



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: May 21, 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 May 27 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 or 360-734-9224.

5.27.20 Regular Board Meeting

Wed, May 27, 2020 8:00 AM - 9:00 AM (PDT)

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

<https://global.gotomeeting.com/join/412622613>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 412-622-613

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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 27, 2020


8:00 a.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. Disposal of Surplus Property
8. OTHER BUSINESS
9. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA
BILL
Item 6**

Consent Agenda

DATE SUBMITTED:	May 21, 2020	MEETING DATE:	May 27, 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 5.26.2020****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 5/13/20 Regular Board Meeting
- Payroll for Pay Period #10 (05/02/2020 through 05/15/2020) totaling \$42,671.59
- Payroll Benefits for Pay Period #10 totaling \$50,316.26.30
- 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

May 13, 2020

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

Attendees: Commissioner Laura Abele* General Manager Justin Clary*
Commissioner Todd Citron* District Engineer/Assistant GM Bill Hunter*
Commissioner Leslie McRoberts* Finance Manager/Treasurer Debi Denton*
Recording Secretary Rachael Hope

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

No public were in attendance.

Roll Call

Board Secretary Rachael Hope performed a roll call to identify those in attendance.

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. It was confirmed that all participants were able to be heard and hear each other clearly.

Consent Agenda

Action Taken

Citron moved, McRoberts seconded, approval of:

- 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 totaling \$104,620.19

Motion passed.

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

Hunter explained that 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. These services generally include projects that are electrical, control, or telemetry in nature. 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.

Hunter relayed that a consultant selection panel was assembled that included District field staff, engineering staff, and administrative staff. Upon review of written materials and completion of interviews with each qualified applicant, the consultant selection panel selected RH2 Engineering as the most qualified firm for the On-Call Electrical and Control Engineering Services 5-year agreement. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, 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. Motion passed.

General Manager's Report

Clary provided updates on several topics to the Board, including District plans for following the Washington State Phased Reopening plan, changes to employee shifts, and planned safety measures such as installation of a sneeze guard at the front counter. He also reported that staff completion of annual required safety training is at 100%. Discussion followed.

With no further business, Abele adjourned the Regular Session 6:48 p.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Abele

Todd Citron

Bruce R. Ford

Leslie McRoberts

John Carter

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

05/21/2020 To: 05/21/2020

Time: 09:10:15 Date: 05/19/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1559	05/21/2020	Payroll	5	EFT		3,682.56	05/02/2020 - 05/15/2020 PR 11
1560	05/21/2020	Payroll	5	EFT		2,415.92	05/02/2020 - 05/15/2020 PR 11
1561	05/21/2020	Payroll	5	EFT		2,524.20	05/02/2020 - 05/15/2020 PR 11
1562	05/21/2020	Payroll	5	EFT		3,507.59	05/02/2020 - 05/15/2020 PR 11
1563	05/21/2020	Payroll	5	EFT		2,461.71	05/02/2020 - 05/15/2020 PR 11
1565	05/21/2020	Payroll	5	EFT		1,449.46	05/02/2020 - 05/15/2020 PR 11
1566	05/21/2020	Payroll	5	EFT		2,860.20	05/02/2020 - 05/15/2020 PR 11
1567	05/21/2020	Payroll	5	EFT		1,929.68	05/02/2020 - 05/15/2020 PR 11
1568	05/21/2020	Payroll	5	EFT		3,174.04	05/02/2020 - 05/15/2020 PR 11
1569	05/21/2020	Payroll	5	EFT		1,862.47	05/02/2020 - 05/15/2020 PR 11
1570	05/21/2020	Payroll	5	EFT		2,059.99	05/02/2020 - 05/15/2020 PR 11
1571	05/21/2020	Payroll	5	EFT		2,431.21	05/02/2020 - 05/15/2020 PR 11
1572	05/21/2020	Payroll	5	EFT		1,457.94	05/02/2020 - 05/15/2020 PR 11
1573	05/21/2020	Payroll	5	EFT		1,484.15	05/02/2020 - 05/15/2020 PR 11
1574	05/21/2020	Payroll	5	EFT		2,144.86	05/02/2020 - 05/15/2020 PR 11
1575	05/21/2020	Payroll	5	EFT		2,755.62	05/02/2020 - 05/15/2020 PR 11
1576	05/21/2020	Payroll	5	EFT		3,091.18	05/02/2020 - 05/15/2020 PR 11
1564	05/21/2020	Payroll	5	10381		1,378.81	05/02/2020 - 05/15/2020 PR 11
401 Water Fund						11,890.71	
402 Sewer Fund						30,780.88	

