurisdictional Coordinating Team meeting on January 16.

Onsite Septic System Impact Assessment

- Lead effort in water quality monitoring to assess the impacts of septic systems on the lake.
Herrera Environmental was provided Notice-to-Proceed on January 13 associated with a contract for conducting a second round of water quality monitoring.

Onsite Septic System Conversion Program

- Pursue connection of septic-served parcels within 200 feet of District sewer system.
Of the three properties noticed in 2019, one connected on January 7, one has been in contact with the District (fall 2019), and one has not responded to-date. Based upon Board authorization, the two remaining properties have until August 2021 to connect. Based upon Board direction, staff are developing a white paper to facilitate discussion pertaining to amending the septic conversion policy in ways that assist in sewer connection.



**AGENDA
BILL
Item 7.B**

**Engineering Department
Report**

DATE SUBMITTED:	January 22, 2020	MEETING DATE:	January 29, 2020
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Summary of District Projects	
		2. Engineering Department Report	
		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

Staff presentation of District Projects and current priorities

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

Not applicable at this time.

Summary of District Projects

Report Prepared 1/21/2020

Line #	Project Number	Project Title / Tasks	Approved Budget	Spent to Date	Amount Remaining	2020 Schedule											
						J	F	M	A	M	J	J	A	S	O	N	D
1	C1708	Ball Check Valves at Austin and Beaver Sewer Pump Stations	\$8,519	\$8,519	\$0												
2	C1716A	Dead End Blowoffs	\$20,000	\$13,311	\$6,689												
3	C1716B	Geneva Booster Station - PRV's, Backflow, Roof	\$40,000	\$42,187	\$2,187												
4	C1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$877,472	\$234,109													
16	C1814	Agate Heights WTP and Opal Booster Upgrades	\$125,546	\$41,853													
19	A1901	Whatcom County Region GIS Imagery Partnership 2019 Flight	\$1,000	\$0	\$1,000												
20	A1902	Compulsory Sewer Connections	\$20,000	\$563	\$19,438												
21	C1904	Comprehensive Sewer Plan Update	\$69,950	\$57,067	\$12,884												
22	C1908	Fire Flow Improvements - Hydraulic Model Calibration	\$15,000	\$4,557	\$10,444												
23	C1909	Little Strawberry Bridge Water Main Predesign & Estimate	\$20,000	\$0	\$20,000												
24	C1910	SVWTP and AHWTP Misc Component Replacement	\$72,000	\$52,323	\$19,677												
25	C1913	SVWTP 20-Year Facility Plan	\$100,000	\$395	\$99,605												
26	M1917	AB PLC-5 Replacements and UPS Improvements	\$100,000	\$0	\$100,000												
27	A1919	OSS Impact Assessment	\$100,000	\$0	\$100,000												
28	C2001	Demolish Old Concrete Reservoir at 1010 Lakeview St	\$55,000	\$201	\$54,799												
29	C2002	Johnson Well Storage Building - New Siding and Paint	\$27,500	\$0	\$27,500												
30	C2003	Sewer System Rehab and Replacement Projects	\$71,460	\$0	\$71,460												
31	C2004	Quick Connect Fitting Kit for CAT Backhoe	\$4,000	\$0	\$4,000												
32	C2005	Used Forklift	\$20,000	\$0	\$20,000												
33	C2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$0	\$20,000												
34	C2007	Administrative Server Hardware	\$25,000	\$0	\$25,000												
35	C2008	Tool Truck with Snowplow and Sander Attachments	\$86,300	\$0	\$86,300												
36	C2009	Flush-Vac Truck	\$525,000	\$0	\$525,000												
37	C2010	Beaver, Flat Car, SVPS Motor Leads	\$18,000	\$0	\$18,000												
38	C2011	Convert Eagleridge Booster to Metering Station	\$30,000	\$0	\$30,000												
39	C2012	Austin-Fremont PRV Rebuild	\$10,000	\$0	\$10,000												
40	C2013	Geneva and Div 22 Res Impressed Current Cathodic Protection	\$40,000	\$0	\$40,000												
41	C2014	Water Meters and Registers	\$13,000	\$0	\$13,000												
42	C2015	Fire Hydrant Flow Testing Kit	\$3,500	\$0	\$3,500												
43	C2016	SVWTP Misc Component Replacement	\$40,000	\$0	\$40,000												
44	C2017	Fire Hydrant Stortz Adapters	\$12,000	\$0	\$12,000												
45	M2018	Annual Asphalt Patching	\$35,000	\$0	\$35,000												
46	M2019	Annual Tree Trimming	\$10,000	\$0	\$10,000												
47	A2020	Design and Construction Standards Update			\$0												
48	A2021	AWIA Risk Assessment and Emergency Response Plans	\$10,000	\$0	\$10,000												
NOTATION LEGEND																	
A	Administrative Project				p												
C	Capital Project				a												
M	Maintenance Project				c												
	Sewer Project (Green Font)																
	Water Project (Blue Font)																
	Sewer and Water Project (Black Font)																



