



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: June 18, 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.

For the foreseeable future, Commissioners will be attending regular meetings by phone. Per Governor Inslee's [Proclamation No. 20-28.3](#) amending his Stay Home, Stay Health proclamation, the District will provide access to interested public via phone/internet utilizing the GoToMeeting platform.

If you would like to attend the June 24 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.

6.24.20 Regular Board Meeting

Wed, Jun 24, 2020 8:00 AM - 10:00 AM (PDT)

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

<https://global.gotomeeting.com/join/522232541>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 522-232-541

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LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

June 24, 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. Presentation—Sudden Valley Water Treatment Plant Assessment
 - B. Geneva Urban Growth Area Sewer Service Discussion
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:	June 18, 2020	MEETING DATE:	June 24, 2020
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL	<i>Rachael Hope</i>		
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

****TO BE UPDATED 6.23.2020****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 6/10/20 Regular Board Meeting
- Payroll for Pay Period #12 (05/30/2020 through 06/12/2020) totaling \$46,018.56
- Payroll Benefits for Pay Period #12 totaling \$50,694.33
- 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

June 10, 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 Bruce Ford * Operations & Maintenance Manager Brent Winters*
Commissioner John Carter* Recording Secretary Rachael Hope*
District Legal Counsel Bob Carmichael*

Excused Absences: Commissioner Leslie McRoberts

Also present was Dan Burwell* of RH2 Engineering.

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

Roll Call

General Manager Justin Clary performed a roll call to identify those in attendance, and then verbally confirmed that the 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

Ford moved, Citron seconded, approval of:

- **Minutes for the 5/27/20 Regular Board Meeting**
- **Payroll for Pay Period #11 (05/16/2020 through 05/29/2020) totaling \$44,379.32**
- **Payroll Benefits for Pay Period #11 totaling \$50,953.00**
- **Accounts Payable Vouchers totaling \$108,140.23**

Motion passed.

Resolution No. 866 – Adoption of 2020 Update to the Comprehensive Sewer Plan

Hunter recalled that at its February 12, 2020 regular meeting, the Board approved a revision of the 2020 Sewer Comprehensive Plan for issuance to review agencies (Washington State Department of Ecology, Whatcom County Health, Public Works, and Planning and Development Services departments,

and the city of Bellingham). The Plan has since been revised to incorporate agency comments. The next step in the process is for the Board to adopt the update via resolution so that it may be forwarded for final approval by the Whatcom County Council.

Action Taken

Citron moved, Ford seconded, to adopt Resolution No. 866 as presented. Motion passed.

Resolution No. 867 – Approval of 2020-2024 Lake Whatcom Management Program Work Plan

Clary explained that in 1998, 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 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.

Since its creation, the Program partners have developed and implemented four five-year work plans focused on multiple program areas. With the most recent work plan (2015-2019) approaching expiration, the interjurisdictional coordinating team (ICT) of the Program developed a new work plan to reflect current conditions and regulatory requirements while maintaining the Program's overarching goal of continued improvement of lake water quality.

Action Taken

Citron moved, Ford seconded, to adopt Resolution No. 867 as presented. Motion passed.

Dellesta and Edgewater Sewer Lift Station Improvements Contract Award

Hunter indicated that the Dellesta and Edgewater Sewer Lift Station Improvements Project includes replacement of existing Smith & Loveless top-mounted lift stations with new-top mounted package sewer pumps, District-standard controls, and telemetry at two sites: Dellesta (installed in 1977) and Edgewater (installed in 1974). Work also includes construction of a new 4-inch diameter 66 lineal foot HDPE sewer force main from Edgewater Lift Station directly to the North Shore Gravity Sewer Interceptor.

An Advertisement for Bids was published in the Bellingham Herald on March 17, 2020. Bids were due and opened on May 28, 2020. Bid prices came in significantly more than the Engineer's Estimate and the funding allocated in the District's 2020 Budget. The approved 2020 Budget includes \$450,000 for the construction contract and the low bid amount was \$628,757.50 (including 8.5% sales tax) if all of the unit price work is performed. The difference between the 2020 Budget and low bid is \$178,757.50. Staff recommended making up the construction funding shortfall by allocating \$180,000 from approximately \$377,675 of extra unallocated sewer funds that were carried over from 2019 to 2020.

Dan Burwell of RH2 Engineering spoke to the Board about possible reasons for the discrepancies. The bulk of the cost difference cannot be reconciled to anyone component, but might be due to perceived risk by the contractor, late season bid opening (contractors already have work lined up), and/or contractor's current contracts on hold due to COVID-19 delays are still active resource commitments. Discussion followed.

Action Taken

Citron moved, Ford seconded, to direct \$180,000 of the unallocated sewer capital funds carried over from 2019 towards the Edgewater and Dellesta Sewer Pump Station Improvements construction contract, for a total construction budget of \$630,000. Motion passed.

Citron moved, Ford seconded, to award the Edgewater and Dellesta Sewer Lift Stations Improvements contract to Ram Construction, Inc for a total contract price of \$628,757.50 including 8.5% sales tax and authorize the General Manager to execute the contract. Motion passed.

General Manager’s Report

Clary provided updates on several topics to the Board, including creation of a District specific COVID exposure control plan, ongoing work with FEMA on grant funding to recover some costs related to the pandemic, and forward movement on the Camp Firwood wetwell project and Lakeview Street reservoir demolition. Discussion followed.

With no further business, Abele adjourned the Regular Session 7:22 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

06/18/2020 To: 06/18/2020

Time: 09:17:02 Date: 06/16/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1861	06/18/2020	Payroll	5	EFT		741.44	05/30/2020 - 06/12/2020 PR 13
1862	06/18/2020	Payroll	5	EFT		215.16	05/30/2020 - 06/12/2020 PR 13
1863	06/18/2020	Payroll	5	EFT		470.76	05/30/2020 - 06/12/2020 PR 13
1864	06/18/2020	Payroll	5	EFT		3,682.56	05/30/2020 - 06/12/2020 PR 13
1865	06/18/2020	Payroll	5	EFT		2,417.66	05/30/2020 - 06/12/2020 PR 13
1866	06/18/2020	Payroll	5	EFT		3,794.42	05/30/2020 - 06/12/2020 PR 13
1867	06/18/2020	Payroll	5	EFT		3,508.40	05/30/2020 - 06/12/2020 PR 13
1869	06/18/2020	Payroll	5	EFT		1,673.68	05/30/2020 - 06/12/2020 PR 13
1871	06/18/2020	Payroll	5	EFT		1,186.61	05/30/2020 - 06/12/2020 PR 13
1872	06/18/2020	Payroll	5	EFT		2,862.30	05/30/2020 - 06/12/2020 PR 13
1873	06/18/2020	Payroll	5	EFT		1,926.55	05/30/2020 - 06/12/2020 PR 13
1874	06/18/2020	Payroll	5	EFT		3,174.04	05/30/2020 - 06/12/2020 PR 13
1875	06/18/2020	Payroll	5	EFT		1,870.24	05/30/2020 - 06/12/2020 PR 13
1876	06/18/2020	Payroll	5	EFT		2,924.21	05/30/2020 - 06/12/2020 PR 13
1877	06/18/2020	Payroll	5	EFT		706.14	05/30/2020 - 06/12/2020 PR 13
1878	06/18/2020	Payroll	5	EFT		2,431.21	05/30/2020 - 06/12/2020 PR 13
1879	06/18/2020	Payroll	5	EFT		1,459.20	05/30/2020 - 06/12/2020 PR 13
1880	06/18/2020	Payroll	5	EFT		1,743.14	05/30/2020 - 06/12/2020 PR 13
1881	06/18/2020	Payroll	5	EFT		2,145.71	05/30/2020 - 06/12/2020 PR 13
1882	06/18/2020	Payroll	5	EFT		2,755.71	05/30/2020 - 06/12/2020 PR 13
1883	06/18/2020	Payroll	5	EFT		2,479.85	05/30/2020 - 06/12/2020 PR 13
1868	06/18/2020	Payroll	5	10472		470.76	05/30/2020 - 06/12/2020 PR 13
1870	06/18/2020	Payroll	5	10473		1,378.81	05/30/2020 - 06/12/2020 PR 13

