



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

February 26, 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. Presentation—Scenic Emergency Intertie Construction Project
 - B. Customer Assistance Program Discussion
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:	February 20, 2020	MEETING DATE:	February 26, 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 2.25.2020****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the February 12, 2020 Board Meeting
- Payroll for Pay Period #04 (02/08/2020 through 02/21/2020) total to be added
- Payroll Benefits for Pay Period #04 total to be added
- Accounts Payable Vouchers total to be added

FISCAL IMPACT

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2020 Budget.

RECOMMENDED BOARD ACTION

Staff recommends the Board approve the Consent Agenda.

PROPOSED MOTION

A recommended motion is:

"I move to approve the Consent Agenda as presented."



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

February 12, 2020

Board Secretary Todd Citron called the Regular Session to order at 6:30 p.m.

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

Excused Absences: Commissioner Laura Abele

No public were in attendance.

Consent Agenda

Action Taken

Ford moved, McRoberts seconded, approval of:

- Minutes for the January 29, 2020 Board Meeting
- Payroll Taxes for Q4 2019 totaling \$5,417.38
- Payroll for Pay Period #03 (01/25/2020 through 02/07/2020) totaling \$44,052.39
- Payroll Benefits for Pay Period #03 totaling \$51,715.38
- Accounts Payable Vouchers totaling \$58,757.22

Motion passed.

Distribution of 2020 Update to the Comprehensive Sewer Plan for Agency Review

Clary indicated that the District maintains a comprehensive sewer plan that summarizes the existing system and defines future system improvements to accommodate growth and maintain existing system function through proactive replacement of applicable facilities. The existing plan was approved by the Washington State Department of Ecology on June 6, 2014. District engineering consultant Melanie Mankamy of Wilson Engineering confirmed that all changes requested by the Board following a work session review held on January 8, 2020, have been incorporated. Discussion followed.

Action Taken

Ford moved, McRoberts seconded, to approve the distribution of the draft comprehensive plan to applicable State agencies for review as presented. Motion passed.

Lake Whatcom Management Program 2020-2024 Work Plan

Clary explained that due to observed deterioration of the water quality in Lake Whatcom, the Lake Whatcom Water and Sewer District, city of Bellingham, and Whatcom County entered into an interlocal agreement in 1998 that formally created the Lake Whatcom Management Program. The Program's primary goal is to improve lake water quality by jointly implementing programs affecting the Lake Whatcom watershed. With the most recent work plan (2015-2019) approaching expiration, the interjurisdictional coordinating team of the Program began development of a successor work plan in June 2019. The presented 2020-2024 work plan has been developed to reflect current conditions and regulatory requirements while maintaining the Program's overarching goal of continued improvement of lake water quality. Discussion followed.

Combo-Vacuum Truck Purchase

Hunter recalled that during development of the 2020 Budget, District operations and engineering staff identified the current combination sewer vacuum truck is coming to end of its life. Staff had three different vacuum truck manufacturers bring and demonstrate their equipment. After deliberating on the pros and cons of each manufacturer's truck, staff came to the conclusion that the Vactor 2100i Single Fan was the best option for the District. The District also requires jetting nozzles to flush and clean sewer mains, which were quoted by a separate vendor since they are not included in the truck purchase. Discussion followed.

Action Taken

Carter moved, Ford seconded, to approve the purchase of the Vactor truck and nozzles for a total cost of \$525,429.30. Motion passed.

General Manager's Report

Clary highlighted several items including erosion around the Agate Creek force main crossing following recent storms, Gray & Osborne's visit to the Sudden Valley Water Treatment Plant for inspection and evaluation, and the Washington State Department of Health's recent award to the District of a \$30,000 source water protection grant to support the on-site sewage system impact assessment project.

Clary also touched on a recent sewage overflow caused by high rainfall, and recognized District crew members Ken Zangari, Tim Keener, and Jonathan Lydiard for their dedication and perseverance in addressing the issue. Discussion followed.

