



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

Date: May 7, 2020  
From: Lake Whatcom Water & Sewer District  
RE: Meeting Procedures During the Covid-19 Emergency

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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 May 13 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@lwwsd.org](mailto:rachael.hope@lwwsd.org) or 360-734-9224.

### **5.13.20 Regular Board Meeting**

Wed, May 13, 2020 6:30 PM - 8:00 PM (PDT)

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

<https://global.gotomeeting.com/join/794319261>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3112](tel:+15713173112)

**Access Code:** 794-319-261

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LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**AGENDA**

*May 13, 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. On-call Electrical & Control Engineering Services Professional Services Agreement Award
8. OTHER BUSINESS
9. STAFF REPORTS
  - A. General Manager
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA  
BILL  
Item 4**

**Consent Agenda**

DATE SUBMITTED:	May 7, 2020	MEETING DATE:	May 13, 2020
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL MANAGER APPROVAL		<i>[Signature]</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 5.13.2020\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the 4/29/20 Regular Board Meeting
- Payroll for Pay Period #09 (04/18/2020 through 05/01/2020) totaling \$43,181.75
- Payroll Benefits for Pay Period #09 totaling \$51,059.30
- 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

*April 29, 2020*

Board President Laura Abele called the Regular Session to order at 8:00 a.m.

**Attendees:** Commissioner Laura Abele\*                      General Manager Justin Clary  
Commissioner Todd Citron\*                                      District Engineer/Assistant GM Bill Hunter  
Commissioner John Carter\*                                      Finance Manager/Treasurer Debi Denton  
Commissioner Bruce Ford\*                                      Operations & Maintenance Manager Brent Winters\*  
Commissioner Leslie McRoberts\*                              Recording Secretary Rachael Hope

\*Attendees marked with an asterisk participated remotely by phone or video conferencing.

No public were in attendance.

### Roll Call

General Manager Justin Clary verbally confirmed that this meeting was noticed in accordance with Resolution No. 859 allowing remote meeting attendance as well as in compliance with current statutory requirements.

Board Secretary Rachael Hope performed a roll call to identify those in attendance, as well as confirm that all participants were able to be heard and hear each other clearly.

### Consent Agenda

#### Action Taken

**McRoberts moved, Citron seconded, approval of:**

- **Minutes for the 3/25/20 Regular Board Meeting**
- **Minutes for the 4/8/20 Regular Board Meeting**
- **Payroll for Pay Period #08 (04/04/2020 through 04/17/2020) totaling \$44,909.38**
- **Payroll Benefits for Pay Period #08 totaling \$50,941.10**
- **Accounts Payable Vouchers totaling \$219,340.39**
- **1st Quarter 2020 Payroll taxes totaling \$8,545.92**

**Motion passed.**

### **Settlement Agreement and Release between Lake Whatcom Water and Sewer District and Eric Yurk**

Clary explained that as part of its on-site sewage (septic) system conversion program, the District entered into an agreement with Eric Yurk on July 9, 2018, to enter Mr. Yurk's property at 4354 Lakehill Lane to abandon the septic system serving the home on the property and connect it to the District's sewer system. Conditions of agreement included that Mr. Yurk would make annual payments to reimburse the District for expenses incurred for the connection of the property to sewer, and that failure to make these annual payments would result in additional interest accruing on the outstanding payment(s).

The District completed connection of the home to District sewer in 2018. However, Mr. Yurk failed to provide the annual payment due to the District on July 1, 2019. After repeated attempts to contact Mr. Yurk and gain payment, the District followed the terms of the agreement and initiated the foreclosure process. The District subsequently was contacted by a lawyer representing Mr. Yurk with claims made by Mr. Yurk regarding the integrity of the construction of the sewer connection completed by the District's contractor.

District staff and legal counsel have since negotiated a settlement agreement that guarantees payment by Mr. Yurk of the 2019 installment due to the District, timely payment of future annual payments, and waiver of Mr. Yurk's claims pertaining to construction quality in exchange for the District waiving its attorney's fees and the interest that accrued since July 1, 2019, on the outstanding payment.