42,671.59 Payroll: 42,671.59

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 5/19/2020

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

05/21/2020 To: 05/21/2020

Time: 09:18:49 Date: 05/19/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1577	05/21/2020	Payroll	5	EFT	UNITED STATES TREASURY	16,162.04	941 Deposit for Pay Cycle(s) 05/21/2020 - 05/21/2020
1578	05/21/2020	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 05/21/2020 To 05/21/2020 - SUP ENF
1579	05/21/2020	Payroll	5	10382	AFLAC	354.85	Pay Cycle(s) 05/21/2020 To 05/21/2020 - AFLAC Pre-Tax; Pay Cycle(s) 05/21/2020 To 05/21/2020 - AFLAC Post-Tax
1580	05/21/2020	Payroll	5	10383	AFSCME LOCAL	363.24	Pay Cycle(s) 05/21/2020 To 05/21/2020 - Union Dues; Pay Cycle(s) 05/21/2020 To 05/21/2020 - Union Fund
1581	05/21/2020	Payroll	5	10384	DEPARTMENT OF RETIREMENT SYSTEMS	4,400.03	Pay Cycle(s) 05/21/2020 To 05/21/2020 - DCP
1582	05/21/2020	Payroll	5	10385	HRA VEBA TRUST (PAYEE)	515.00	Pay Cycle(s) 05/21/2020 To 05/21/2020 - VEBA
1583	05/21/2020	Payroll	5	10386	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 05/21/2020 To 05/21/2020 - ICMA
1584	05/21/2020	Payroll	5	10387	WA ST PUBLIC EMP RET PLAN 2	10,374.58	Pay Cycle(s) 05/21/2020 To 05/21/2020 - PERS 2
1585	05/21/2020	Payroll	5	10388	WA ST PUBLIC EMP RET PLAN 3	3,304.51	Pay Cycle(s) 05/21/2020 To 05/21/2020 - PERS 3
1586	05/21/2020	Payroll	5	10389	WASHINGTON STATE HEALTH CARE AUTHORITY	14,533.67	Pay Cycle(s) 05/21/2020 To 05/21/2020 - PEBB Medical; Pay Cycle(s) 05/21/2020 To 05/21/2020 - PEBB ADD LTD; Pay Cycle(s) 05/21/2020 To 05/21/2020 - PEBB SMK Surcharge; Pay Cycle(s) 05/21/2020 To 05/21
401 Water Fund						37,069.65	
402 Sewer Fund						13,246.61	
						50,316.26	Payroll:
							50,316.26

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District

MCAG #: 2330

05/21/2020 To: 05/21/2020

Time: 09:18:49 Date: 05/19/2020

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 5/19/2020

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

Commissioner

Commissioner

Commissioner


Commissioner

Commissioner



**AGENDA
BILL
Item 7.A**

**Disposal of
Surplus Property**

DATE SUBMITTED:	May 21, 2020	MEETING DATE:	May 27, 2020
TO: BOARD OF COMMISSIONERS		FROM: Brent Winters, O&M Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. List of Surplus Property dated May 21, 2020	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Attached is a list of miscellaneous surplus items that the District no longer needs.

FISCAL IMPACT

The District may realize some revenue through sale of items identified as having value.

RECOMMENDED BOARD ACTION

Staff recommends the Board declare the property presented in the attached list as surplus and authorize staff to dispose of each.