With no further business, Citron adjourned the Regular Session at 7:36 p.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Abele

Todd Citron


Bruce R. Ford

Leslie McRoberts

John Carter



AGENDA Presentation—Scenic Emergency
BILL Intertie Construction
Item 5.A

DATE SUBMITTED:	February 18, 2020	MEETING DATE:	February 26, 2020
TO: BOARD OF COMMISSIONERS	FROM: Brent Winters, Operations Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Prior to the 2002 construction of the water main that connected the District's South Shore Water System (water produced at the Sudden Valley water treatment plant) with its distribution system in Geneva, the District purchased water from the city of Bellingham via an intertie located at the intersection of Lakeway Drive and Scenic Avenue. Water was purchased through an interlocal agreement executed between the city and District in 1970. Due to pressures in the city's water system when the intertie was active, it was necessary to pump the water from the city's system to the Geneva Reservoir via a booster station constructed at the southeast corner of the intersection of Lakeway and Scenic. Since connection of Geneva to the South Shore Water System, the intertie has not been used. However, the District identified the potential for creating system resiliency through maintaining the intertie for emergency situations. Since cessation of the regular use of the intertie, city water pressures have been increased to the point that the booster station is not necessary. The District has worked with the city and Washington State Department of Health to convert the booster station to an intertie to be used in the event of an emergency on the District's side of the intertie, or in circumstances where the Geneva Reservoir may be temporarily removed from service for maintenance. District staff recently completed conversion of the booster station to an emergency intertie that follows DOH and city-approved plans.

FISCAL IMPACT

All materials were purchased within the Board-approved budget (Project No. C1716B); construction was completed entirely by Operations Department staff.

RECOMMENDED BOARD ACTION

No action is recommended.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 5.C**

Customer Assistance Program

DATE SUBMITTED:	February 13, 2020	MEETING DATE:	February 26, 2020
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	<ol style="list-style-type: none">1. Opportunity Council Energy Assistance Programs Summary2. Email from Bob Carmichael dated November 12, 2019		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Customer assistance programs are administered by a number of Washington utilities as a means of assisting low-income residential customers in paying their utility bill. While District Administrative Code (Section 2.10.9) currently provides a discounted rate (40% discount) for low income senior/disabled customers, many low-income customers do not qualify. As a result, the District receives approximately six requests per billing cycle for assistance from customers that do not qualify for our existing program.

Based upon the limitations associated with the District's current program, District staff have explored other options for assisting our customers. Through this investigation, staff identified another customer assistance program that has been successfully implemented in varying forms by other utilities (e.g., Birch Bay, Coal Creek, Eastsound, Lake Stevens, Liberty Lake, Northshore, Skyway, and Valley View). Under this customer assistance program option, the District would partner with a third party not-for-profit community-based agency to administer the program based upon parameters set by the District. Program funding options could be by annual, Board-authorized allocation of District funds (e.g., a one-quarter percent of District revenue allocation would be approximately \$17,000 per year), by donations made by District customers during payment of their utility bills (similar to Fred Meyer's "round-up to the nearest dollar" program), or a combination thereof. The District would provide funding to the not-for-profit agency, and forward any customers requesting assistance to that agency to determine whether or not they qualify, and to administer the District-provided funds in accordance with the program parameters.

Staff have held initial discussions with the [Opportunity Council](#), which has indicated a willingness to serve as the program administrator. Under this scenario, the District would refer our customer to the Opportunity Council, which would handle the application intake,

vetting, and determination of the level of monetary assistance. Attached is a summary of other utility assistance programs currently administered by the Opportunity Council.

Under the District customer-funding option, there would be little fiscal impact to the District. It is anticipated that there would be an initial impact to staff workload to set up the program, but following setup, it would take little time annually to administer the program. Under any funding scenario in which District funds would be directly allocated to the program, that funding amount would need to be defined in the District's budget. District legal counsel has analyzed the legality of allocating District funds to such a program, and concluded that it is legal to do so (see attached legal opinion).

The concept of creation of a community assistance program such as this was discussed during the January 29, 2020 Investment Committee meeting. Based upon the discussion, the committee approved presentation of the concept to the entire Board of Commissioners for discussion. Initial policy considerations include:

- Whether or not the District should provide assistance to a broader group than is allowed under the current District-provided community assistance program for low income senior/disabled customers;
- As such a program would not be an essential service of the District, whether or not it is appropriate to allocate District resources to such a program; and
- If there is a desire to create such a program, what the funding source(s) would be.

FISCAL IMPACT

Dependent upon program funding source and level of funding set by the Board.

RECOMMENDED BOARD ACTION

No formal action is recommended at this time; staff requests general direction from the Board regarding whether or not to develop such a program, and what funding source(s) would be appropriate for the program to rely on.

PROPOSED MOTION

Not applicable.

Energy Assistance Programs

The Opportunity Council offers bill assistance to eligible households for their home heating and energy bills. Your household must be income eligible to receive assistance. Depending on the time of year, we can help with the following bills: electricity, natural gas, propane, heating oil, and wood. For each of the programs, your household may receive each once per program year (October through September). You do not have to be in arrears to receive assistance.