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the January 29, 2020 Board Meeting
Data Compiled 01/22/20 by RH, BH, RM, KH

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	**	85	57	2
Connected ERUs	3865	70	44	2
Remaining Capacity (ERUs)	**	15	13	0
Permitted ERUs Under Construction	26	0	0	0
Pre-paid Connection Certificates & Expired Permit	15	0	5	0
Water Availabilities (trailing 12 months)	50	0	0	0
Subtotal - Commitments not yet connected	91	0	5	0
Available ERUs	**	15	8	0

** Per DOH, water system capacity is sufficient for buildout. Oct 2018

Annual Reports		
Name Of Report	Deadline	Completed
Report Number of Sewer ERUs to City of Bellingham Prepared by: Bill	January 15	
Other Reports		
Name Of Report	Deadline	Last Completed
Water Right Permit No. G1-22681 Development Extension	Due Every 5 Years Next Due Feb 15, 2023	March 20, 2018
Water Right Permit No. S1-25121 Development Extension	Due Every 5 Years Next Due March 30, 2023	March 20, 2018

Developer Extension Agreements			
D1801	Sudden Valley Community Association - Area Z Fire Hydrant		
Scope	Installation of Fire Hydrant		
Sign Date	8/16/2018	Expiration Date	8/16/2021 (3 years)
Prior to Commencing Construction		Prior to Final Acceptance	
<input checked="" type="checkbox"/> 1. District Engineer approves design <input checked="" type="checkbox"/> 2. Reimbursement of District Engineer review costs <input checked="" type="checkbox"/> 3. Copy of insurance policy <input checked="" type="checkbox"/> 4. Copies of recorded easement <i>n/a: to be recorded prior to final acceptance, property owned by Sudden Valley Community Association</i> <input checked="" type="checkbox"/> 5. Copies of permits <input checked="" type="checkbox"/> 6. Pay Developer Conformance Deposit <i>Receipt #16291 8/14/18</i> <input checked="" type="checkbox"/> 7. Developer delivers performance bond <i>Assignment of savings account received in the amount of \$135,798 and dated 8/14/2018. This will cover up to \$90,532 of constructed facilities</i> <input checked="" type="checkbox"/> 8. Pays 25% of total amount of general facilities connection fees due to District <i>n/a: no new connection</i> <input checked="" type="checkbox"/> 9. Pays District Administration, Legal Services, and Inspection Deposit <i>Receipt #16291 8/14/18</i> <input checked="" type="checkbox"/> 10. District Issues Notice to Proceed w/Construction		<input type="checkbox"/> 1. District inspects & approves facilities as complete <input type="checkbox"/> N/A 2. District receives water meters for each service <input checked="" type="checkbox"/> 3. District accepts record drawings <input checked="" type="checkbox"/> 4. District accepts easements & title insurance <input type="checkbox"/> 5. District receives warranty bond or like security <input type="checkbox"/> 6. District receives maintenance bond <input type="checkbox"/> 7. District receives and approves Bill of Sale <input type="checkbox"/> N/A 8. District receives a copy of recorded plat or legal description <input checked="" type="checkbox"/> 9. District receives legal description of property <input type="checkbox"/> N/A 10. District receives Latecomers Reimbursement fees due to other Developers (if applicable) <input type="checkbox"/> 11. Developer pays any applicable Supplemental DEA Processing/General Administrative fees <input type="checkbox"/> N/A 12. District receives signed and notarized Latecomers Reimbursement Agreement (when applicable) <input type="checkbox"/> 13. Developer has reimbursed the District for all incurred costs associated with DEA <input type="checkbox"/> 14. Developer has met and completed all local, state, and federal permit requirements <input checked="" type="checkbox"/> 15. Copies of recorded easement on file with District	
Tasks/Notes			
<ul style="list-style-type: none"> 7/3/2018 DEA Application Received 7/25/2018 Board Authorizes DEA with Conditions 8/7/2018 SVCA Submits Hydraulic Analysis 8/14/2018 SVCA submits drawings, DEA, assignment of savings, insurance certificate, check for \$6,750 (\$5,000 deposit for review & inspection, \$1,000 conformance deposit, and \$750 for processing fee), and shallow pipe depth memo. 9/5/2018 District completes review of hydraulic analysis. 1,250 GPM for 90 minutes is available. 9/5/2018 SVCA submits revised plans. Review on hold until SVCA makes another deposit of \$5,329.66 to cover legal and engineering review. 			
Continued on next page			