401 Water Fund
 402 Sewer Fund

13,527.80
 32,490.76

46,018.56 Payroll: 46,018.56

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 6/16/2020

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

06/18/2020 To: 06/18/2020

Time: 09:24:41 Date: 06/16/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1884	06/18/2020	Payroll	5	EFT	UNITED STATES TREASURY	16,819.86	941 Deposit for Pay Cycle(s) 06/18/2020 - 06/18/2020
1885	06/18/2020	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 06/18/2020 To 06/18/2020 - SUP ENF
1886	06/18/2020	Payroll	5	10474	AFLAC	354.85	Pay Cycle(s) 06/18/2020 To 06/18/2020 - AFLAC Pre-Tax; Pay Cycle(s) 06/18/2020 To 06/18/2020 - AFLAC Post-Tax
1887	06/18/2020	Payroll	5	10475	AFSCME LOCAL	363.24	Pay Cycle(s) 06/18/2020 To 06/18/2020 - Union Dues; Pay Cycle(s) 06/18/2020 To 06/18/2020 - Union Fund
1888	06/18/2020	Payroll	5	10476	DEPARTMENT OF RETIREMENT SYSTEMS	4,070.03	Pay Cycle(s) 06/18/2020 To 06/18/2020 - DCP
1889	06/18/2020	Payroll	5	10477	HRA VEBA TRUST (PAYEE)	515.00	Pay Cycle(s) 06/18/2020 To 06/18/2020 - VEBA
1890	06/18/2020	Payroll	5	10478	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 06/18/2020 To 06/18/2020 - ICMA
1891	06/18/2020	Payroll	5	10479	WA ST PUBLIC EMP RET PLAN 2	10,609.85	Pay Cycle(s) 06/18/2020 To 06/18/2020 - PERS 2
1892	06/18/2020	Payroll	5	10480	WA ST PUBLIC EMP RET PLAN 3	3,119.49	Pay Cycle(s) 06/18/2020 To 06/18/2020 - PERS 3
1893	06/18/2020	Payroll	5	10481	WASHINGTON STATE HEALTH CARE AUTHORITY	14,533.67	Pay Cycle(s) 06/18/2020 To 06/18/2020 - PEBB Medical; Pay Cycle(s) 06/18/2020 To 06/18/2020 - PEBB ADD LTD; Pay Cycle(s) 06/18/2020 To 06/18/2020 - PEBB SMK Surcharge; Pay Cycle(s) 06/18/2020 To 06/18/2020
						37,307.12	
401 Water Fund						13,387.21	
402 Sewer Fund							
						<u>50,694.33</u>	Payroll:
							50,694.33

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District

MCAG #: 2330

06/18/2020 To: 06/18/2020

Time: 09:24:41 Date: 06/16/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 6/16/2020

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**

**Sudden Valley
Water Treatment Plant
Condition Assessment**

DATE SUBMITTED:	June 17, 2020	MEETING DATE:	June 24, 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 type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Lake Whatcom Water and Sewer District contracted with Gray & Osborne, Inc. (G&O) to perform a condition assessment for the existing Sudden Valley Water Treatment Plant (WTP). The condition assessment is the initial step (Phase 1) towards developing a 20-year facility plan. The purpose of the Phase 1 assessment is to investigate the integrity of the existing WTP facilities from a structural, electrical, mechanical, architectural, and process perspective to guide the District’s decisions on use and/or modifications at the WTP.

G&O and staff are working to finalize the Phase 1 condition assessment report, which will be published in the coming weeks. G&O and staff will provide a slide presentation at the Board meeting to summarize condition assessment findings.

The next step is to continue on with alternatives analysis, cost estimates, sequencing and scheduling to develop a 20-year Facility Improvement Plan (Phase 2). The scope of work and fee estimate is under development and will be brought to the Board for discussion and approval at a later date.

Future Phase 3 is anticipated to include design of selected alternatives.

Phase 1 Condition Assessment Summary

The existing WTP is a rapid rate direct filtration plant that uses chlorine gas for disinfection. The plant was originally constructed in 1972 and has a rated capacity of 2.0 million gallons per day (mgd). The WTP has been upgraded several times since its construction, most recently in 1992. The WTP treats surface water from Lake Whatcom and is located on Morning Beach Drive approximately 1 mile northeast of the intersection of Lake Whatcom Boulevard and Marigold Drive.

A site visit was completed on February 12, 2020 by G&O process, mechanical, electrical, and structural engineers. During the visit, G&O discussed the current operations, perceived deficiencies, and desired needs for the WTP with operations staff, and also assessed the

condition of the existing facilities at the WTP Main Building, Finished Water Pump Building, and Chlorine Contact Basin.

The condition assessment identified several items for improvement, but did not find any significant structural, electrical, mechanical, or operational issues that would prevent the WTP from successful operation into the foreseeable future. In general, the facilities are in good condition and only require minor repairs and the completion of regular maintenance items to maintain their current function. The report provides recommendations for alternatives that, if enacted, may improve the operational efficiency of the WTP.

In addition to these recommendations and the listed repairs, the assessment identifies a number of high-priority improvements that should be addressed to ensure the successful operation of the facility in the future. However, the amount of available floor space and tight spacing of equipment creates a significant challenge for any replacements, modifications, or improvements.

G&O and District staff will provide a presentation that reviews the information developed during this initial phase. The presentation will provide the Board with an understanding of the overall methodology, findings, and recommendations on what alternatives and ideas to explore in Phase 2.

The presentation will cover:

- Project Description & Purpose
- Sudden Valley WTP History
- Project Approach
- Assessment Summary
- Summary of Findings
- Summary of Recommendations
- Next Steps

FISCAL IMPACT

No fiscal impact is anticipated.

RECOMMENDED BOARD ACTION

No action is recommended at this time.


PROPOSED MOTION

None.



**AGENDA
BILL
Item 7.B**

**Geneva Urban Growth Area
Sewer Service Discussion**

DATE SUBMITTED:	June 16, 2020	MEETING DATE:	June 24, 2020
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Memorandum dated April 23, 2020		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Please refer to the attached memorandum.

FISCAL IMPACT

No fiscal impact is anticipated.

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

None.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

To: Board of Commissioners Date: April 23, 2020

From: Justin Clary, General Manager

RE: Geneva Urban Growth Area Sewer Service Analysis

The Lake Whatcom Water and Sewer District (District) was founded in 1968 to facilitate the conversion to public sewer of on-site sewage disposal systems (OSDS or septic systems) serving county residents within the Lake Whatcom watershed, as well as to ensure that future development constructed in reasonable proximity to District sewers was connected rather than being served by an OSDS. District boundaries include the Geneva community, which is served by the District's comprehensive collection and conveyance system that receives sewage from nearly all developed property in that community (the District is in the process of connecting two remaining OSDS-served properties to sewer).

The Washington State Growth Management Act (GMA) is a series of state statutes, first adopted in 1990, that guides qualifying counties (of which Whatcom County [County] is one) and their urban areas in the management of growth through comprehensive plan development and implementation. Codified under [Chapter 36.70A RCW](#), the GMA establishes a series of 13 goals and policies that form the basis of all county-wide planning policies, comprehensive land use plans, and development regulations. A key element of the GMA applicable to the District is utilities. The GMA provides that, "[i]n general, it is not appropriate that urban governmental services be extended to or expanded in rural areas except in those limited circumstances shown to be necessary to protect basic public health and safety and the environment and when such services are financially supportable at rural densities and do not permit urban development." [RCW 36.70A.110\(4\)](#). "Urban governmental services" include sewer service. [RCW 36.70A.030\(24\)](#). This means that the District may provide sewer service to properties located within an *urban growth area* (UGA) or *limited area of more intense rural development* (LAMIRD), which are areas of urban development, but is constrained in its ability to provide sewer service outside of a UGA or LAMIRD.