Low Income Home Energy Assistance Program (LIHEAP)—Whatcom/Island/San Juan Counties

- LIHEAP is a federally funded heating assistance program that assists low-income individuals and families with bill assistance through a one-time grant payment on their electric, natural gas, propane, heating oil, or wood heating bills.
- This program is generally offered seasonally starting around October/November and goes through June (or when funds are exhausted).
- The grant varies from \$100 to \$1,000 depending on household size, average monthly income, housing type, and annual heating bills.
- HOMEOWNERS ONLY: may be eligible to receive assistance repairing or replacing your main heating unit through the LIHEAP Furnace Repair program. We can assist with all heating types including forced-air furnaces, baseboard heating, parlor stoves, heat pumps, and wood stoves.

Puget Sound Energy's Home Energy Lifeline Program (PSE HELP)—Whatcom/Island County

- PSE HELP is a bill assistance program funded by PSE customers (rate payers) that provides a one-time grant on PSE electric bills.
- In order to receive assistance, you must have an active PSE account in your name at your current address.
- This program is offered throughout the program year from October through mid-September (or when funds are exhausted).
- The grant varies from \$100 to \$1,000 depending on household size, monthly income, housing type, and annual electric costs.

Cascade Natural Gas's Washington Energy Assistance Fund (CNG WEAFF)—Whatcom/Island County

- WEAFF is a bill assistance program funded by CNG customers (rate payers) that provides a one-time grant on CNG natural gas bills.
- In order to receive assistance, you must have an active CNG account in your name at your current address.
- This program is offered throughout the program year from October through mid-September (or when funds are exhausted).
- The amount varies from \$100 to \$500 depending on household size, monthly income, housing type, and annual natural gas costs.

Cascade Natural Gas's Winter Help Program (CWH)—Whatcom/Island County

- Funded by CNG customers through donations, CWH is primarily used to help CNG customers with deposits, reconnections, and preventing disconnections.
- To be eligible, a CNG customer must have an account in their name at their current address.
- It is offered throughout the program year from October through mid-September (or when funds are exhausted).
- The amount varies up to \$350 depending on the amount of assistance needed.

Crisis and Disconnection Appointments—Whatcom/Island County Only

Opportunity Council reserves a limited number of appointments each week for people who are in imminent crisis (meaning they have a 72-hour shutoff notice), completely disconnected for nonpayment, or for those without heat/out of fuel (during LIHEAP season only). Once appointments have been filled for the week, we will have no more until the following Monday. Please contact us on Monday mornings for best availability.

- **IMPORTANT NOTE:** These appointments use the same four programs listed above and the same rules apply; if you have already received these programs this program year (October to September), you will not be eligible for a crisis appointment until October. We do not have other funds available to help and will refer you to other possible assistance within the community.

How to Apply for Assistance

For more information and to see if you qualify, please contact the Energy Assistance Information Line. Our trained staff will prescreen you for eligibility and schedule you for an upcoming appointment. We also screen your household for other programs like Weatherization, Weatherization + Health, and Home Repair programs. Appointments are in person or by phone; occasionally, there may be a few appointments at satellite locations within the county.

Whatcom County Residents: Call (360) 255-2192; Monday-Thursday from 9am-12pm and 1-4pm and Friday from 9am-12pm. Appointments are made by phone only; we do not accept walk-ins. If you are hearing impaired, please contact us via email (see “Contact Us”) or stop by our office at 1111 Cornwall for other possible accommodations.

Island County Residents (Camano & Whidbey Islands): Call (360) 679-6577; Monday-Thursday from 9am-12pm and 1-4pm and Friday from 9am-12pm or stop by our Oak Harbor office at 1791 NE 1st Ave.

San Juan County Residents: Please contact your local family resource center for information regarding the LIHEAP program or other assistance that may be available.

- For Lopez Island, please call the Lopez Island Family Resource Center at (360) 468-4117 or stop by their office at 160 Village Rd in the village.
- For Orcas/Waldrón Islands, please call the Orcas Community Resource Center at (360) 376-3184 or stop by at their new location at 374 2-A North Beach Rd in Eastsound.
- For San Juan Island, please call the San Juan Island Family Resource Center at (360) 378-5246 or stop by their office at 476 Market St in Friday Harbor.

