



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: April 2, 2020
From: Lake Whatcom Water & Sewer District
RE: Meeting Procedures During the Covid-19 Emergency

Lake Whatcom Water & Sewer District continues to operate under adjusted procedures in order to provide continuous service to our customers. That said, we are taking precautions in an effort to protect the health and safety of our staff, commissioners, and customers. Our lobby is currently closed to the public, and we are practicing social distancing guidelines as suggested by Governor Inslee and the CDC.

To that end, the District has researched alternatives to conducting upcoming regular board meetings in person. For the foreseeable future, Commissioners will be attending regular meetings by phone. Per Governor Inslee's [Proclamation No. 20-28](#) amending his Stay Home, Stay Health proclamation, the District will provide access to interested public via phone/internet utilizing the GoToMeeting platform. Also pursuant to this proclamation, the Board of Commissioners will only take action on "necessary and routine matters" and "matters necessary to respond to the COVID-19" outbreak until the proclamation is lifted.

If you would like to attend the April 8 regular meeting, details can be found below. In this evolving climate, we are committed to doing everything possible to provide opportunity for public comment as well as promote health and safety. As such, the District requests that if possible, public submit comments in written form by noon the day before a scheduled meeting for inclusion in the meeting discussion.

We appreciate your understanding and patience during these uncertain times. If you have any questions, please contact Administrative Assistant Rachael Hope at rachael.hope@lwbsd.org or 360-734-9224.

April 8, 2020 Regular Board Meeting

Wed, Apr 8, 2020 6:30 PM - 7:30 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/lwbsd/april-8-2020-regular-board-meeting>

You can also dial in using your phone: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 979-683-885

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<https://global.gotomeeting.com/install/979683885>



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

April 8, 2020

6:30 p.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. CONFIRMATION OF COMPLIANCE WITH REMOTE MEETING ATTENDANCE PROTOCOLS
4. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name prior to making comments.
5. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
6. CONSENT AGENDA
7. SPECIFIC ITEMS OF BUSINESS
 - A. None
8. OTHER BUSINESS
9. STAFF REPORTS
 - A. General Manager
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA
BILL
Item 4**

Consent Agenda

DATE SUBMITTED:	April 2, 2020	MEETING DATE:	April 8, 2020
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL MANAGER APPROVAL		<i>Rachael Hope</i>	
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 4.8.2020****

BACKGROUND / EXPLANATION OF IMPACT

- Payroll for Pay Period #07 (03/21/2020 through 04/03/2020) total to be added
- Payroll Benefits for Pay Period #07 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.”



**AGENDA
BILL
Item 7.A.**

General Manager's Report

DATE SUBMITTED:	April 2, 2020	MEETING DATE:	April 8, 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, April 8, 2020 – 6:30 p.m.

Important Upcoming Dates (Note—all meetings are tentative due to COVID-19)

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Apr 29, 2020	8:00 a.m.	Board Room
Employee Staff Meeting	Cancelled	-	-
Investment Comm Meeting	Wed Apr 29, 2020	10:00 a.m.	Small Conference Room
Safety Committee Meeting	Tue Apr 21, 2020	10:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Data Group Meeting	Cancelled	-	-
Policy Group Meeting	Wed Jun 17, 2020	3:00 p.m.	City of Bellingham Fireplace Room 625 Halleck Street
Joint Councils Meeting	2020 Meeting Cancelled	-	-
Other Meetings			
WASWD Section III Meeting	Tue May 12, 2020	6:15 p.m.	Bob’s Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Cancelled	-	-
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:

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

Investment Committee:

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

Upcoming Important Board Meeting Topics

- Sudden Valley Water Treatment Plant Assessment Findings Presentation
- Lake Whatcom Boulevard Sewer Main Cleaning/Renovation Analysis Presentation
- Dellesta/Edgewater Lift Stations Improvement Construction Contract Award
- On-call Electrical Engineer Contract Award
- Sewer Comprehensive Plan Adoption
- Sudden Valley Area Z Developer Extension Agreement Project Acceptance

2020 Initiatives Status

Administration and Operations

Level-of-Service Analysis

- Facilitate Board development of level-of-service standards for District operations.
The initial step in completing the Effective Utility Management process is to conduct a self-assessment at varying levels of the organization. However, this process is on hold under the current social distancing requirements brought on by the COVID-19 pandemic.

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 under development 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 has been developed.

Community/Public Relations

General

- Website
The District's web content is being updated on a regular basis, including regular posts specific to District operations in response to the COVID-19 pandemic.
- Social Media
Posts are being made to District Facebook and LinkedIn pages regularly; Nextdoor is regularly monitored for District-related posts.
- Press Releases
Press releases were issued on March 16, 18, 20, and 25 specific to District operations relative to the COVID-19 pandemic.

Intergovernmental Relations

- *J. Clary a conference call of WASWD-member general managers on March 23 related to actions each district is taking in response to the COVID-19 pandemic. Similar calls will be held weekly into the near future.*
- *District staff identified a surplus supply of N95 masks at the maintenance facilities; those masks were donated on March 24 to PeaceHealth-St Joseph's Hospital.*

EnviroStars Certification

- Gain EnviroStars Green Business certification.
The District has completed 5 of 20 required core measures and earned a total of 145 points (core and elective measures) in the certification process. Once all core measures are complete, the District will be certified at the Tier 1-Leader level (300 points are required for Tier 2-Partner).

Lake Whatcom Water Quality

Management Program

- Attend meetings of Lake Whatcom Management Program partners.
All meetings of the Lake Whatcom Management Program have been postponed/cancelled.

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 conducted two monitoring events (on March 3 and March 24) and continues to monitor weather forecasts for future events.

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.