In the years following the adoption of the GMA, the County designated Geneva as a UGA that would one day be annexed into the city of Bellingham (City). Since that time, the City has included the Geneva UGA in its comprehensive planning process. However, a number of analyses associated with annexing Geneva have been conducted since it was first designated as a UGA in the 1990s. The findings of each analysis have consistently indicated that there has been enough reservation on the residents' part that annexation into the City has not moved

forward. In 2019, the City conducted another analysis of the viability of annexing the Geneva UGA, among other city UGAs. The [findings of the analysis](#) concluded that annexation remains unlikely to be supported by the Geneva residents. As a result, the City and County may, at some point in the relatively near future (such as through the next countywide comprehensive plan review process scheduled for completion in 2024), remove the UGA designation from Geneva. If that does occur, District authority over requiring connection to public sewers for new development may be impacted. As a result, the purpose of this memorandum is to identify all parcels not currently served by public sewer within the Geneva UGA, and to assess the proximity of each of those parcels to public sewer to determine the potential extent of impact to the District's authority in requiring connection to public sewer if that property is developed after the UGA designation is removed.

District Policy Regarding New Development

District Administrative Code Sections 3.4.2.1 and 3.4.3.1 define requirements for connection to District sewers for residential and non-residential development, respectively. Regardless of development type, connection requirements to District sewers vary depending on whether or not the subject development is located within or outside of a Whatcom County-adopted UGA or LAMIRD.

Inside UGA or LAMIRD:

- Residential Development. District sewer adjacent to or within 200-feet of property—connection required.
- Residential Development. District sewer greater than 200-feet from property—District may extend sewer to within 200-feet of property and require connection.
- Non-residential Development. Connection required, regardless of distance to District sewer.

Outside UGA or LAMIRD:

- All Development. District sewer within 150-feet of property—connection required.
- All Development. District sewer greater than 150-feet from property—development may be served by OSDS, subject to recording a covenant binding the property to future water/sewer service (condition of new development).

State Law Regarding Sewer Service Outside of Urban Areas

Under [RCW 90.48.110](#), the Washington State Department of Ecology (Ecology) must approve sewer comprehensive plans. The review includes review of GMA compliance; Ecology may not approve a sewer comprehensive plan that it determines violates the GMA. [Chapter 173-240 of the Washington Administrative Code](#) (WAC) specifies how Ecology will review sewer comprehensive plans. [Section 173-240-020\(13\)](#) defines a “sewer line extension” as “any pipe added or connected to an existing sewerage system, together with any pump stations: Provided, That the term does not include gravity side sewers that connect individual building or dwelling units to the sewer system when these side sewers are less than one hundred fifty feet in length

and not over six inches in diameter.” As extension of public sewers outside of UGAs and LAMIRDs is generally not permitted under the GMA (unless allowed for reasons cited in the GMA summary presented earlier in this memorandum), this WAC has implications specific to requiring connection of properties currently located in the Geneva UGA should development of that parcel occur after the UGA designation has been removed. Ecology’s interpretation of the GMA under this WAC is that any pressure (e.g., grinder pump-served) system connecting to District sewer outside of a UGA/LAMIRD is a *sewer line extension* that is not allowed under GMA. For gravity connections, under the WAC, regardless of the distance between sewer main and property line, if the distance between the property line and the *structure* to be served is greater than 150 feet (i.e., side sewer length), then it is considered a *sewer line extension* that is not allowed under GMA. The District administrative code requirement for connection of any *properties* within a specific distance to a sewer main, without regard to whether it is a pressure line or its length, is not consistent with a combined reading of the GMA and this WAC.

Analysis of Specific Properties in the Geneva UGA

Attached is a set of four figures, with the first presenting the boundaries of the Geneva UGA, and the subsequent three presenting the UGA split into three portions (north, southwest, and southeast) for easier review on a parcel-by-parcel basis. Identified in Figures 2 through 4 are parcels that are not currently served by District sewer that have been assigned specific identifying numbers. The attached table then evaluates each parcel relative to current state and District sewer connection requirements/allowances specific to connection inside or outside of a UGA. Each parcel is identified by a unique identifier (“N”, “SW”, and “SE” indicate parcels identified on the north, southwest, and southeast figures of the UGA, respectively, with the following number specific to the number assigned to that parcel on the corresponding figure).

Within the table, the current land use is summarized specific to each parcel; in many cases a parcel is identified as “undeveloped” because no home is located on it, but that parcel may be *improved* (landscaping, outbuildings, etc.) associated with a neighboring parcel that is residentially developed and served by District sewer. In those instances, the parcel is indicated as being undeveloped, but the neighboring parcel that it is associated with is noted. Parcels with red shading in any of the associated columns cannot (or likely will not) be served by District sewer, regardless of whether or not the parcel is located inside or outside of the UGA. Parcels with green shading in any of the associated columns are undeveloped and can be served by District sewer regardless of whether or not the parcel is located inside or outside of the UGA. Parcels with yellow shading in any of the associated columns are undeveloped and would be required to be served by District sewer if developed while within the UGA designation, but could not be served by District sewer (i.e., would be served by an OSDS when developed) if developed after the UGA designation is removed.

It should be noted that this parcel-by-parcel analysis has been based upon County Assessor’s information and the District’s asset management software (Cartegraph) data to determine parcel proximity to the District’s sewer system. A physical inspection of each parcel was not conducted, nor was each parcel assessed relative to future development’s ability to be served by a gravity side sewer (as indicated above, a pressure grinder pump system would be considered a *sewer line extension* and, therefore, be prohibited if developed after the UGA-

designation is removed). As a result, some of the parcels with green shading in the attached table may actually not be able to be served if developed following UGA-designation removal. Parcel No. 380334-120474-0000, with Identification No. SW-03 (presented in the second bullet below), would have fallen under this scenario, except that District staff are aware of ground elevations relative to the adjacent gravity sewer main elevations for this specific property).

Based upon this proximity analysis, only two of the parcels in the Geneva UGA that are not currently served by District sewer could be developed for residential use and served by an OSDS if the Geneva UGA designation is removed. However, each of those parcels have specific constraints that may impact whether or not they would ever be developed as a separate residential property:

- Parcel No. 380327-204192-0000 (N-14). This parcel is owned by the owner of the residential home located on the adjacent Parcel No. 380327-218195-0000 on Euclid Avenue. The structure that is constructed on the subject property serves as a storage building/garage. As a result, it is likely to remain associated with the other parcel into the foreseeable future.
- Parcel No. 380334-120474-0000 (SW-03). This parcel is owned by the owner of the residential home located on the adjacent Parcel No. 380334-120485-0000 on Oriental Avenue. The parcel is comprised of relatively low-lying land that is likely classified as wetland/a critical area, which presents limitations on future development that will likely prohibit it from development into the foreseeable future.

Staff Recommendation

With only two parcels in the entire Geneva UGA being identified as impacting the District's ability to require sewer service should the UGA designation be removed, and each of those parcels having likely limitations of the potential for future development as standalone residential homes, staff recommends that the District not invest resources in opposing any future actions by the County and/or City in removing the UGA designation from Geneva. That said, the District should continue to invest resources in monitoring and providing input on any future actions relative to the UGA designation.