What documents to bring to your appointment (for all programs/all counties)

For an in-person or phone appointment, you must have with you the following documentation:

- **Proof of Social Security Numbers for ALL household members.**
 - Examples: social security cards, w-2 forms, 1040 tax returns, or other official document with full name and social security number listed. For MINORS only: birth certificates, Enhanced State IDs, or U.S. Passports are acceptable in lieu of social security cards.
- **Proof of ALL household income for ALL household members RECEIVED or PAY DATES the preceding three (3) full months prior to the month of the appointment. Example: If your appointment is scheduled for June 30th, we require income received in March, April, and May.**
 - We include all income types (including income on behalf of children like child support, adoption support, or social security benefits).
 - If an adult (18+ years) had no income, they will need to sign additional forms to verify no income.
- **Valid Photo ID for the person applying. Photo ID must be government-issued and contain date of birth.**
- **Recent heating and electricity bill at your current address or your rental lease agreement to verify residence.**

***Note:** If you do not have these documents at the time of your appointment, we may be able to give you ten (10) business days to provide them. Your energy assistance will be delayed until we can verify your eligibility. If you have questions about any of the above documents required, please contact our energy assistance department for your county.

Justin Clary

From: Bob Carmichael <Bob@CarmichaelClark.com>
Sent: Tuesday, November 12, 2019 7:05 PM
To: Debi Denton; Justin Clary
Cc: Colin Morrow; Taryn Maloy
Subject: RE: Customer Assistance Program

Debi,

This is in response to your below email in which you ask questions which may be distilled to present the following issue. Our answer and analysis follows.

Issue:

May a water-sewer district transfer a portion of its revenues (whether via a one-time transfer or a recurring annual transfer) to a Customer Assistance Program as authorized under RCW 57.46.010?

Short Answer:

There is a dearth of case law on this issue. However, reading various statutory provisions together with constitutional provisions, we conclude that it is most likely a water-sewer district may lawfully contribute district funds to CAP programs directed at assisting citizens receive water or sewer services.

Analysis:

RCW 57.46.010 grants water-sewer districts direct statutory authority to solicit voluntary contributions to be used for the assistance of qualifying low-income customers in paying their bills by way of Community Assistance Program ("CAP") funding options. Contributions received are normally transferred to a partnering local nonprofit organization which is responsible for determining who qualifies for assistance, distributing funds to qualifying individuals, and providing the district with quarterly reports on the usage of CAP funds. RCW 57.46.010, 020. Further, the power to contract with a local nonprofit like Opportunity Council is granted in RCW 57.08.044 (authorizing contracts that are necessary or desirable to carry out the purposes of the District). This is the "solely funded through charity" approach and it is very clearly authorized under state law. This is also the approach taken by Birch Bay Water & Sewer District and my understanding is that it is quite successful.

Your questions, however, go beyond use of a CAP to assist qualifying customers. The questions presented are whether the District may use District funds to make an initial funding contribution to the CAP or fund it through a recurring percentage of revenue? Both inquiries boil down to whether the District can make direct charitable contributions to the CAP (as opposed to simply soliciting contributions from customers). Answering that question requires analyzing whether the District has the statutory authority to make such a contribution and, if it does, whether said contribution would violate the Washington State Constitution's prohibition on gifts of public funds.

RCW 57.08.005(22) provides that a water-sewer district may "exercise any of the powers granted to cities and counties with respect to the acquisition, construction, maintenance, operation of, and fixing rates and charges for waterworks and systems of sewerage and drainage." Thus, if cities and counties have the statutory authority to contribute to a CAP, then that authority also extends to water-sewer districts. Counties have the authority to operate a water-sewer system and, in doing so, are authorized to "provide assistance to aid low-income persons in connection with services provided[.]" RCW 36.94.140(4). The same authority is granted to cities and towns under RCW 35.92.020(5). We could not find a judicial interpretation of this language. However, the authorization to "provide assistance to aid low-income

persons in connection with services provided” is most likely sufficiently broad to allow for municipal contributions to a CAP program providing assistance to low-income persons in connection with water and sewer services. Because counties and cities most likely have statutory authority to contribute to a CAP, a water-sewer district most likely has such authority as well.