#### **Action Taken**

**Citron moved, McRoberts seconded, to approve the settlement agreement and release between the Lake Whatcom Water and Sewer District and Eric Yurk as presented and authorize the general manager to execute the agreement on the District's behalf. Motion passed.**

### **General Manager's Reports**

Clary provided updates on several topics to the Board, including updates on next steps in the District's response to Covid-19. Field crew staff would revert to a normal work schedule while maintaining social distancing measures, and public access to the District office would remain largely closed through the end of May. Discussion followed.

Commissioner Citron expressed his appreciation for the diligence of General Manager Clary during the Covid situation, specifically noting the proactive response and emphasis on staff and customer safety.

### **Engineering Department Report**

Hunter gave a status update on the bid opening for the Dellesta and Edgewater sewer lift stations, and informed the Board that demolition of the Lakeview Street reservoir will proceed as soon as construction activities are allowed. He also noted there has been a recent increase in requests for water availability forms and inspections as construction season approaches. Discussion followed.

### **Finance Department Report**

Denton reported that the 2018-2019 State Audit has been completed with no findings and that the official report would be available soon, and presented the quarterly report for 1<sup>st</sup> Quarter of 2020. She also updated the Board on upcoming events in the Finance Department including a rate study and valuation of assets, both to be performed later this year. Discussion followed.

**Operations Department Report**

Winters gave a brief update on operations and maintenance activities, including water main flushing in the Eagleridge and Agate Heights neighborhoods. Discussion followed.

**Other Business**

Commissioner McRoberts asked for an update on the status of the City of Bellingham’s Aquatic Invasive Species inspection program. Clary indicated that the opening of the program’s boat inspections for 2020 was delayed from April 25 to May 5 due to the COVID-19 pandemic, and that the City of Bellingham was actively monitoring boat launches to assess activity levels during the delay. Discussion followed.

With no further business, Abele adjourned the Regular Session 8:57 a.m.

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

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

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

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

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

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

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

# PAYROLL

## CHECK REGISTER

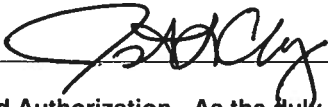
Lake Whatcom W-S District  
MCAG #: 2330

05/07/2020 To: 05/07/2020

Time: 10:32:37 Date: 05/05/2020  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1390	05/07/2020	Payroll	5	EFT		3,682.56	04/18/2020 - 05/01/2020 PR 10
1391	05/07/2020	Payroll	5	EFT		3,481.85	04/18/2020 - 05/01/2020 PR 10
1392	05/07/2020	Payroll	5	EFT		2,510.38	04/18/2020 - 05/01/2020 PR 10
1393	05/07/2020	Payroll	5	EFT		3,507.59	04/18/2020 - 05/01/2020 PR 10
1394	05/07/2020	Payroll	5	EFT		1,561.29	04/18/2020 - 05/01/2020 PR 10
1396	05/07/2020	Payroll	5	EFT		1,449.43	04/18/2020 - 05/01/2020 PR 10
1397	05/07/2020	Payroll	5	EFT		2,912.45	04/18/2020 - 05/01/2020 PR 10
1398	05/07/2020	Payroll	5	EFT		1,861.50	04/18/2020 - 05/01/2020 PR 10
1399	05/07/2020	Payroll	5	EFT		3,174.04	04/18/2020 - 05/01/2020 PR 10
1400	05/07/2020	Payroll	5	EFT		2,847.68	04/18/2020 - 05/01/2020 PR 10
1401	05/07/2020	Payroll	5	EFT		2,059.97	04/18/2020 - 05/01/2020 PR 10
1402	05/07/2020	Payroll	5	EFT		2,431.20	04/18/2020 - 05/01/2020 PR 10
1403	05/07/2020	Payroll	5	EFT		1,457.92	04/18/2020 - 05/01/2020 PR 10
1404	05/07/2020	Payroll	5	EFT		1,484.13	04/18/2020 - 05/01/2020 PR 10
1405	05/07/2020	Payroll	5	EFT		2,144.78	04/18/2020 - 05/01/2020 PR 10
1406	05/07/2020	Payroll	5	EFT		2,755.12	04/18/2020 - 05/01/2020 PR 10
1407	05/07/2020	Payroll	5	EFT		2,481.07	04/18/2020 - 05/01/2020 PR 10
1395	05/07/2020	Payroll	5	10327		1,378.79	04/18/2020 - 05/01/2020 PR 10
						401 Water Fund	12,831.09
						402 Sewer Fund	30,350.66
						<b>43,181.75 Payroll:</b>	<b>43,181.75</b>