Figure 1. Geneva Urban Growth Area

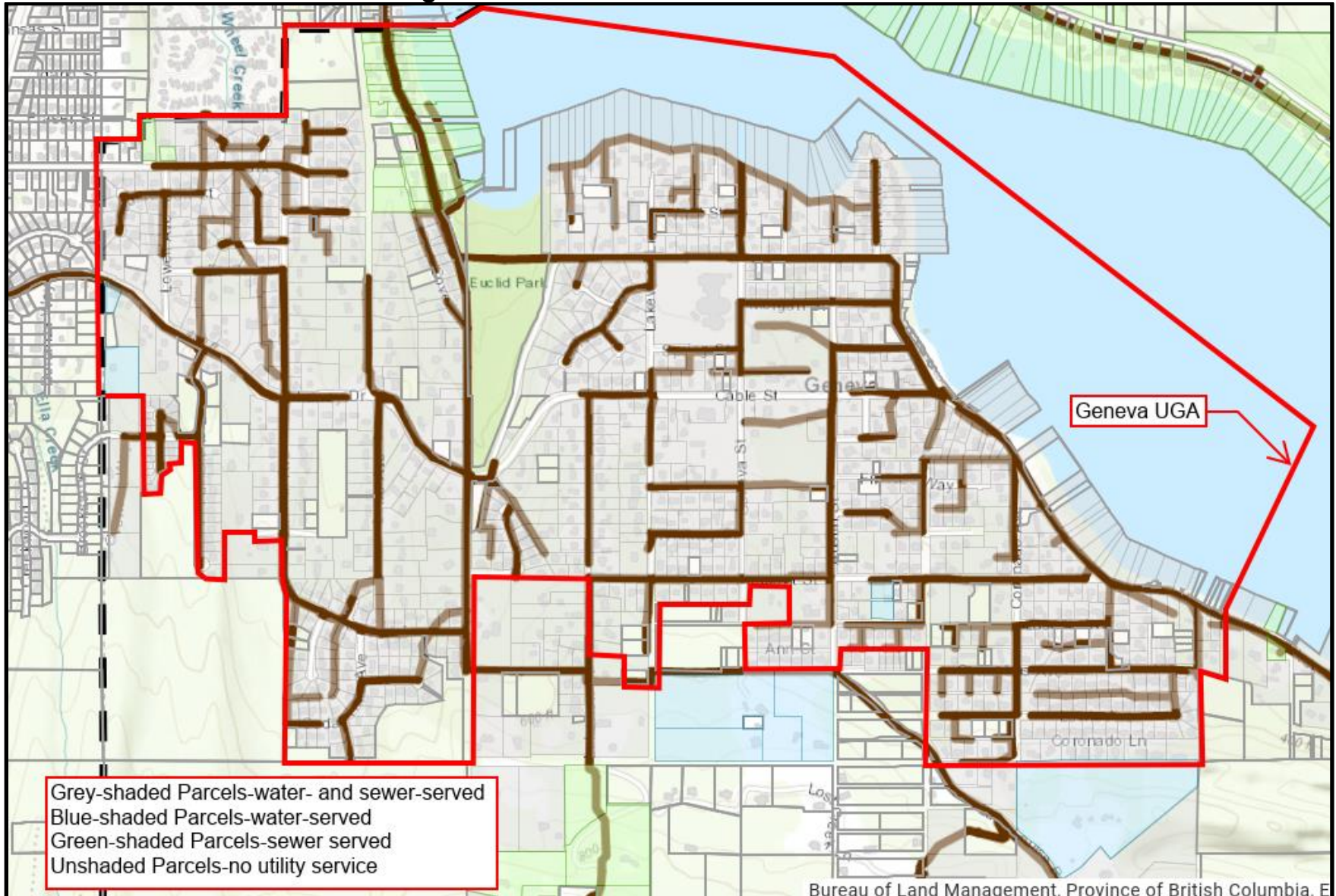


Figure 2. North Geneva Sewer Service Analysis

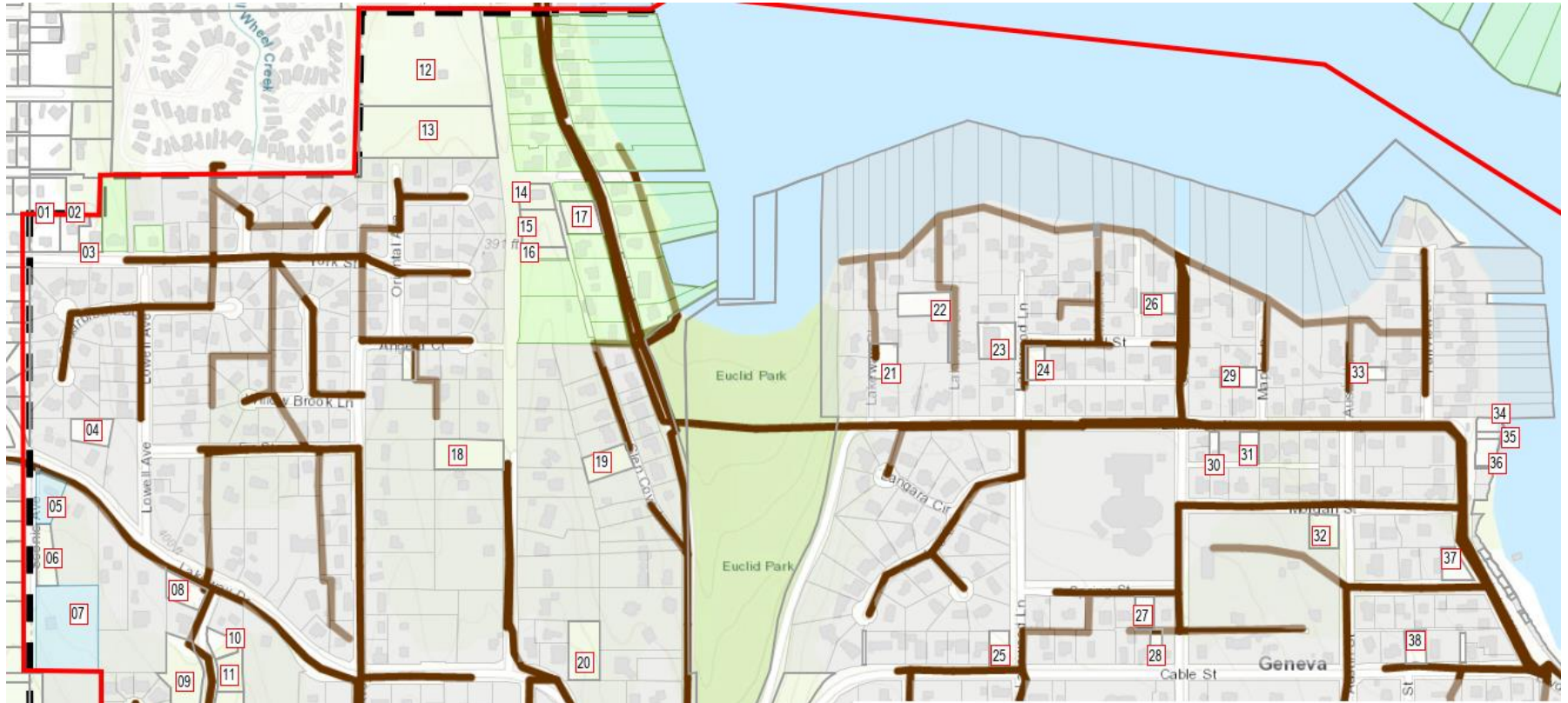


Figure 3. Southwest Geneva Sewer Service Analysis

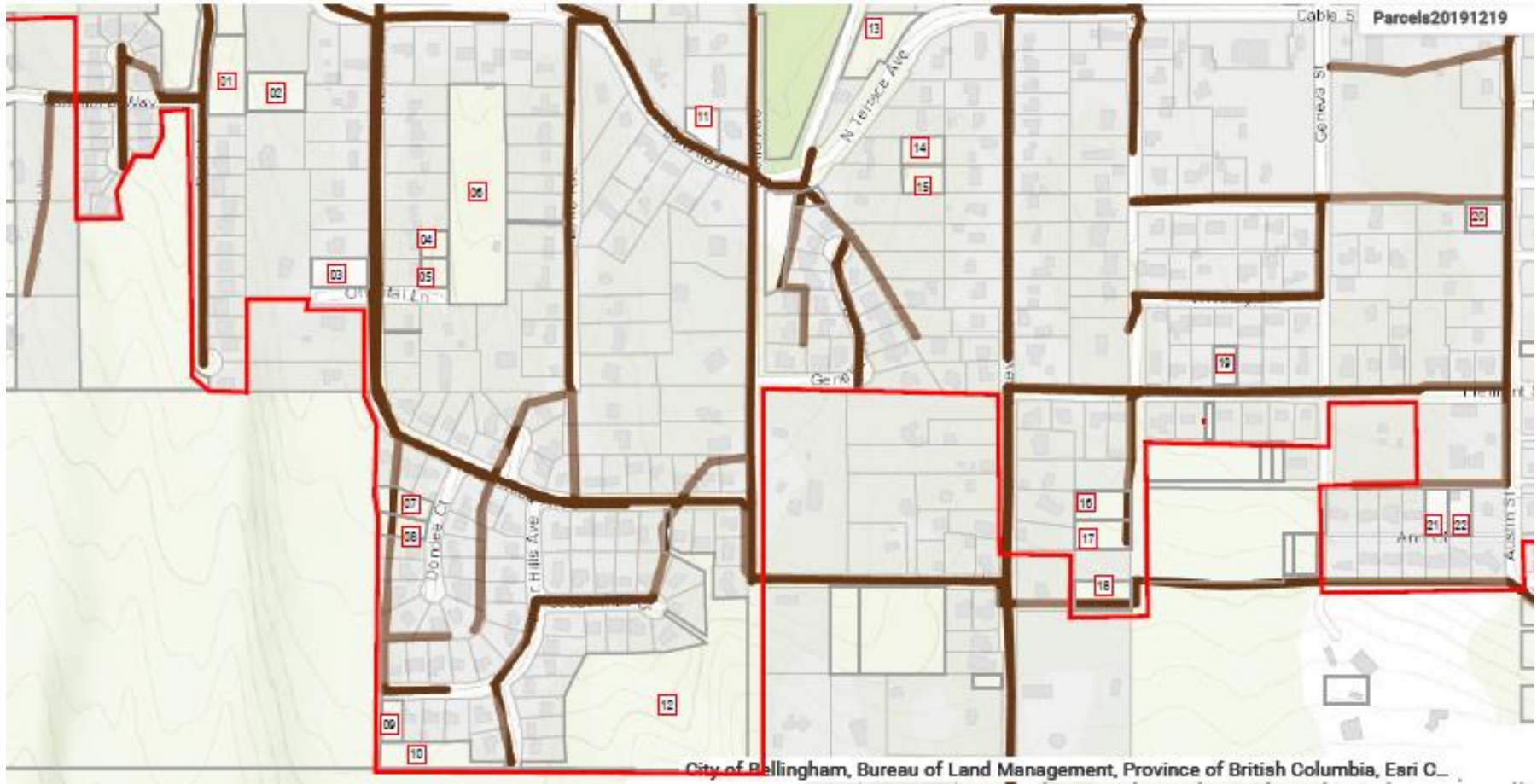
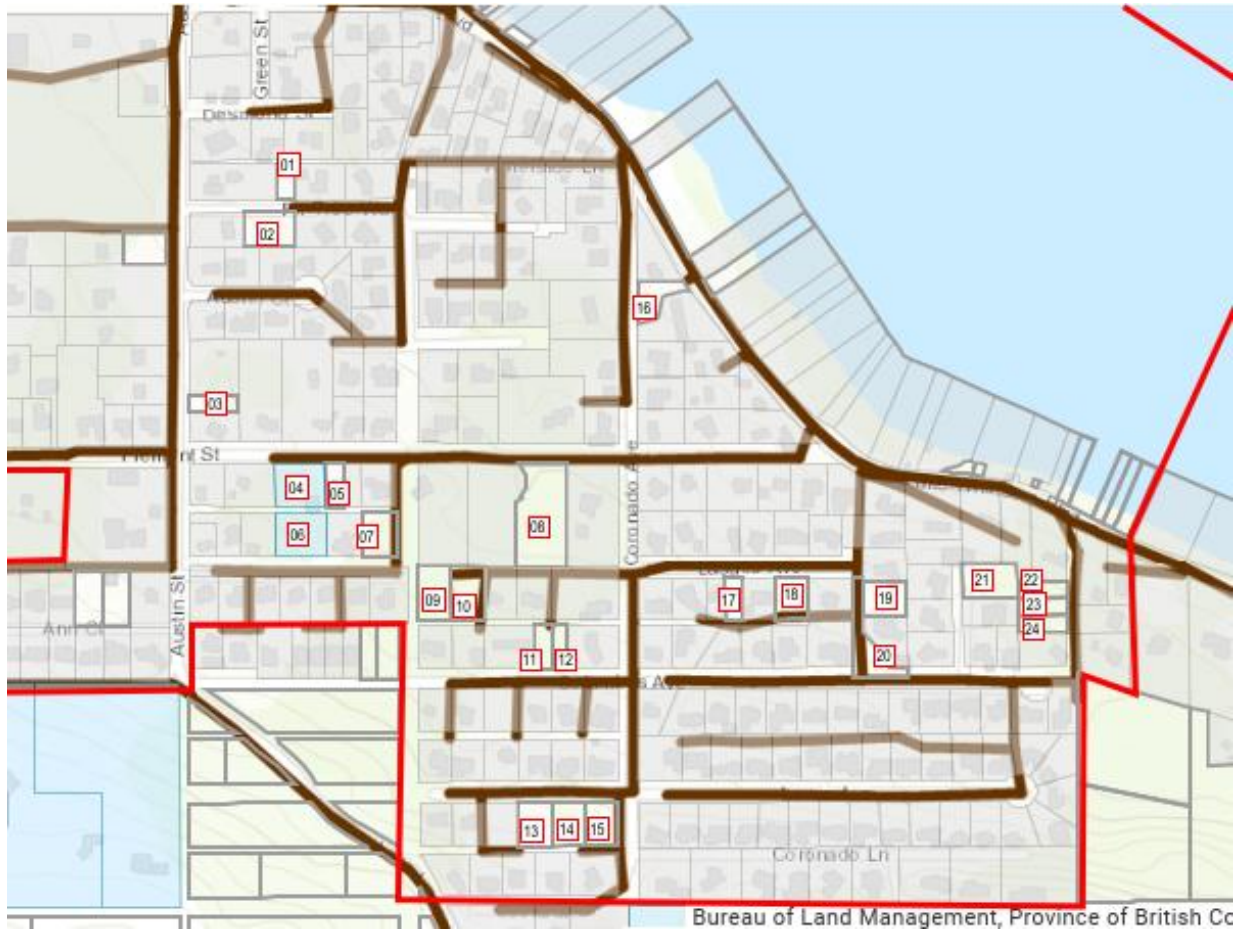


Figure 4. Southeast Geneva Sewer Service Analysis



**Geneva Urban Growth Area Sewer Service Analysis
Lake Whatcom Water and Sewer District**

ID No.	Parcel No.	Land Use	Abuts Sewer Main ROW ¹	Sewer <200' from property line ¹	Sewer <150' from property line ¹	Sewer Type ²
N-01	380327-006176-0000	Residential-sewer by COB	yes	yes	yes	gravity
N-02	380327-017176-0000	Residential-sewer by COB	yes	yes	yes	gravity
N-03	380327-024176-0000	Residential-sewer by COB	yes	no	no	gravity
N-04	380327-026097-0000	Undeveloped-landlocked, assoc. w/ 380327-024084	no	yes	yes	gravity
N-05	380327-007068-0000	Residential-sewer by COB	yes	yes	yes	gravity
N-06	380327-007046-0000	Undeveloped	no	yes	no	gravity
N-07	380327-013010-0000	Residential-Septic System	no	no	no	gravity
N-08	380327-062031-0000	Stormwater Facility	yes	yes	yes	gravity
N-09	380334-064550-0000	Stormwater Facility	yes	yes	yes	gravity
N-10	380327-078012-0000	Undeveloped	yes	yes	yes	gravity
N-11	380327-080004-0000	Undeveloped	yes	yes	yes	gravity
N-12	380327-158250-0000	Residential-sewer by COB	no	no	no	NA
N-13	380327-161221-0000	Undeveloped-ownd by COB	yes	yes	yes	gravity
N-14	380327-204192-0000	Developed (shed) assoc. w/ 380327-218195	yes	yes	no	gravity
N-15	380327-207181-0000	Undeveloped, assoc. w/ 380327-223171	no	yes	no	gravity
N-16	380327-208170-0000	Undeveloped, assoc. w/ 380327-223171	no	yes	no	gravity
N-17	380327-222182-0000	Undeveloped, assoc. w/ 380327-223171	yes	yes	yes	gravity
N-18	380327-177088-0000	Undeveloped, assoc. w/ 380327-760760	yes	yes	yes	gravity