That said, in exercising its statutory authority, a municipal corporation (like a water-sewer district) may not act contrary to constitutional limitations. *Okeson v. City of Seattle*, 159 Wn.2d 436, 447, 150 P.3d 556, 561-62 (2007). Therefore, the next question is, even with statutory authority to make contributions, whether such contributions constitute an unconstitutional gift of public funds. The short answer is that such contributions would not likely be considered a gift of public funds. What constitutes an unlawful gift of public funds barred by Art. VIII, § 7 is not always intuitive and its necessary to analyze whether a potential gift is in fact not a gift and therefore not subject to the strictures of Art. VIII, § 7. A two-pronged analysis is used to determine whether a gift of public funds has occurred. *CLEAN v. State*, 130 Wn.2d 782, 797, 928 P.2d 1054 (1996). The court must initially determine if the funds are being expended to carry out a fundamental purpose of the government. If they are, no gift or loan of public funds has been made. *Id.*; *Brower v. State*, 137 Wn.2d 44, 62, 969 P.2d 42 (1998). If the expenditures are not serving a governmental purpose, the court must then determine if a gift has occurred by focusing on the consideration received by the public and the donative intent of the government entity making the potential gift. *CLEAN*, 130 Wn.2d at 798. Thus, if a water-sewer district contributing to a CAP represents an expenditure that carries out a fundamental purpose of government, it is not a gift of public funds and would not violate Art. VIII, § 7. In *Hudson v. City of Wenatchee* the court of appeals held that the act of local police helping citizens into locked cars free of charge was not a gift of public funds because such actions were consistent with the fundamental purpose of the state to protect public health, safety, and welfare. *Hudson v. City of Wenatchee*, 94 Wn. App. 990, 995-96, 974 P.2d 342, 346 (1999). Likewise, contributing funds to a CAP for the purposes of ensuring that low-income citizens are able to afford important public utility services like water and sewerage would seem to be comparably oriented toward the fundamental state purpose of protecting public health and welfare. As such, a water-sewer district’s contributions to a CAP are not likely gifts of public funds that would violate Art. VIII, § 7.

In addition, Article VIII, § 7 of the state constitution prohibits municipal corporations from making gifts of public funds *except* “for the necessary support of the poor and infirm[.]” Wash. Const. Art. VIII, § 7. This has been interpreted to mean that gifts in support of the poor *or* the infirm can be permissible. *Wash. Health Care Facilities v. Ray*, 93 Wn.2d 108, 115-16, 605 P.2d 1260, 1263-64 (1980). Thus, even if a gift of public funds would otherwise violate Art. VIII, Sec. 7, this constitutional exception for gifts to the poor or infirm likely still allow a water-sewer district’s contributions to a CAP to pass constitutional muster (as CAPs exist to serve financially needy customers).

Please let me know if you have follow-up questions.

Bob

Robert A. Carmichael | Attorney
bob@CarmichaelClark.com

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**AGENDA
BILL
Item 7.A.**

General Manager's Report

DATE SUBMITTED:	February 20, 2020	MEETING DATE:	February 26, 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, February 26, 2020 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Mar 11, 2020	6:30 p.m.	Board Room
Employee Staff Meeting	Thu Mar 12, 2020	8:00 a.m.	Board Room Commissioner McRoberts to attend
Investment Comm Meeting	Wed Apr 29, 2020	10:00 a.m.	Small Conference Room
Safety Committee Meeting	Tue Mar 17, 2020	10:00 a.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Mar 12, 2020	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street
Policy Group Meeting	Wed Jun 17, 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 Mar 10, 2020	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Mar 18, 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 February 18. The committee discussed its progress on review/update to existing safety programs, and reviewed a means of cost-effectively developing standard operating procedures for routine maintenance activities that would also serve as documentation of adherence to safety protocols for future Department of Labor & Industries audits. Staff have also completed a preliminary noise assessment of District equipment.

Investment Committee:

- No meeting has been held since last board meeting.

Upcoming Important Board Meeting Topics

- Design and Construction Standards adoption (March 11)
- Sudden Valley Area Z Developer Extension Agreement Project Acceptance (March 11)
- Revision to Utility Bill Payment Period (March 25)
- Lakeview Street Reservoir Demolition Contract Award (March 25)

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 development.

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 and B. Hunter met with city of Bellingham staff on February 19 regarding development of an interlocal agreement for the Scenic Emergency Intertie.*

EnviroStars Certification

- Gain EnviroStars Green Business certification.
District is registered in the program; staff are completing initial stages of the certification process.

Lake Whatcom Water Quality

Management Program

- Attend meetings of Lake Whatcom Management Program partners.
J. Clary met with Mayor Fleetwood and Executive Sidhu on February 12 (executive committee meeting), and attended the Data Group meeting on February 13. The District posted information seeking public comment on the LWMP 2020-2024 Work Plan on its Facebook page on February 7.