PROPOSED MOTION

A recommended motion is:

"I move to declare the property defined in the list dated May 21, 2020, as surplus and authorize staff to dispose of each item in a manner that is most beneficial to the District and consistent with state law."

LWWSD Surplus Property List


5.21.2020

Item	Asset ID	Model / Serial Number	Condition	Value	Method of Disposal
Gould Water Pump With Motor		Index 5BF12135 Model 3656 Impeller Dia. 8-1/16 Size 1-1/2 x 2-8 S/N 19400904	Good	TBD	Auction
US Electric Motors Unclosed Motor With Water Pump		20 HP, 3Phase, 3500 RPM, 254JP Frame, Type R-1, 26.8 Amp, Design B, Code G, SF 1.15, Model R-1982- 03270, Shaft End Bearing 50BC03, Opposing End Bearing 35BC02	Good	TBD	Auction
US Electric Motors Unclosed Motor With Water Pump		20 HP, 3Phase, 3500 RPM, 254JP Frame, Type A-1, 24.4 Amp, Design B, Code G, SF 1.15, Model 9502095-550, Shaft End Bearing 6310- J/C3, Opposing End Bearing 6207-2Z- J/C3, M/N 8968	Good	TBD	Auction
HP Designjet 800 Plotter		Model C7780B, S/N SG5BSB2023	Not working	TBD	Auction



**AGENDA
BILL
Item 9.A.**

General Manager's Report

DATE SUBMITTED:	May 21, 2020	MEETING DATE:	May 27, 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, May 27, 2020 – 8:00 a.m.

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

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jun 10, 2020	6:30 p.m.	Board Room/Remote Attendance
Employee Staff Meeting	Thu Jun 11, 2020	8:00 a.m.	Remote Attendance Commissioner Citron to attend
Investment Comm Meeting	Wed Jul 29, 2020	10:00 a.m.	Small Conference Room
Safety Committee Meeting	Tue Jun 17, 2020	10:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Data Group Meeting	Thu Jun 11, 2020	9:00 a.m.	Remote Attendance
Policy Group Meeting	Wed Jun 17, 2020	3:00 p.m.	Remote Attendance
Joint Councils Meeting	2020 Meeting Cancelled	-	-
Other Meetings			
WASWD Section III Meeting	Tue Jun 9, 2020	7:00 p.m.	Remote Attendance
Whatcom Water Districts Caucus Meeting	June Meeting Cancelled	-	-
Whatcom County Council of Governments Board Meeting	Wed Oct 14, 2020	3:00 p.m.	Council of Governments Offices 314 E Champion Street

Committee Meeting Reports

Safety Committee:

- A committee meeting was held on May 20. The bulk of the meeting consisted of a presentation by Cartegraph on a new standard operating procedure (SOP) function that allows for integration of task-specific SOPs into District work orders. The committee also discussed the status of review of District safety programs, and COVID-19 exposure control plan development and protective measures that have been implemented.

Investment Committee:

- No committee meeting has been held since 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
- Division 7 Reservoir Pre-design Update
- 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. The self-assessment was completed by the management team on May 14, and will be completed by staff (three groups to meet social distancing requirements) by June 10. The self-assessment by the board will be completed after June 10, dependent upon restrictions resulting from 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, and one summarizing the results of the District's 2018-19 audit was issued May 20.

Intergovernmental Relations

- *Staff continue to regularly attend the daily Whatcom County Unified Command daily briefings specific to the COVID-19 pandemic.*

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 four monitoring events (on March 3 and 24, April 27, and May 11) and continues to monitor weather forecasts for the final event.

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.



**AGENDA
BILL
Item 9.B**

**Engineering Department
Report**

DATE SUBMITTED:	May 21, 2020	MEETING DATE:	May 27, 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.