**Geneva Urban Growth Area Sewer Service Analysis
Lake Whatcom Water and Sewer District**

ID No.	Parcel No.	Land Use	Abuts Sewer Main ROW¹	Sewer <200' from property line¹	Sewer <150' from property line¹	Sewer Type²
N-19	380327-232084-0000	Undeveloped, assoc. w/ 380327-236072	yes	yes	yes	gravity
N-20	380327-223013-0000	Undeveloped, landlocked, assoc. w/ 380237-211020	no	yes	yes	gravity
N-21	380327-379128-0000	Undeveloped	yes	yes	yes	gravity
N-22	380327-400151-0000	Undeveloped, assoc. w/ 380327-398136	yes	yes	yes	gravity
N-23	380327-428137-0000	Undeveloped (tennis court)	yes	yes	yes	gravity
N-24	380327-443127-0000	Undeveloped, assoc. w/ 380327-445127	yes	yes	yes	gravity
N-25	380327-427010-0000	Undeveloped, assoc. w/ 380327-421025	yes	yes	yes	gravity
N-26	380327-488150-0000	Undeveloped, assoc. w/ 380327-492168	yes	yes	yes	gravity
N-27	380327-483023-0000	Undeveloped, assoc. w/ 380327-483009	yes	yes	yes	gravity
N-28	380327-489009-0000	Developed (garage), assoc. w/ 380327-483009	yes	yes	yes	gravity
N-29	380327-523122-0000	Undeveloped, assoc. w/ 380327-520139	yes	yes	yes	gravity
N-30	380327-511091-0000	Developed (ADU) assoc. w/ 380327-514091	yes	yes	yes	gravity
N-31	380327-522091-0000	Undeveloped, assoc. w/ 380327-514091	yes	yes	yes	gravity

**Geneva Urban Growth Area Sewer Service Analysis
Lake Whatcom Water and Sewer District**

ID No.	Parcel No.	Land Use	Abuts Sewer Main ROW¹	Sewer <200' from property line¹	Sewer <150' from property line¹	Sewer Type²
N-32	380327-555056-0000	Undeveloped, assoc. w/ 380334-514558	yes	yes	yes	gravity
N-33	380326-009121-0000	Undeveloped, assoc. w/ 380326-011132	yes	yes	yes	gravity
N-34	380326-055099-0000	Undeveloped, COB-owned	yes	yes	yes	gravity
N-35	380326-055096-0000	Undeveloped, COB-owned	yes	yes	yes	gravity
N-36	380326-053089-0000	Undeveloped, assoc. w/ 380326-029090	yes	yes	yes	gravity
N-37	380326-045045-0000	Undeveloped, assoc. w/ 380326-035043	yes	yes	yes	gravity
N-38	380326-026009-0000	Undeveloped, assoc. w/ 380326-038090	yes	yes	yes	gravity
SW-01	380334-082540-0000	Undeveloped	yes	yes	yes	gravity
SW-02	380334-097537-0000	Undeveloped, landlocked, assoc. w/ 380334-119536	no	yes	no	gravity
SW-03	380334-120474-0000	Undeveloped, assoc. w/ 380334-120485	yes	yes	yes	requires pressure
SW-04	380334-152483-0000	Undeveloped, landlocked, assoc. w/ 380334-141482	no	yes	yes	gravity
SW-05	380334-152473-0000	Undeveloped, landlocked, assoc. w/ 380334-142473	no	yes	yes	gravity
SW-06	380334-167506-0000	Developed (county park)	yes	yes	yes	gravity
SW-07	380334-138394-0000	Undeveloped	yes	yes	yes	gravity
SW-08	380334-138384-0000	Undeveloped	yes	yes	yes	gravity

**Geneva Urban Growth Area Sewer Service Analysis
Lake Whatcom Water and Sewer District**

ID No.	Parcel No.	Land Use	Abuts Sewer Main ROW¹	Sewer <200' from property line¹	Sewer <150' from property line¹	Sewer Type²
SW-09	380334-136317-0000	Undeveloped, assoc. w/ 380334-141317	yes	yes	yes	gravity
SW-10	380334-999910-0000	Undeveloped	yes	yes	yes	gravity
SW-11	380334-248520-0000	Undeveloped	yes	yes	yes	gravity
SW-12	380334-999910-0000	Undeveloped	yes	yes	yes	gravity
SW-13	380334-344553-0000	Undeveloped	yes	no	no	gravity
SW-14	380334-349516-0000	Undeveloped, landlocked	no	no	no	gravity
SW-15	380334-360506-0000	Undeveloped, landlocked	no	no	no	gravity
SW-16	380334-419393-0000	Undeveloped	yes	yes	yes	gravity
SW-17	380334-421383-0000	Undeveloped	yes	yes	yes	gravity
SW-18	380334-419362-0000	Undeveloped	yes	yes	yes	gravity
SW-19	380334-464443-0000	Undeveloped, assoc. w/ 380334-473439	yes	yes	yes	gravity
SW-20	380334-555494-0000	Undeveloped, assoc. w/ 380334-537494	yes	yes	yes	gravity
SW-21	380334-539393-0000	Undeveloped	yes	yes	yes	gravity
SW-22	380334-546392-0000	Undeveloped	yes	yes	yes	gravity
SE-01	380335-029509-0000	Undeveloped, assoc. w/ 380335-041509	yes	yes	yes	gravity
SE-02	380335-024494-0000	Undeveloped	yes	yes	yes	gravity
SE-03	380335-011443-0000	Undeveloped, assoc. w/ 380335-011437	yes	yes	yes	gravity
SE-04	380335-039410-0000	Boy Scout Camp, water only customer	yes	yes	yes	gravity

**Geneva Urban Growth Area Sewer Service Analysis
Lake Whatcom Water and Sewer District**

ID No.	Parcel No.	Land Use	Abuts Sewer Main ROW¹	Sewer <200' from property line¹	Sewer <150' from property line¹	Sewer Type²
SE-05	380335-045419-0000	Undeveloped, assoc. w/ 380335-050419	yes	yes	yes	gravity
SE-06	380335-039410-0000	Boy Scout Camp, water only customer	yes	yes	yes	gravity
SE-07	380335-057405-0000	Undeveloped, assoc. w/ 380335-058419	yes	yes	yes	gravity
SE-08	380335-104405-0000	Undeveloped, assoc. w/ 380335-119405	yes	yes	yes	gravity
SE-09	380335-075386-0000	Undeveloped, assoc. w/ 380335-094386	yes	yes	yes	gravity
SE-10	380335-085386-0000	Undeveloped, assoc. w/ 380335-094386	yes	yes	yes	gravity
SE-11	380335-106372-0000	Undeveloped, assoc. w/ 380335-097372	yes	yes	yes	gravity
SE-12	380335-109373-0000	Undeveloped, assoc. w/ 380335-097372	yes	yes	yes	gravity
SE-13	380335-106321-0000	Undeveloped, assoc. w/ 380335-096321	yes	yes	yes	gravity
SE-14	380335-116321-0000	Undeveloped	yes	yes	yes	gravity
SE-15	380335-126321-0000	Undeveloped	yes	yes	yes	gravity
SE-16	380335-139472-0000	Undeveloped, assoc. w/ 380335-149468	yes	yes	yes	gravity
SE-17	380335160386-0000	Undeveloped, assoc. w/ 380335-156386	yes	yes	yes	gravity
SE-18	380335-178385-0000	Residential-connected 2019	yes	yes	yes	gravity