Onsite Septic System Impact Assessment

- Lead effort in water quality monitoring to assess the impacts of septic systems on the lake.
A quality assurance project plan (QAPP), which will guide the 2020 water quality monitoring effort, has been finalized. Herrera is now ready to conduct the QAPP-defined monitoring. The District was notified that it has been awarded a Washington State Department of Health Source Water Protection grant (\$30,000) supporting the impact assessment.

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:	February 20, 2020	MEETING DATE:	February 26, 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 2/19/2020

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	\$43,450	\$3,450												
4	C1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$877,472	\$250,193	\$627,279												
16	C1814	Agate Heights WTP and Opal Booster Upgrades	\$125,546	\$44,419	\$81,127												
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	\$63,450	\$6,500												
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	\$59,271	\$12,729												
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	\$1,345	\$53,655												
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												
49	A2022	Onsite Records Management Assessment		\$0	\$0												
NOTATION LEGEND																	
A	Administrative Project					p											
C	Capital Project					a											
M	Maintenance Project					c											
	Sewer Project (Green Font)					t											
	Water Project (Blue Font)																
	Sewer and Water Project (Black Font)																



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the February 26, 2020 Board Meeting
Data Compiled 02/20/20 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)	57	0	0	0
Subtotal - Commitments not yet connected	98	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 checked="" 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 checked="" 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 checked="" 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 • 2/11/2020 District receives and signs bill of sale 	



**AGENDA
BILL
Item 7.C**

**Finance Department
Report**

DATE SUBMITTED:	February 20, 2020	MEETING DATE:	February 26, 2020
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Monthly Budget Report	
		2. Monthly Investment 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 DISTRICT

	Description	Budget 2020	1/31/2020	8%
WATER - 401				
OPERATING EXPENDITURES				
401-534-10-10	Admin Payroll (2.2% cola plus step increases - 2020)	353,900	39,433	11.14%
401-534-10-20	Admin Personnel Benefits	174,250	17,232	9.89%
401-534-10-31	Gen Admin Supplies/Equipment (Master Meter Software)	35,000	851	2.43%
401-534-10-31-01	Meetings/Team building	2,000	71	3.55%
401-534-10-40	Merchant Services Fees	10,000	761	7.61%
401-534-10-40-01	Bank Fees		83	
	Interlocal - Invasive Species (City) (8% increase)	55,000	50,000	
	Interlocal - Lake Whatcom Tributary Monitor (County)	5,000	6,276	
	North Shore Sampling (County Interlocal Agreement)	100,000		
	Mutt Mits	5,000		
401-534-10-41	Water Quality Assurance Programs (TOTAL)	165,000		
	County Auditor Filing Fees	3,000		
	Statement processing	12,500		
	Answering Service	750		
	Time clock system	750		
	Financial Software Maintenance	5,000		
	Web Check services	2,500		
	CPA (Financial statements)	3,000		
	Rate Study	15,000		
	State Audit	5,000		
	Docuware maintenance and upgrade	7,500		
	Computer support	15,000		
	Anti virus subscription	500		
	Building security	1,000		
	Building custodial	5,000		
	Pest control	500		
	Landscaping service	3,000		
	South Whatcom Fire (hydrant maintenance)	1,000		
	Scada System Software Maintenance - Operations	3,750		
	Cyber Security AWIA Assessment	5,000		
	SCADA/PLC Support - Engineering/Operations	5,000		
	Cartegraph - Engineering/Operations	2,500		
	Auto Desk - Engineering	500		