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the May 21, 2020 Board Meeting
Data Compiled 04/23/20 by RH, BH, RM, KH (no changes for May Report)

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)	58	0	0	0
Subtotal - Commitments not yet connected	99	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	March 3, 2020
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 • 3/6/2020 Bill of Sale Recorded • 3/17/2020 Sent status letter to SVCA for final acceptance, need maintenance bond & ecology permit documentation to close out project 	

Summary of District Projects

Report Prepared 4/23/2020

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
-10	A1901	Whatcom County Region GIS Imagery Partnership 2019 Flight	\$1,000	\$0	\$1,000												
-9	C2004	Quick Connect Fitting Kit for CAT Backhoe	\$4,000	\$0	\$4,000												
-8	G2005	Used Forklift	\$20,000	\$0	\$20,000												
-7	C2008	Tool Truck with Snowplow and Sander Attachments	\$86,300	\$0	\$86,300												
-6	C2009	Flush-Vac Truck	\$525,000	\$0	\$525,000												
-5	A2020	Design and Construction Standards Update			\$0												
-4	A2022	Onsite Records Management Assessment		\$0	\$0												
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	\$38,440	\$1,560												
4	C1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$877,472	\$301,766	\$575,706												
15.5	M1811	North Shore FM Stream Crossing Protection (FIX WASHOUT)	\$0	\$2,542	\$2,542												
16	C1814	Agate Heights WTP and Opal Booster Upgrades	\$125,546	\$48,616	\$76,930												
20	A1902	Compulsory Sewer Connections	\$20,000	\$563	\$19,438												
21	C1904	Comprehensive Sewer Plan Update	\$69,950	\$79,845	\$9,895												
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	\$60,262	\$11,738												
25	C1913	SVWTP 20-Year Facility Plan	\$100,000	\$16,794	\$83,206												
26	M1917	AB PLC-5 Replacements and UPS Improvements	\$100,000	\$0	\$100,000												
27	A1919	OSS Impact Assessment	\$100,000	\$50,008	\$49,992												
28	C2001	Demolish Old Concrete Reservoir at 1010 Lakeview St	\$55,000	\$2,217	\$52,783												
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												
33	C2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$0	\$20,000												
34	C2007	Administrative Server Hardware	\$25,000	\$0	\$25,000												
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	\$180	\$11,820												
45	M2018	Annual Asphalt Patching	\$35,000	\$0	\$35,000												
46	M2019	Annual Tree Trimming	\$10,000	\$0	\$10,000												
48	A2021	AWIA Risk Assessment and Emergency Response Plans	\$10,000	\$0	\$10,000												
NOTATION LEGEND																	
	A	Administrative Project				p											
	C	Capital Project				a											
	M	Maintenance Project				c											
		Sewer Project (Green Font)				t											
		Water Project (Blue Font)															
		Sewer and Water Project (Black Font)															



**AGENDA
BILL
Item 9.C**

**Finance Department
Report**

DATE SUBMITTED:	May 21, 2020	MEETING DATE:	May 27, 2020
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Monthly Budget Report		
	2. Monthly Investment Report		
	3. Monthly Adjustment 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

Information only.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A

LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2020



	401	402	460	
	WATER	SEWER	BOND RESERVE (RESTRICTED)	TOTAL
2020 REVENUES	846,486	1,438,854	-	2,285,340
2020 EXPENDITURES	(916,881)	(1,248,660)	-	(2,165,541)
2019 BALANCE CARRYOVER	987,272	1,363,375	772,335	3,122,982
2019 CONTINGENCY CARRYOVER	460,000	787,088		1,247,088
	-----	-----	-----	-----
2020 BALANCE	\$1,376,877	\$2,340,657	\$772,335	\$4,489,869
2020 ALLOCATED TO OPERATING RESERVES	-\$520,000	-\$420,000		-\$940,000
2020 ALLOCATED TO CONTINGENCY	-\$460,000	-\$796,088		-\$1,256,088
AVAILABLE 2020 BALANCE	\$396,877	\$1,124,569	\$772,335	\$2,293,781