**Geneva Urban Growth Area Sewer Service Analysis
Lake Whatcom Water and Sewer District**

ID No.	Parcel No.	Land Use	Abuts Sewer Main ROW¹	Sewer <200' from property line¹	Sewer <150' from property line¹	Sewer Type²
SE-19	380335-207390-0000	Undeveloped, assoc. w/ 380335-208378	yes	yes	yes	gravity
SE-20	380335-203374-0000	Undeveloped, assoc. w/ 380335-208378	yes	yes	yes	gravity
SE-21	380335-239235-0000	Undeveloped	yes	yes	yes	gravity
SE-22	380335-254393-0000	Undeveloped, assoc. w/ 380335-258399	yes	yes	yes	gravity
SE-23	380335-257388-0000	Undeveloped, assoc. w/ 380335-256383	yes	yes	yes	gravity
SE-24	380335-256383-0000	Undeveloped, assoc. w/ 380335-257388	yes	yes	yes	gravity


¹ District Administrative Code Section 5.1.3

² Washington Administrative Code Section 173-240-020(13)



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	June 18, 2020	MEETING DATE:	June 24, 2020
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
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, June 24, 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 Jul 8, 2020	6:30 p.m.	Board Room/Remote Attendance
Employee Staff Meeting	Thu Jul 9, 2020	8:00 a.m.	Remote Attendance Commissioner Ford to attend
Investment Comm Meeting	Wed Jul 29, 2020	10:00 a.m.	Small Conference Room
Safety Committee Meeting	Tue Jun 18, 2020	7:45 a.m.	Remote Attendance
Lake Whatcom Management Program			
Data Group Meeting	Thu Jul 9, 2020	9:00 a.m.	Remote Attendance
Policy Group Meeting	Wed Sep 23, 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 Jul 14, 2020	7:00 p.m.	Remote Attendance
Whatcom Water Districts Caucus Meeting	July 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:

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

Investment Committee:

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

Upcoming Important Board Meeting Topics

- Lake Louise Lift Station PLC Replacement Design Contract
- Division 7 Reservoir Pre-design Update
- Lake Whatcom Boulevard Sewer Main Cleaning/Renovation Analysis Presentation
- Interlocal Agreement with the City of Bellingham for Emergency Intertie Use
- 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 has been completed by the management team and staff as of June 10. The self-assessment by the board will be completed once restrictions resulting from the COVID-19 pandemic are lessened.

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 Effective Utility Management self-assessment.

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.
The plan is under development.

Job Description Review

- Update all District job descriptions that have not been revised in the last three years.
Review of job descriptions has been broken into departments and the management team. Review of management team job descriptions is underway.

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.*
- *J. Clary is scheduled to attend (virtual) the WASWD semi-annual managers' meeting on June 23.*

EnviroStars Certification

- Gain EnviroStars Green Business certification.
The District has completed 6 of 20 required core measures and earned a total of 180 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.
J. Clary attended the Data Group (virtual) meeting on June 11; a memorandum summarizing water quality efforts was issued to the Policy Group in lieu of its scheduled June 17 meeting.

Onsite Septic System Impact Assessment

- Lead effort in water quality monitoring to assess the impacts of septic systems on the lake.
Herrera has conducted all five scoped monitoring events (on March 3 and 24, April 27, May 11, and June 2). Data evaluation and report preparation will begin once all data is received.


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:	June 18, 2020	MEETING DATE:	June 24, 2020
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Engineering Department Report		
	2. Summary of District Projects		
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 regarding District projects and current priorities in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the June 24, 2020 Board Meeting
Data Compiled 06/18/20 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 Permits	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"/>	1. District inspects & approves facilities as complete
<input checked="" type="checkbox"/>	2. Reimbursement of District Engineer review costs	<input type="checkbox"/> N/A	2. District receives water meters for each service
<input checked="" type="checkbox"/>	3. Copy of insurance policy	<input checked="" type="checkbox"/>	3. District accepts record drawings
<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"/>	4. District accepts easements & title insurance
<input checked="" type="checkbox"/>	5. Copies of permits	<input type="checkbox"/>	5. District receives warranty bond or like security
<input checked="" type="checkbox"/>	6. Pay Developer Conformance Deposit	<input type="checkbox"/>	6. District receives maintenance bond
	<i>Receipt #16291 8/14/18</i>	<input checked="" type="checkbox"/>	7. District receives and approves Bill of Sale
<input checked="" type="checkbox"/>	7. Developer delivers performance bond	<input type="checkbox"/> N/A	8. District receives a copy of recorded plat or legal description
	<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"/>	9. District receives legal description of property
<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 type="checkbox"/> N/A	10. District receives Latecomers Reimbursement fees due to other Developers (if applicable)
<input checked="" type="checkbox"/>	9. Pays District Administration, Legal Services, and Inspection Deposit <i>Receipt #16291 8/14/18</i>	<input checked="" type="checkbox"/>	11. Developer pays any applicable Supplemental DEA Processing/General Administrative fees
<input checked="" type="checkbox"/>	10. District Issues Notice to Proceed w/Construction	<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. 			
<i>Continued on next page</i>			

Developer Extension Agreements (cont'd)

D1801 Sudden Valley Community Association - Area Z Fire Hydrant

Tasks/Notes (cont'd)

- 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 6/18/2020

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	C2005	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	\$14,048	\$5,952																		
3	C1716B	Geneva Booster Station - PRV's, Backflow, Roof	\$40,000	\$38,596	\$1,404	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
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	\$21,139	\$78,861	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
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	Planned (labor not started)
C	Capital Project				a	Active (labor underway)
M	Maintenance Project				c	Completed (no further labor needed)
	Sewer Project (Green Font)				t	Target Completion
	Water Project (Blue Font)					
	Sewer and Water Project (Black Font)					



**AGENDA
BILL
Item 9.C**

**Finance Department
Report**

DATE SUBMITTED:	June 18, 2020	MEETING DATE:	June 24, 2020
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Monthly Budget Report & Investment Report		
	2. Monthly Adjustment Report		
	3. Past Due Account Letter		
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 regarding District finances in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.

LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2020



	401	402	460	
	WATER	SEWER	BOND RESERVE (RESTRICTED)	TOTAL
2020 REVENUES	1,066,098	1,793,072	-	2,859,170
2020 EXPENDITURES	(1,086,570)	(1,427,661)	-	(2,514,231)
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	\$1,426,800	\$2,515,874	\$772,335	\$4,715,009
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	\$446,800	\$1,299,786	\$772,335	\$2,518,921

LAKE WHATCOM WATER AND SEWER DISTRICT				
	Description	Budget 2020	5/31/2020	42%
	<i>WATER - 401</i>			
	<i>REVENUES</i>			
	EPA Grant Water Quality			
401-333-66-00-00	North Shore Sampling Interlocal Agreement	40,000		
401-343-40-10	Water Sales Metered (4% base rate increase) *	2,632,739	1,009,678	38.35%
401-343-41-10	Permits (15 new connection permits) \$6,000	90,000	24,859	27.62%
401-343-81-10	Combined Fees (Increase in Lien and Lock fees)	35,000	7,023	20.07%
401-359-90-00	Late fees	55,000	14,433	26.24%
401-361-11-00	Investment Interest	30,000	9,792	32.64%
401-369-10-00	Sale of scrap metal and surplus	3,000	69	0.023
401-369-10-01	Miscellaneous	1,000	244	24.40%
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	1,066,098	36.93%
	* Per Resolution 844 effective 1/1/2020			
	Scheduled annual rate increase			

LAKE WHATCOM WATER AND SEWER DISTRICT				
	Description	Budget	5/31/2020	42%
		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	1,744,564	41.67%
402-343-50-19	Sewer Service Other	4,500	1,849	41.09%
402-343-50-80	Latecomer's Fees	-	-	0
402-361-11-00-02	Investment Interest	30,000	8,041	26.80%
402-361-40-00-80	ULID 18 Interest/Penalties	4,000	2,019	50.48%
402-368-10-00-80	ULID 18 Principal Payments	15,000	6,174	41.16%
402-369-10-00-02	Sale of scrap metal and surplus	3,000	69	0.023
402-369-10-00-02	Miscellaneous	1,000	244	24.40%
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	1,793,072	40.94%
	* Per Resolution 844 effective 1/1/2020			
	Scheduled annual rate increase			