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget 2020	1/31/2020	8%
	GIS Partnership (County)	500		
	Rockwell - Engineering/Operations	250		
	IT Pipes	750		
	ESRI - ARC GIS	750		
	Innovyze - Engineering	1,250		
	Master Meter	2,000		
	Cyberlock software	500		
	Whatcom County Emergency Management	10,000		
	Misc (Bid notices etc.)	2,500		
401-534-10-41-01	Professional Services (TOTAL)	116,250	10,492	9.03%
401-534-10-41-02	Water Engineering Services	5,000	780	15.60%
401-534-10-41-03	Water Legal Services	20,000	2,550	12.75%
401-534-10-42	Communication	30,000	3,477	11.59%
401-534-10-45	Admin Lease (copy/printers)	5,000	479	9.58%
401-534-10-46	Property Insurance	72,000		0.00%
401-534-10-49	Admin Misc.	500		0.00%
401-534-10-49-01	Memberships/Dues/Permits	10,000	17,688	176.88%
401-534-10-49-02	WA State Dept of RevenueTaxes/County Stormwater fees	115,000	7,982	6.94%
401-534-40-43	Training & Travel	17,500	1,902	10.87%
401-534-40-43-01	Tuition reimbursement	500		0.00%
401-534-50-31	Operations/Maintenance Supplies	75,000	5,070	6.76%
401-534-50-31-01	Small Assets/tools	25,000	17,417	69.67%
401-534-50-48	Operations Repair/Maint contracted work	60,000	1,036	1.73%
401-534-50-49	Insurance Claims	2,500		0.00%
401-534-60-41	Operations Contracted (water testing)	7,500	300	4.00%
401-534-60-47	Water City of Bellingham	45,000		0.00%
401-534-80-10	Operations Payroll (2.2% cola plus step increases - 2020)	575,561	68,220	11.85%
401-534-80-20	Operations Personnel Benefits (Medical,Retirement etc)	247,590	26,030	10.51%
401-534-80-32	Fuel	15,000	1,595	10.63%
401-534-80-35	Safety Supplies (Ergonomic Assessment)	10,000		0.00%
401-534-80-35-01	Safety Supplies Boots	1,250	79	6.32%
401-534-80-35-02	Emergency Preparedness	5,000		0.00%
401-534-80-43-00	Water - Operatoins Training/Travel/Certification		126	
401-534-80-47	General Utilities (Electric, gas, water, garbage)	110,000	9,416	8.56%
401-534-80-49	Laundry	2,000	129	6.45%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget 2020	1/31/2020	8%
	WATER OPERATING EXPENDITURES	2,313,301	289,475	12.51%
DEBT SERVICE				
401-591-34-77-01	Redemption of Long Term Debt Geneva AC Mains	119,938		
401-591-34-77-02	Redemption of Long Term Debt Div 22 Reservoir	65,475		
401-592-34-83-01	Debt Service Interest Geneva AC Mains	28,785		
401-592-34-83-02	Debt Service Interest Div 22 Reservoir	17,678		
SYSTEM REINVESTMENT				
	2019 System Reinvestment Projects	105,000		
	2020 System Reinvestment Projects	397,400		
401-594-34-62-01	Water Structures		4,121	
401-594-34-63-01	Water System		1,438	
401-594-34-64-01	Water Equipment		1,217	
WATER FUND	TOTAL WATER REVENUES	2,886,739	243,205	
	TOTAL WATER EXPENDITURES	(3,047,577)	(296,251)	
	2019 BALANCE CARRYOVER	714,000	987,272	
	2019 CONTINGENCY CARRYOVER	460,000	460,000	
	2020 ALLOCATED TO OPERATING RESERVES	(520,000)	(520,000)	
	2020 ALLOCATED TO WATER CONTINGENCY	(460,000)	(460,000)	
	PROPOSED AVAILABLE 2020 YEAR END BALANCE	33,162	414,226	

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget 2020	1/31/2020	8%
SEWER - 402				
OPERATING EXPENDITURES				
402-535-10-10	Admin Payroll (2.2% cola plus step increases - 2020)	353,900	39,433	11.14%
402-535-10-20	Admin Personnel Benefits	174,250	17,232	9.89%
402-535-10-31	Gen Admin Supplies/Equipment	20,000	1,041	5.21%
402-535-10-31-01	Meetings/Team building	2,000	151	7.55%
402-535-10-40	Merchant Services Fees	10,000	761	7.61%
402-535-10-40-01	Bank Fees	-	83	
	County Auditor Filing Fees	3,000		
	Statement processing	12,500		
	Answering Service	750		
	Time clock system	750		
	Financial Software Maintenance	5,000		
	Web Check services	2,500		
	CPA (Internal audit and Financial statements)	3,000		
	Rate study	15,000		
	State audit	5,000		
	Docuware maintenance and upgrade	7,500		
	Computer support	15,000		
	Cyber Security AWIA Assessment	5,000		
	Anti virus subscription	500		
	Building security for offices	1,000		
	Building custodial	5,000		
	Pest control	500		
	Landscaping service	3,000		
	Scada System Software Maintenance - Operations	3,750		
	Camera Van Software	1,500		
	SCADA/PLC Support - Engineering/Operations	5,000		
	Cartegraph - Engineering/Operations	2,500		
	Auto Desk - Engineering	500		
	GIS Partnership (County)	500		
	Rockwell - Engineering/Operations	250		
	IT Pipes	750		
	ESRI - ARC GIS	750		