LAKE WHATCOM WATER AND SEWER DISTRICT				
	Description	Budget	4/30/2020	33%
		2020		
WATER - 401				
REVENUES				
	EPA Grant Water Quality			
401-333-66-00-00	North Shore Sampling Interlocal Agreement	40,000		0
401-343-40-10	Water Sales Metered (4% base rate increase) *	2,632,739	796,481	30.25%
401-343-41-10	Permits (15 new connection permits) \$6,000	90,000	24,759	27.51%
401-343-81-10	Combined Fees (Increase in Lien and Lock fees)	35,000	5,808	16.59%
401-359-90-00	Late fees	55,000	14,343	26.08%
401-361-11-00	Investment Interest	30,000	5,010	16.70%
401-369-10-00	Sale of scrap metal and surplus	3,000	-	0
401-369-10-01	Miscellaneous	1,000	85	8.50%
401-369-40-00	Judgements and Settlements	-	-	
401-395-10-00	Sale of Capital Assets	-	-	
401-395-20-00	Insurance Recoveries	-	-	
	TOTAL REVENUES	2,886,739	846,486	29.32%
	* Per Resolution 844 effective 1/1/2020			
	Scheduled annual rate increase			

LAKE WHATCOM WATER AND SEWER DISTRICT				
	Description	Budget	4/30/2020	33%
		2020		
SEWER - 402				
REVENUES				
402-343-41-10-02	Permits (15 new connection permits) \$9,000	135,000	25,971	19.24%
402-343-50-11	Sewer Service Residential (2.5% rate increase) *	4,186,946	1,396,525	33.35%
402-343-50-19	Sewer Service Other	4,500	1,625	36.11%
402-343-50-80	Latecomer's Fees	-	-	0
402-361-11-00-02	Investment Interest	30,000	3,258	10.86%
402-361-40-00-80	ULID 18 Interest/Penalties	4,000	1,774	44.35%
402-368-10-00-80	ULID 18 Principal Payments	15,000	5,475	36.50%
402-369-10-00-02	Sale of scrap metal and surplus	3,000	-	0
402-369-10-00-02	Miscellaneous	1,000	85	8.50%
402-369-40-02	Judgements and Settlements	-	4,141	0
402-395-10-00-02	Sale of Capital Assets	-	-	0
402-395-20-02	Insurance Recoveries	-	-	0
	TOTAL REVENUES	4,379,446	1,438,854	32.85%
	* Per Resolution 844 effective 1/1/2020			
	Scheduled annual rate increase			

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	4/30/2020	33%
WATER - 401	OPERATING EXPENDITURES			
401-534-10-10	Admin Payroll (2.2% cola plus step increases - 2020)	353,900	119,659	33.81%
401-534-10-20	Admin Personnel Benefits	174,250	52,151	29.93%
401-534-10-31	Gen Admin Supplies/Equipment (Master Meter Software)	35,000	10,716	30.62%
401-534-10-31-01	Meetings/Team building	2,000	598	29.90%
401-534-10-40	Merchant Services Fees	10,000	3,740	37.40%
401-534-10-40-01	Bank Fees		271	
	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	34,052	
	Mutt Mits	5,000	5,575	
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		
	GIS Partnership (County)	500		
	Rockwell - Engineering/Operations	250		