Developer Extension Agreements (cont'd)	
D1801	Sudden Valley Community Association - Area Z Fire Hydrant
Tasks/Notes (cont'd)	
<ul style="list-style-type: none"> • 12/17/2018 Deposit of \$5,329.66 received • 1/23/2019 Meeting with SVCA to review revised plans received 1/9/2019 • 2/26/2019 SVCA submits revised plans • 3/20/2019 District returns plan review comments to Wilson Engineering • 4/1/2019 Deposit of \$2031.91 received. • 4/9/2019 District approves plans and issues notice to proceed. • 6/3/2019 Preconstruction meeting with SVCA, contractor, and Wilson to coordinate construct and inspections. Contractor will be starting work soon. • 8/5/2019 Punch list inspection • 8/15/2019 Final acceptance checklist/punch list sent to SVCA • 9/19/2019 Deposit of \$13,842.73 received. • 10/22/2019 District Preparing Bill of Sale, Easement, and Supplemental Conditions agreemnt • 11/7/2019 District receives record drawings • 11/18/2019 Supplemental conditions and municipal utility easement sent to SVCA • 11/18/2019 Deposit of \$2,136.39 received. • 12/16/2019 District reviewing SVCA's proposed changes to bill of sale and supplemental conditions and municipality utility easement agreement received 12/16/19 • 1/15/2020 District receives signed supplemental conditions and municipality utility easement agreement 	



**AGENDA
BILL
Item 7.C**

**Finance Department
Report**

DATE SUBMITTED:	January 22, 2020	MEETING DATE:	January 29, 2020
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Monthly Budget Analysis	
		2. 2019 4 th Quarter Report	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2019

	401	420	425	426	431	450	460	
	OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND FUND	DEBT SERVICE	BOND RESERVE (RESTRICTED)	TOTAL
2019 REVENUES AND TRANSFERS IN	7,158,393	1,286,044	359,408	20,000	-	880,682	-	9,704,527
2019 EXPENDITURES AND TRANSFERS OUT	(6,675,232)	(2,378,849)	(344,530)	-	(114,092)	(882,063)	-	(10,394,766)
CASH/INVESTMENTS 2018 CARRYOVER	1,868,506	1,092,805	772,210	440,000	114,092	1,381	772,334	5,061,328
	-----	-----	-----	-----	-----	-----	-----	-----
ALLOCATED TO OPERATING RESERVES	\$2,351,667 -\$800,000 \$1,551,667	\$0	\$787,088	\$460,000	\$0	\$0	\$772,334	\$4,371,089

LAKE WHATCOM WATER AND SEWER REVENUE

Description		Budget 2019	ACTUAL 12/31/2019	
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (4.0% base rate increase) *	2,526,043	2,502,734	99%
401-343-41-10	Permits (10 new connection permits)	210,000	350,323	167%
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	4,058,102	4,068,571	100%
401-343-50-19	Sewer Service Other	4,000	4,550	114%
401-343-50-80	Latecomer's Fees	-	-	
401-343-81-10	Combined Fees	30,000	27,908	93%
401-359-90-00	Late fees	50,000	55,332	111%
401-361-11-00	Investment Interest	50,000	71,547	143%
401-361-40-00-80	ULID 18 Interest/Penalties	5,000	4,822	96%
401-368-10-00-80	ULID 18 Principal Payments	30,000	17,407	58%
401-369-10-00	Sale of scrap metal and surplus	2,000	9,680	484%
401-369-10-01	Miscellaneous	-	21,588	
401-369-80-00	Over/Under		(10)	
401-395-10-00	Sale of Capital Assets	-	11,220	
401-395-20-00	Deposits		1,500	
401-398-20-00-01	Insurance recovery	-	11,221	
TOTAL REVENUES		6,965,145	7,158,393	102.8%

	LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2019	12/31/2019	
OPERATING FUND - 401				
EXPENDITURES				
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2019)	674,270	662,591	98%
401-53X-10-20	Admin Personnel Benefits (Medical,Retirement etc)	284,390	283,927	100%
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	31,499	105%
401-53X-10-31-01	Meetings/Team building	3,000	5,326	178%
401-53X-10-40	Web pay/Bank Fees	40,000	41,068	103%
	Interlocal - Lake Whatcom Management Program (City)			
	Interlocal - Invasive Species (City)			
	Interlocal - Lake Whatcom Tributary Monitor (County)			
401-534-10-41	Water Quality Assurance Programs (TOTAL)	90,000	59,184	
	Simplifile (County Auditor Filing Fees)	6,500		
	Data Bar (Statement processing)	25,000		
	Answering Service	2,000		
	Data Pro (Time clock system)	2,000		
	BIAS Financial Software Maintenance	10,000		
	Web Check services	5,000		
	CPA (Internal audit and Financial statements)	6,000		
	Docuware/Web site maintenance and upgrade	15,000		
	Legal Counsel	60,000		
	3D - Computer support	25,000		
	3D - Firewall renewal	15,000		
	3D - Anti virus subscription	1,000		
	Building security for offices	2,000		
	Building custodial	10,000		
	Pest control	500		
	Landscaping service	4,000		
	South Whatcom Fire (hydrant maintenance)	1,000		
	GE Scada System Software Maintenance - Operations	7,500		
	Wilson Engineering	20,000		
	Camera Van Software	1,500		
	SCADA/PLC Support - Engineering/Operations	5,000		
	Cartegraph - Engineering/Operations	30,000		
	Auto Desk - Engineering	1,000		
	GIS Partnership	1,000		
	Rockwell - Engineering/Operations	500		
	IT Pipes	1,500		

	LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2019	12/31/2019	
	ESRI - ARC GIS	1,500		
	Innovyze - Engineering	2,500		
	Master Meter	2,000		
	Cyberlock software	1,000		
	Whatcom County Emergency Management	20,000		
	Misc	5,000		
401-53X-10-41-01	Professional Services (TOTAL)	290,000	289,695	100%
401-53X-10-42	Communication	50,000	53,411	107%
401-53X-10-45	Admin Lease (new copy machines now leased)	7,000	10,156	145%
401-53X-10-46	Property Insurance	134,000	142,960	107%
401-53X-10-49	Admin Misc.	1,000	457	46%
401-53X-10-49-01	Memberships/Dues	17,000	14,646	86%
401-53X-10-49-02	WA State Dept of RevenueTaxes/Permits	215,000	225,220	105%
401-53X-40-43	Training & Travel	35,000	31,347	90%
401-53X-40-43-01	Tuition reimbursement	1,000	-	0%
401-53X-50-31	Maintenance Supplies	280,000	144,411	52%
40153X-50-31-01	Small assets	20,000	37,851	189%
401-53X-50-48	Operations Repair/Maint	40,000	116,304	291%
401-53X-50-49	Insurance Claims	5,000	5,000	100%
401-53X-60-41	Operations Contracted	22,500	6,619	29%
401-534-60-47	Water City of Bellingham	45,000	42,224	94%
401-535-60-47	Sewer City of Bellingham Treatment Fee	650,000	614,936	95%
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2019)	1,066,380	1,052,340	99%
401-53x-80-10-01	Operations Capital Projects Payroll	-	-	
401-53X-80-20	Operations Personnel Benefits (Medical,Retirement etc)	503,000	462,136	92%
401-53X-80-32	Fuel	28,000	25,482	91%
401-53X-80-35	Safety Supplies (VIVID)	10,000	20,892	209%
401-53X-80-35-01	Safety Supplies Boots	2,500	1,780	71%
401-53X-80-35-02	Emergency Preparedness	10,000	5,543	55%
401-53X-80-47	General Utilities	230,000	194,054	84%
401-53X-80-49	Laundry	4,000	4,087	102%
401-589-99-99	Payroll liabilities	-	(3)	
	OPERATING EXPENDITURES	4,788,040	4,585,143	95.8%

LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 12/31/2019

Petty Cash	\$	1,600	
Cash	\$	409,979	0.35%
Public Funds Account	\$	101,976	1.55%
LGIP	\$	1,029,672	1.77%

	\$	1,543,227	

		PAR VALUE		YIELD
FFCB - ProEquity	Callable	\$ 751,406	Aug-20	1.10%
RFCO-ProEquity	Non-callable	\$ 1,071,817	Jan-21	2.71%
FHLB - Pro equity	Callable	\$ 1,003,619	Nov-22	1.55%

US Bank		\$ 2,826,842		
TOTAL		\$ 4,370,069		

USE OF FUNDS:

Reserved	\$	772,334	
Contingency	\$	1,247,088	
Unrestricted	\$	2,350,647	

	\$	4,370,069	



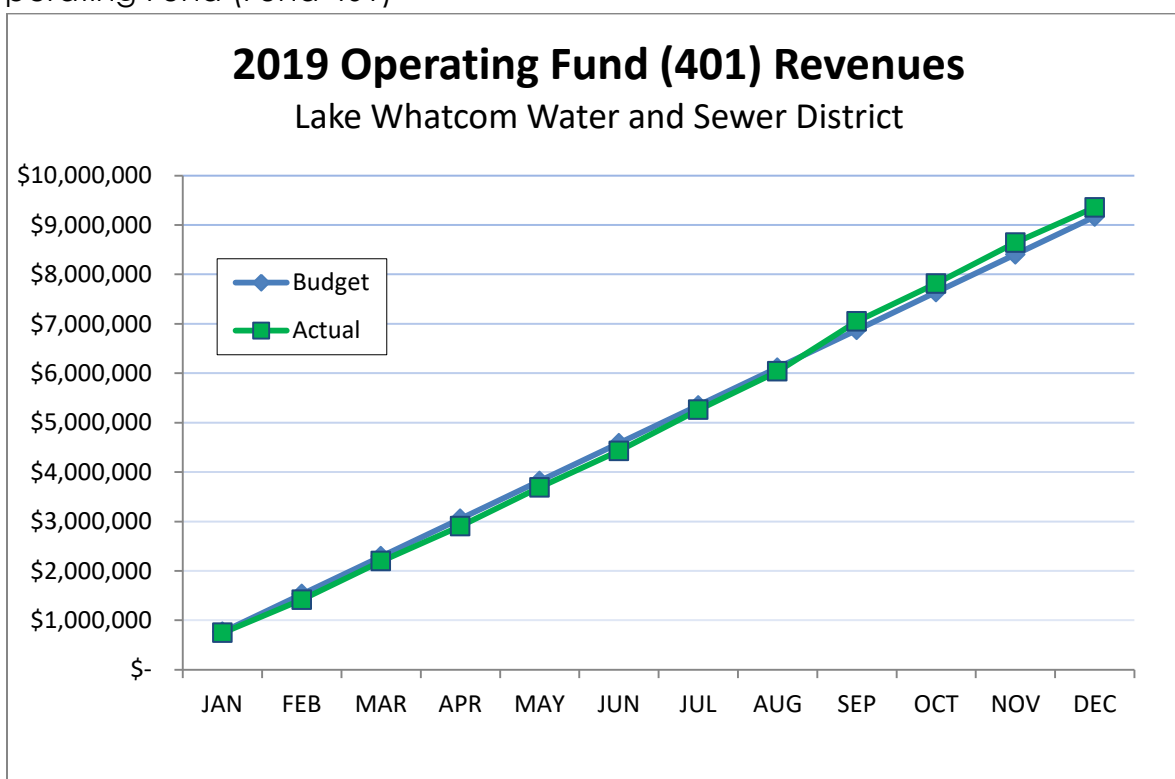
Quarterly Financial Report Fourth Quarter 2019