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget 2020	1/31/2020	8%
	Innovyze - Engineering	1,250		
	Cyberlock software	500		
	Whatcom County Emergency Management	10,000		
	Misc (Bid notices etc.)	2,500		
402-535-10-41-01	Professional Services (TOTAL)	114,750	10,512	9.16%
402-535-10-41-02	Engineering Services	5,000	7,164	143.28%
402-535-10-41-03	Legal Services	20,000	2,807	14.04%
402-535-10-42	Communication	30,000	3,477	11.59%
402-535-10-45	Admin Lease (copy/printers)	5,000	479	9.58%
402-535-10-46	Property Insurance	72,000		0.00%
402-535-10-49	Admin Misc.	500	60	12.00%
402-535-10-49-01	Memberships/Dues/Permits	8,000	11,518	143.98%
402-535-10-49-02	WA State Dept of RevenueTaxes/County Sormwater fees	115,000	7,982	6.94%
402-535-40-43	Training & Travel	17,500	570	3.26%
402-535-40-43-01	Tuition reimbursement	500		0.00%
402-535-50-31	Operations/Maintenance Supplies	75,000	3,156	4.21%
402-535-50-31-01	Small Assets/tools	25,000	1,502	6.01%
402-535-50-48	Operations Repair/Maint contracted work	60,000	5,817	9.70%
402-535-50-49	Insurance Claims	2,500		0.00%
402-535-60-41	Operations Contracted (generator load testing)	15,000		0.00%
402-535-60-47	Sewer City of Bellingham Treatment Fee	680,000	126,146	18.55%
402-535-80-10	Operations Payroll (2.2% cola plus step increases - 2020)	483,494	55,563	11.49%
402-535-80-20	Operations Personnel Benefits (Medical,Retirement etc)	247,590	21,079	8.51%
402-535-80-32	Fuel	13,000	1,683	12.95%
402-535-80-35	Safety Supplies (Ergonomic Assessment)	10,000		0.00%
402-535-80-35-01	Safety Supplies Boots	1,250	79	6.32%
402-535-80-35-02	Emergency Preparedness	5,000		0.00%
402-535-80-43-00	Operations Training/Travel/Certification		20	
402-535-80-47	General Utilities (Electric, gas, water, garbage)	100,000	8,461	8.46%
402-535-80-49	Laundry	2,000	194	9.70%
	SEWER OPERATING EXPENDITURES	2,668,234	326,970	12.25%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget 2020	1/31/2020	8%
<i>DEBT SERVICE</i>				
402-591-35-72-03	2016 Bond Principal Payments	425,000	-	
402-592-35-83-03	2016 Bond Interest Payments	218,176	-	
<i>SYSTEM REINVESTMENT</i>				
	2019 Sewer System Reinvestment Projects	770,000		
	2020 Sewer System Reinvestment Projects	191,900		
402-594-35-62-02	Sewer Structures		19,664	
402-594-35-63-02	Sewer System		3,062	
402-594-35-64-02	Sewer Equipment			
402-594-35-64-02	Sewer Equipment (Flush/Vac Truck)	525,000		
SEWER FUND	TOTAL SEWER REVENUES	4,379,446	384,424	
	TOTAL SEWER EXPENDITURES	(4,798,310)	(349,696)	
	2019 BALANCE CARRYOVER	986,000	1,363,375	
	2019 CONTINGENCY CARRYOVER	787,000	787,088	
	2020 ALLOCATED TO SEWER OPERATING RESERVES	(420,000)	(420,000)	
	2020 ALLOCATED TO SEWER CONTINGENCY	(796,000)	(796,088)	
	PROPOSED AVAILABLE 2020 YEAR END BALANCE	138,136	969,103	



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 1/31/2020

Petty Cash	\$ 1,600	
Cash	\$ 389,323	0.35%
Public Funds Account	\$ 102,110	1.55%
LGIP	\$ 1,031,179	1.77%

	\$ 1,524,212	

		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		\$ 4,351,054		

USE OF FUNDS:

Reserved	\$ 772,334	
Contingency	\$ 1,256,088	
Unrestricted	\$ 2,322,632	

	\$ 4,351,054	



**AGENDA
BILL
Item 7.D**

**Operations Department
Report**

DATE SUBMITTED:	February 20, 2020	MEETING DATE:	February 26, 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 February 26, 2020 Board Meeting

Data Compiled 02/19/20 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	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	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		January 27, 2020											
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			
<i>2020 Testing Period - Jan 1, 2020 to May 30, 2020</i>			
	Enrollments	Completions	% Complete
Engineering - Managers	60	44	73%
Engineering - Staff	22	8	36%
Field Crew	200	109	55%
Office - Managers	30	4	13%
Office - Staff	40	29	73%
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						
2/18/2020						
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						