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 5/5/2020

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 **BENEFITS**

Lake Whatcom W-S District  
MCAG #: 2330

05/07/2020 To: 05/07/2020

Time: 10:39:38 Date: 05/05/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1408	05/07/2020	Payroll	5	EFT	UNITED STATES TREASURY	16,415.86	941 Deposit for Pay Cycle(s) 05/07/2020 - 05/07/2020
1409	05/07/2020	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 05/07/2020 To 05/07/2020 - SUP ENF
1410	05/07/2020	Payroll	5	10328	AFLAC	354.85	Pay Cycle(s) 05/07/2020 To 05/07/2020 - AFLAC Pre-Tax; Pay Cycle(s) 05/07/2020 To 05/07/2020 - AFLAC Post-Tax
1411	05/07/2020	Payroll	5	10329	AFSCME LOCAL	363.36	Pay Cycle(s) 05/07/2020 To 05/07/2020 - Union Dues; Pay Cycle(s) 05/07/2020 To 05/07/2020 - Union Fund
1412	05/07/2020	Payroll	5	10330	DEPARTMENT OF RETIREMENT SYSTEMS	4,400.03	Pay Cycle(s) 05/07/2020 To 05/07/2020 - DCP
1413	05/07/2020	Payroll	5	10331	HRA VEBA TRUST (PAYEE)	515.00	Pay Cycle(s) 05/07/2020 To 05/07/2020 - VEBA
1414	05/07/2020	Payroll	5	10332	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 05/07/2020 To 05/07/2020 - ICMA
1415	05/07/2020	Payroll	5	10333	WA ST DEPT OF ES/PFMLA	334.44	Pay Cycle(s) 04/09/2020 To 04/09/2020 - PFMLA; Pay Cycle(s) 05/07/2020 To 05/07/2020 - PFMLA
1416	05/07/2020	Payroll	5	10334	WA ST PUBLIC EMP RET PLAN 2	10,514.58	Pay Cycle(s) 05/07/2020 To 05/07/2020 - PERS 2
1417	05/07/2020	Payroll	5	10335	WA ST PUBLIC EMP RET PLAN 3	3,318.93	Pay Cycle(s) 05/07/2020 To 05/07/2020 - PERS 3
1418	05/07/2020	Payroll	5	10336	WASHINGTON STATE HEALTH CARE AUTHORITY	14,533.91	Pay Cycle(s) 05/07/2020 To 05/07/2020 - PEBB Medical; Pay Cycle(s) 05/07/2020 To 05/07/2020 - PEBB ADD LTD; Pay Cycle(s) 05/07/2020 To 05/07/2020 - PEBB SMK Surcharge; Pay Cycle(s) 05/07/2020 To 05/07

401 Water Fund  
402 Sewer Fund

37,900.85  
13,158.45

51,059.30 Payroll: 51,059.30



CHECK REGISTER

**BENEFITS**


Lake Whatcom W-S District  
MCAG #: 2330

05/07/2020 To: 05/07/2020

Time: 10:39:38 Date: 05/05/2020  
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 5/5/2020

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

\_\_\_\_\_  
Commisioner

\_\_\_\_\_  
Commisioner

\_\_\_\_\_  
Commisioner


\_\_\_\_\_  
Commisioner

\_\_\_\_\_  
Commisioner



**AGENDA  
BILL  
Item 7.A**

**On-Call Electrical and Control  
Engineering Services  
Architectural &  
Engineering Agreement**

DATE SUBMITTED:	May 7, 2020	MEETING DATE:	May 13, 2020
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter, District Engineer / Assistant General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		none	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Lake Whatcom Water and Sewer District routinely requires professional electrical and control engineering services, expertise, and support for operations and maintenance. The proposed on-call electrical and control engineering services agreement provides an administrative procedure to order services on a task order basis over a 5-year period. This is modeled after the current agreement/task order structure utilized for General Engineering Services.