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	4/30/2020	33%
	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	39,228	33.74%
401-534-10-41-02	Water Engineering Services	5,000	9,443	188.86%
401-534-10-41-03	Water Legal Services	20,000	6,887	34.44%
401-534-10-41-04	DEA expenditures		2,200	
401-534-10-42	Communication	30,000	10,388	34.63%
401-534-10-45	Admin Lease (copy/printers)	5,000	1,782	35.64%
401-534-10-46	Property Insurance	72,000	-	0.00%
401-534-10-49	Admin Misc.	500	25	5.00%
401-534-10-49-01	Memberships/Dues/Permits	10,000	18,240	182.40%
401-534-10-49-02	WA State Dept of RevenueTaxes/County Stormwater fees	115,000	34,523	30.02%
401-534-40-43	Training & Travel	17,500	4,705	26.89%
401-534-40-43-01	Tuition reimbursement	500	-	0.00%
401-534-50-31	Operations/Maintenance Supplies	75,000	77,503	103.34%
401-534-50-31-01	Small Assets/tools	25,000	19,067	76.27%
401-534-50-48	Operations Repair/Maint contracted work	60,000	23,029	38.38%
401-534-50-49	Insurance Claims	2,500	-	0.00%
401-534-60-41	Operations Contracted (water testing)	7,500	4,020	53.60%
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	202,409	35.17%
401-534-80-20	Operations Personnel Benefits (Medical,Retirement etc)	247,590	86,019	34.74%
401-534-80-32	Fuel	15,000	3,526	23.51%
401-534-80-35	Safety Supplies (Ergonomic Assessment)	10,000	2,010	20.10%
401-534-80-35-01	Safety Supplies Boots	1,250	193	15.44%
401-534-80-35-02	Emergency Preparedness	5,000	-	0.00%
401-534-80-43-00	Water - Operatoins Training/Travel/Certification		1,203	
401-534-80-47	General Utilities (Electric, gas, water, garbage)	110,000	43,524	39.57%
401-534-80-49	Laundry	2,000	500	25.00%
	WATER OPERATING EXPENDITURES	2,313,301	873,462	37.76%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	4/30/2020	33%
<i>DEBT SERVICE</i>				
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		
<i>SYSTEM REINVESTMENT</i>				
	2019 System Reinvestment Projects	105,000		
	2020 System Reinvestment Projects	397,400		
	20 Year Plan for SVWTP C19-13		12,845	
401-594-34-62-01	Water Structures		8,835	
401-594-34-63-01	Water System		9,852	
401-594-34-64-01	Water Equipment		11,887	
WATER FUND	TOTAL WATER REVENUES	2,886,739	846,486	
	TOTAL WATER EXPENDITURES	(3,047,577)	(916,881)	
	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)	
	AVAILABLE 2020 YEAR END BALANCE	33,162	396,877	

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	4/30/2020	33%
SEWER - 402				
OPERATING EXPENDITURES				
402-535-10-10	Admin Payroll (2.2% cola plus step increases - 2020)	353,900	119,658	33.81%
402-535-10-20	Admin Personnel Benefits	174,250	52,150	29.93%
402-535-10-31	Gen Admin Supplies/Equipment	20,000	10,578	52.89%
402-535-10-31-01	Meetings/Team building	2,000	746	37.30%
402-535-10-40	Merchant Services Fees	10,000	3,740	37.40%
402-535-10-40-01	Bank Fees	-	271	
	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		
	Innovyze - Engineering	1,250		