Lake Whatcom Water and Sewer District
Bellingham, Washington

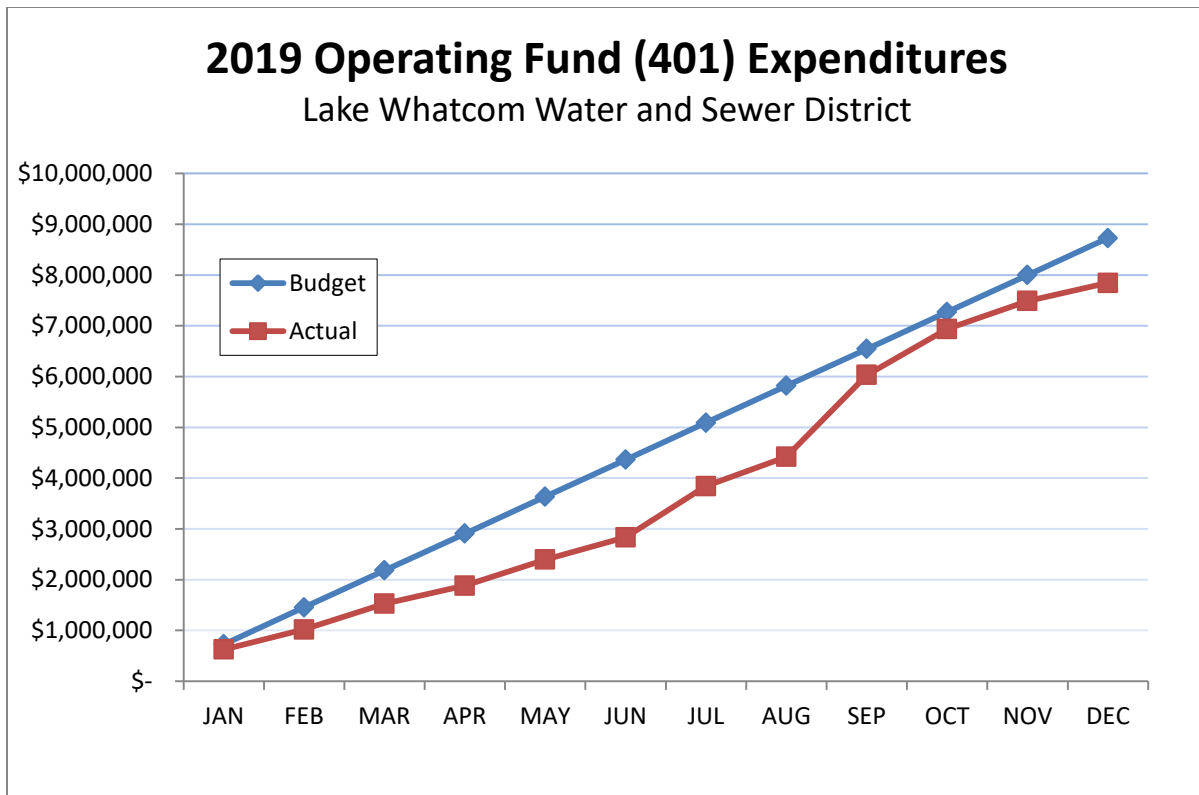
Summary

Revenues associated with the Lake Whatcom Water and Sewer District's (District) Operating Fund (Fund 401), which serves as the primary operational fund for the District, consistently followed financial projections reflected in the 2019 Budget throughout the final quarter of the year. Despite modest revenues from water sales during prior quarters due to the mild summer, the District entered the fourth quarter with cumulative revenues slightly exceeding budget projections. As a result, the District closed out 2019 with revenues greater than 2019 Budget projections (by approximately two percent). Completion of a number of large-scale capital projects during the third quarter, combined with staff implementing operational cost reduction measures throughout the fourth quarter and not being able to complete all projected capital projects, resulted in a relatively significant reduction in cumulative expenses relative to projections through year-end. This resulted in actual 2019 expenses being nearly \$900,000 less than were projected in the 2019 Budget. That said, in general, the District closed out 2019 with revenues and expenditures largely following the 2019 Budget and a positive overall fund balance at year-end.

Operating Fund (Fund 401)



Operating Fund revenues through 2019 year-end were \$9,355,558, which were slightly (two percent) above 2019 Budget projections (\$9,165,156). During the final three months of 2019, actual revenues closely tracked projections.