Work generally includes projects that are electrical, control, or telemetry in nature that require little or no other types of engineering disciplines such as mechanical, civil, and environmental. The District typically makes a separate Request for Qualifications for each major capital improvement project that requires multiple engineering disciplines and expertise, such as complete pump station replacements, water booster pump station replacements, and reservoirs. Initial task orders anticipated under this master agreement include: (1) replacing Allen Bradley PLC-5 programmable logic controllers at 3 sewer lift stations and 1 water booster station; (2) uninterruptable power supply improvements to increase station reliability at 4 stations; and (3) refinement of the District's telemetry network configuration.

The Municipal Services and Research Center (MRSC) Consultant Roster was utilized to obtain a list of firms that specialize and are experienced in specific sub-categories of work selected by the District. A list of 15 firms from the Consultant Roster sub-category filter was obtained. On February 13, 2020, each of the 15 firms were emailed an invitation to submit a Statement of Qualifications (SOQ). SOQs were due on March 12, 2020. Three firms responded with SOQs (RH2, Casne Engineering, and Elcon Associates, Inc.).

A consultant selection panel was assembled that included District field staff, engineering staff, and administrative staff. On April 9, 2020, the panel reviewed written materials and

determined that interviews were needed to make a selection. All three engineering firms were interviewed during the week of May 3<sup>rd</sup>.

The consultant selection panel recommends RH2 Engineering as the most qualified firm for the On-Call Electrical and Control Engineering Services 5-year agreement.

**FISCAL IMPACT**

The Capital Improvement Plan in the 2020 Budget includes two project budgets for initial Task Orders under the proposed Architectural/Engineering Agreement.

M1917 AB PLC-5 Replacements and UPS Improvements	\$100,000
C2006 SCADA Telemetry – Managed Ethernet Switches	\$20,000

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board authorize staff to negotiate and execute a 5-year Architectural/Engineering Agreement for On-Call Electrical and Control Engineering Services.

**PROPOSED MOTION**

A recommended motion is:

“I move to authorize staff to negotiate the terms of a 5-year Architectural/Engineering Agreement for On-Call Electrical and Control Engineering Services and execute said agreement with RH2 Engineering.”



**AGENDA  
BILL  
Item 9.A.**

**General Manager's Report**

DATE SUBMITTED:	May 7, 2020	MEETING DATE:	May 13, 2020
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary		
GENERAL MANAGER APPROVAL	<i>Justin Clary</i>		
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, May 13, 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 May 27, 2020	8:00 a.m.	Board Room/Remote Attendance
Employee Staff Meeting	Thu May 14, 2020	8:00 a.m.	Remote Attendance Commissioner Abele to attend
Investment Comm Meeting	Wed Jul 29, 2020	10:00 a.m.	Small Conference Room
Safety Committee Meeting	Tue May 19, 2020	10:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Data Group Meeting	Thu Jun 11, 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	2020 Meeting Cancelled	-	-
Other Meetings			
WASWD Section III Meeting	Tue May 12, 2020	7:00 p.m.	Remote Attendance
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:

- Safety Committee met on April 30. Progress on review of various safety programs, compilation of data associated with a noise study of District equipment, and scheduling of outstanding training was completed. The majority of the discussion centered on District response to the COVID-19 pandemic and how to safely return to District operations.

Investment Committee:

- Investment Committee met on April 29. The committee was informed that the State audit was completed with no findings (audit focused on payroll and accounts receivable), and that planned policy changes (creation of a customer assistance program and revision to the billing timeline) have been placed on hold due to the COVID-19 pandemic. The committee also discussed the future analysis of converting to a biennial budget and actions the District may take to pursue a higher bond rating. The committee would also like to discuss at the board-level the allowable timeframes for accounts being under voluntary billing suspension (currently no timeline).

## 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
- Sewer Comprehensive Plan Adoption
- Lake Whatcom Management Program 2020-2024 Work Plan Approval
- 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. Materials have been prepared for conducting the self-assessment with each group (board, management, and staff); however, we are determining how to best proceed while maintaining social distancing requirements due to 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. A press release recognizing Drinking Water Week was issued on May 5.*

### Intergovernmental Relations

- *J. Clary attended conference calls of WASWD-member general managers on April 27 and May 4 related to actions each district is taking in response to the COVID-19 pandemic. Similar calls scheduled to be held each Monday afternoon into the near future.*

### 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 three monitoring events (on March 3 and 24, and April 27) 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. A white paper to facilitate analysis of the District's septic conversion policy was issued to the Board on April 9; a work session will be scheduled once the Board resumes in-person meetings.*