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	4/30/2020	33%
	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	39,248	34.20%
402-535-10-41-02	Engineering Services	5,000	13,082	261.64%
402-535-10-41-03	Legal Services	20,000	9,327	46.64%
402-535-10-41-04	DEA expenditures		-	
402-535-10-42	Communication	30,000	10,426	34.75%
402-535-10-45	Admin Lease (copy/printers)	5,000	1,782	35.64%
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	12,070	150.88%
402-535-10-49-02	WA State Dept of RevenueTaxes/County Stormwater fees	115,000	34,523	30.02%
402-535-40-43	Training & Travel	17,500	3,624	20.71%
402-535-40-43-01	Tuition reimbursement	500	-	0.00%
402-535-50-31	Operations/Maintenance Supplies	75,000	15,242	20.32%
402-535-50-31-01	Small Assets/tools	25,000	10,539	42.16%
402-535-50-48	Operations Repair/Maint contracted work	60,000	43,903	73.17%
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	361,128	53.11%
402-535-80-10	Operations Payroll (2.2% cola plus step increases - 2020)	483,494	163,566	33.83%
402-535-80-20	Operations Personnel Benefits (Medical,Retirement etc)	247,590	68,976	27.86%
402-535-80-32	Fuel	13,000	4,894	37.65%
402-535-80-35	Safety Supplies (Ergonomic Assessment)	10,000	2,140	21.40%
402-535-80-35-01	Safety Supplies Boots	1,250	193	15.44%
402-535-80-35-02	Emergency Preparedness	5,000	-	0.00%
402-535-80-43-00	Operations Training/Travel/Certification		1,109	
402-535-80-47	General Utilities (Electric, gas, water, garbage)	100,000	45,764	45.76%
402-535-80-49	Laundry	2,000	758	37.90%
	SEWER OPERATING EXPENDITURES	2,668,234	1,029,497	38.58%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	4/30/2020	33%
DEBT SERVICE				
402-591-35-72-03	2016 Bond Principal Payments	425,000	-	
402-592-35-83-03	2016 Bond Interest Payments	218,176	109,088	
SYSTEM REINVESTMENT				
	2019 Sewer System Reinvestment Projects	770,000		
	2020 Sewer System Reinvestment Projects	191,900		
	Sewer Comp Plan C19-04		13,214	
402-594-35-62-02	Sewer Structures		84,070	
402-594-35-63-02	Sewer System		3,062	
402-594-35-64-02	Sewer Equipment		9,729	
402-594-35-64-02	Sewer Equipment (Flush/Vac Truck)	525,000		
SEWER FUND	TOTAL SEWER REVENUES	4,379,446	1,438,854	
	TOTAL SEWER EXPENDITURES	(4,798,310)	(1,248,660)	
	2019 BALANCE CARRYOVER	986,000	1,363,375	
	2019 CONTINGENCY CARRYOVER	787,000	787,000	
	2020 ALLOCATED TO SEWER OPERATING RESERVES	(420,000)	(420,000)	
	2020 ALLOCATED TO SEWER CONTINGENCY	(796,000)	(796,088)	
	AVAILABLE 2020 YEAR END BALANCE	138,136	1,124,481	



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 4/30/2020

Petty Cash	\$	1,600	
Cash	\$	125,302	0.30%
Public Funds Account	\$	502,353	0.10%
LGIP	\$	1,034,379	0.81%

	\$	1,663,634	

		PAR VALUE		YIELD
RFCO-ProEquity	Non-callable	\$ 1,071,488	Jan-21	2.71%
FHLB - Pro equity	Callable	\$ 1,002,619	Nov-22	1.55%
FHLB - Pro equity	Non-callable	\$ 751,663	Apr-23	0.80%

US Bank		\$ 2,825,770		
TOTAL		\$ 4,489,404		

USE OF FUNDS:

Reserved	\$ 772,334	
Contingency	\$ 1,256,088	
Unrestricted	\$ 2,460,982	

	\$ 4,489,404	

Apr-20

ADJUSTMENTS

40000565	\$	23.37	LATE FEE REVERSAL
40001387	\$	29.43	LATE FEE REVERSAL
100000171	\$	154.57	LEAK ADJUSTMENT
100000213	\$	55.06	LATE FEE REVERSAL
140007030	\$	810.32	LEAK ADJUSTMENT
180021037	\$	136.28	LEAK ADJUSTMENT
180032063	\$	123.01	LEAK ADJUSTMENT
240009132	\$	175.14	LEAK ADJUSTMENT

TOTAL	\$	1,507.18	
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**AGENDA
BILL
Item 9.D**

**Operations Department
Report**

DATE SUBMITTED:	May 21, 2020	MEETING DATE:	May 27, 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 May 27, 2020 Board Meeting
Data Compiled 05/21/20 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	x	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	x	x	x								
Annual Reports														
Name Of Report	Deadline	Completed												
WA State Cross Connection Report Prepared by: Rich	May	May 6, 2020												
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 1, 2020</i>			
	Enrollments	Completions	% Complete
Engineering - Managers	60	60	100%
Engineering - Staff	22	22	100%
Field Crew - Managers	200	200	100%
Office - Managers	12	12	100%
Office - Staff	40	40	100%
Overall	334	334	100%

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

Dates of Completed Safety Committee Meetings						
1/21/2020	Wednesday, May 20, 2020					
2/18/2020						
3/17/2020						
4/30/2020						
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: <ul style="list-style-type: none"> • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer 	0	0	0	0	1	0
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						