Fourth quarter Operating Fund expenditures tailed off significantly from those experienced during the third quarter due to the completion of a number of large-scale District capital projects during the third quarter. Another factor contributing to the expenditure reduction was staff reductions to operational costs to the extent practicable to ensure completion of 2019 under budget (the cost for day-to-day operational costs ended the year \$200,000 below projections). That said, the primary reason for actual expenditures to be approximately \$900,000 below 2019 Budget projections was due to a number of capital projects not being completed that will carry over to 2020.

District Fund Balances

Operating Fund (Fund 401)

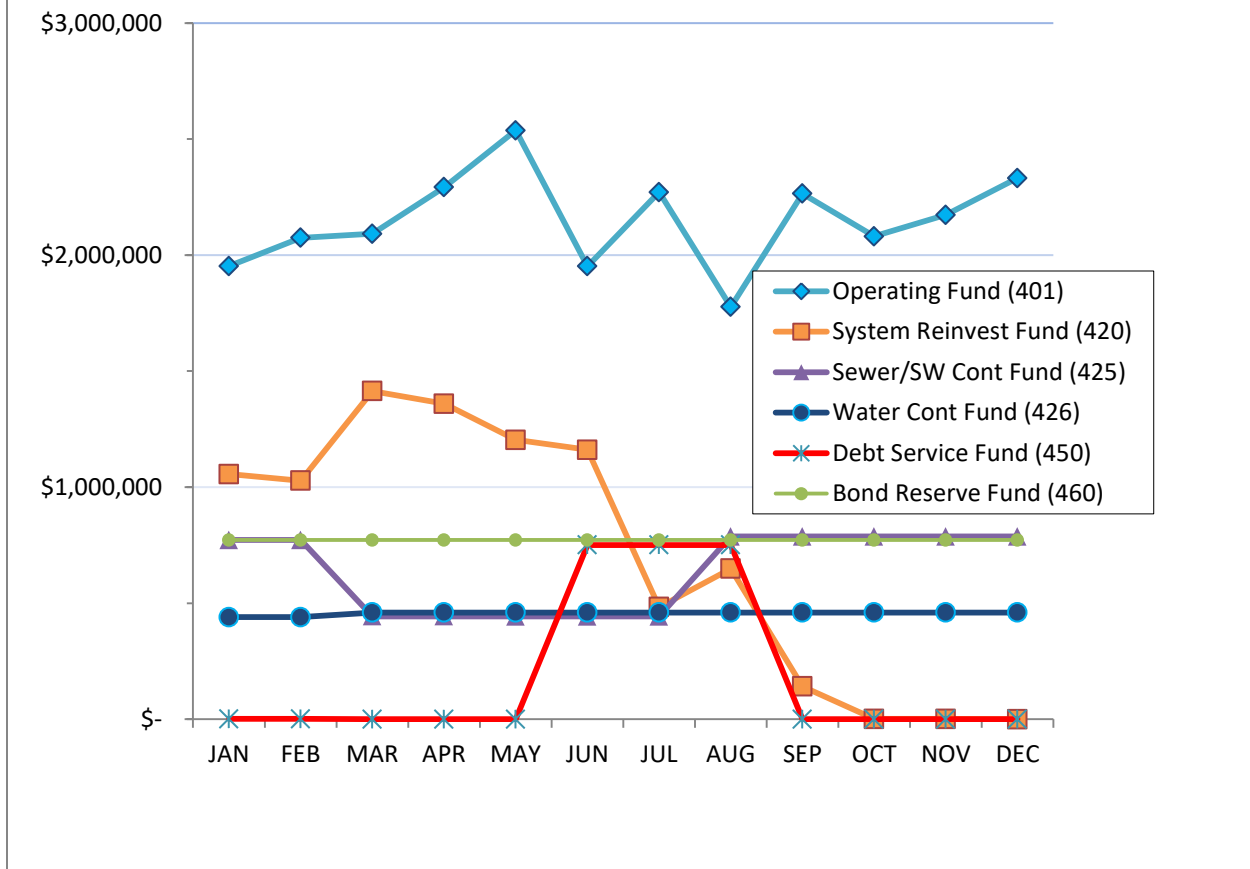
As discussed above, Operating Fund revenues outpaced expenditures in 2019, increasing the overall fund balance by nearly \$400,000. The significant variability in the fund balance during the second and third quarters (see graph below) can be attributed to timing transfers to the System Reinvestment Fund and the Debt Service Fund during this period to finance capital construction projects and existing bond payments, respectively.

System Reinvestment Fund (Fund 420)

This fund, which largely receives income through transfers from the Operating Fund, is used to finance capital construction projects. The fund balance was initially established through adoption of the 2019 Budget, and subsequently received periodic transfers as the balance was drawn down to finance capital projects as costs were incurred. Consistent with its intended use, the fund balance was drawn down to zero by year-end.

2019 Fund Balances

Lake Whatcom Water and Sewer District



Sewer/Stormwater Contingency Fund (Fund 425)

This fund provides for paying for unanticipated costs that may be incurred by the District's sewer system (the 2019 Budget set the fund requirement at \$785,000, which reflects one percent of the sewer infrastructure replacement cost). A transfer in March to the System Reinvestment Fund through a board-approved budget amendment to cover greater than budget costs for a capital project reduced the balance to \$440,592; however, actual construction costs that project aligned with original estimates, thus allowing for reimbursement of the fund to its full amount in August.

Water Contingency Fund (Fund 426)

This fund provides for paying for unanticipated costs that may be incurred by the District's water system (the 2019 Budget set the fund requirement at \$460,000, which reflects one percent of the water infrastructure replacement cost). No significant changes to fund balance were incurred in 2019.

Debt Service Fund (Fund 450)

This fund provides for payment of outstanding debt and is typically maintained with no balance until the months in which annual debt payments are due. At that point, a transfer from the Operating Fund to the Debt Service Fund is made, and payment of debt is made, returning the fund balance to zero. However, in anticipation for 2019 debt payments, District staff transferred the total debt obligation amount from the Operating Fund to the Debt Service Fund in June and made the payments (totaling \$750,898) in September.

Bond Reserve Fund (Fund 460)

This is a restricted fund associated with covenants of the 2016 bond sale. It remained fully funded at \$772,334 throughout 2019.

District Investments

See attached Investment/Cash Summary as of December 31, 2019.



**AGENDA
BILL
Item 7.D**

**Operations Department
Report**

DATE SUBMITTED:	January 22, 2020	MEETING DATE:	January 29, 2020
TO: BOARD OF COMMISSIONERS		FROM: Brent Winters	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Operations Department 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

Departmental update from the Operations & Maintenance manager.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

Not applicable at this time.



Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the January 29, 2020 Board Meeting

Data Compiled 01/22/20 by RH, BW, RM

State Required Report Status														
Monthly Reports														
Name Of Report			Completed											
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
			x											
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
			x											
Annual Reports														
Name Of Report	Deadline		Completed											
WA State Cross Connection Report Prepared by: Rich	May													
OSHA 300 Log Prepared by: Rich	February 1													
Water Use Efficiency Performance Report Prepared by: Kevin	July 1													
Community Right to Know (Hazardous Materials) Prepared by: Rich & Brent	March 31		January 14, 2020											
Consumer Confidence Reports Prepared by: Kevin	June 30		Geneva		SV		EagleR		Agate Ht					
Other Reports														
Name Of Report	Deadline		Last Completed											
CPR/First Aid Training Coordinated by: Rich	Due Biennially Next Due 2021		March 23, 2019											
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2022		June 6, 2019											

Safety Program Summary			
Completed by Rich Munson & Brent Winters			
Summary of Annual Safety Training			
2020 Testing Period - Jan 1, 2020 to May 30, 2020			
	Enrollments	Completions	% Complete
Engineering - Managers	52		0%
Engineering - Staff	23		0%
Field Crew	243		0%
Office - Managers	16		0%
Office - Staff	48		0%
Overall	382	0	0%

Safety meetings for the field crew take place every Friday at 7 a.m.

Dates of Completed Safety Committee Meetings		
1/21/2020		

Summary of Work-Related Injuries & Illnesses						
	Current Month	2020	2019	2018	2017	2016
Total Number of Work Related Injuries						
Defined as a work related injury or illness that results in:						
• Death						
• Medical treatment beyond first aid						
• Loss of consciousness	0	0	0	0	1	0
• Significant injury or illness diagnosed by a licensed health care professional						
• Days away from work (off work)						
• Restricted work or job transfer						
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	0	0	0	13	0
Total Number of Days Away from Work (at home, in hospital, not at work)	0	0	0	0	4	0
Near Misses	0	0	2	2	1	

Safety Coordinator Update