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	5/31/2020	42%
WATER - 401	OPERATING EXPENDITURES			
401-534-10-10	Admin Payroll (2.2% cola plus step increases - 2020)	353,900	145,813	41.20%
401-534-10-20	Admin Personnel Benefits	174,250	63,538	36.46%
401-534-10-31	Gen Admin Supplies/Equipment (Master Meter Software)	35,000	12,080	34.51%
401-534-10-31-01	Meetings/Team building	2,000	684	34.20%
401-534-10-40	Merchant Services Fees	10,000	4,449	44.49%
401-534-10-40-01	Bank Fees		415	
	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	50,008	
	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	8,000		
	Docuware maintenance and upgrade	4,500		
	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	5/31/2020	42%
	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	57,805	49.72%
401-534-10-41-02	Water Engineering Services	5,000	11,356	227.12%
401-534-10-41-03	Water Legal Services	20,000	10,060	50.30%
401-534-10-41-04	DEA expenditures		2,200	
401-534-10-42	Communication	30,000	11,945	39.82%
401-534-10-45	Admin Lease (copy/printers)	5,000	2,196	43.92%
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	12,461	124.61%
401-534-10-49-02	WA State Dept of Revenue Taxes/County Stormwater fees	115,000	42,501	36.96%
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	83,335	111.11%
401-534-50-31-01	Small Assets/tools	25,000	21,053	84.21%
401-534-50-48	Operations Repair/Maint contracted work	60,000	26,111	43.52%
401-534-50-49	Insurance Claims	2,500	-	0.00%
401-534-60-41	Operations Contracted (water testing)	7,500	4,284	57.12%
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	246,114	42.76%
401-534-80-20	Operations Personnel Benefits (Medical, Retirement etc)	247,590	104,952	42.39%
401-534-80-32	Fuel	15,000	3,711	24.74%
401-534-80-35	Safety Supplies (Ergonomic Assessment)	10,000	2,804	28.04%
401-534-80-35-01	Safety Supplies Boots	1,250	296	23.68%
401-534-80-35-02	Emergency Preparedness	5,000	2,478	49.56%
401-534-80-43-00	Water - Operatoins Training/Travel/Certification		211	
401-534-80-47	General Utilities (Electric, gas, water, garbage)	110,000	47,746	43.41%
401-534-80-49	Laundry	2,000	664	33.20%
	WATER OPERATING EXPENDITURES	2,313,301	1,037,851	44.86%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	5/31/2020	42%
<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		
401-534-10-41-20	20 Year Plan for SVWTP C19-13		16,400	
401-594-34-62-01	Water Structures		10,534	
401-594-34-63-01	Water System		9,898	
401-594-34-64-01	Water Equipment		11,887	
WATER FUND	TOTAL WATER REVENUES	2,886,739	1,066,098	
	TOTAL WATER EXPENDITURES	(3,047,577)	(1,086,570)	
	2019 BALANCE CARRYOVER	987,272	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	306,434	446,800	

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	5/31/2020	42%
SEWER - 402				
OPERATING EXPENDITURES				
402-535-10-10	Admin Payroll (2.2% cola plus step increases - 2020)	353,900	145,813	41.20%
402-535-10-20	Admin Personnel Benefits	174,250	63,536	36.46%
402-535-10-31	Gen Admin Supplies/Equipment	20,000	12,484	62.42%
402-535-10-31-01	Meetings/Team building	2,000	892	44.60%
402-535-10-40	Merchant Services Fees	10,000	4,449	44.49%
402-535-10-40-01	Bank Fees	-	305	
	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	8,000		
	Docuware maintenance and upgrade	4,500		
	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	5/31/2020	42%
	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	57,205	49.85%
402-535-10-41-02	Engineering Services	5,000	7,173	143.46%
402-535-10-41-03	Legal Services	20,000	12,905	64.53%
402-535-10-41-04	DEA expenditures		-	
402-535-10-42	Communication	30,000	11,983	39.94%
402-535-10-45	Admin Lease (copy/printers)	5,000	2,195	43.90%
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	6,897	86.21%
402-535-10-49-02	WA State Dept of Revenue Taxes/County Stormwater fees	115,000	42,501	36.96%
402-535-40-43	Training & Travel	17,500	3,659	20.91%
402-535-40-43-01	Tuition reimbursement	500	-	0.00%
402-535-50-31	Operations/Maintenance Supplies	75,000	18,058	24.08%
402-535-50-31-01	Small Assets/tools	25,000	13,524	54.10%
402-535-50-48	Operations Repair/Maint contracted work	60,000	54,153	90.26%
402-535-50-49	Insurance Claims	2,500	-	0.00%
402-535-60-41	Operations Contracted (generator load testing)	15,000	985	6.57%
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	198,543	41.06%
402-535-80-20	Operations Personnel Benefits (Medical, Retirement etc)	247,590	83,995	33.93%
402-535-80-32	Fuel	13,000	5,067	38.98%
402-535-80-35	Safety Supplies (Ergonomic Assessment)	10,000	2,615	26.15%
402-535-80-35-01	Safety Supplies Boots	1,250	296	23.68%
402-535-80-35-02	Emergency Preparedness	5,000	2,478	49.56%
402-535-80-43-00	Operations Training/Travel/Certification		816	
402-535-80-47	General Utilities (Electric, gas, water, garbage)	100,000	48,918	48.92%
402-535-80-49	Laundry	2,000	1,004	50.20%
	SEWER OPERATING EXPENDITURES	2,668,234	1,163,637	43.61%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	5/31/2020	42%
<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	109,088	
<i>SYSTEM REINVESTMENT</i>				
	2019 Sewer System Reinvestment Projects	770,000		
	2020 Sewer System Reinvestment Projects	491,500		
	Sewer Comp Plan C19-04		22,779	
402-594-35-62-02	Sewer Structures		108,225	
402-594-35-63-02	Sewer System		3,062	
402-594-35-64-02	Sewer Equipment		20,870	
402-594-35-64-02	Sewer Equipment (Flush/Vac Truck)	525,000		
SEWER FUND	TOTAL SEWER REVENUES	4,379,446	1,793,072	
	TOTAL SEWER EXPENDITURES	(5,097,910)	(1,427,661)	
	2019 BALANCE CARRYOVER	1,363,375	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	215,911	1,299,698	



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 5/31/2020

Petty Cash	\$	1,600		
Cash	\$	350,443		0.30%
Public Funds Account	\$	502,396		0.10%
LGIP	\$	1,034,816		0.81%

	\$	1,889,255		
			PAR VALUE	YIELD
RFCO-ProEquity		\$ 1,071,488	Jan-21	2.71%
FHLB - Pro equity		\$ 1,002,619	Nov-22	1.55%
FHLB - Pro equity		\$ 751,663	Apr-23	0.80%

US Bank	\$	2,825,770		
TOTAL	\$	4,715,025		
USE OF FUNDS:				
Reserved	\$	772,334		
Contingency	\$	1,256,088		
Unrestricted	\$	2,686,603		

	\$	4,715,025		

May-20

ADJUSTMENTS

20000667	\$ 432.00	LEAK ADJUSTMENT
160024218	\$ 68.19	WATER CREDIT

TOTAL **\$ 500.19**



COURTESY PAST DUE REMINDER

As a provider of an essential service, Lake Whatcom Water and Sewer District remains working to ensure continued operation of our water and sewer systems. This is our commitment to our community always, and especially during this time of uncertainty created by the COVID-19 pandemic.

The District recognizes that some customers' financial situation have been, or may be, as the impacts of the pandemic become more fully realized, affected. As such, we are currently waiving late payment penalties and have temporarily discontinued shutting off water service for non-payment. The District's Board of Commissioners adopted Resolution No. 865 on March 25, 2020 temporarily suspended late fees, service terminations and billing suspension fees through July 31, 2020 (please note that this date may change as the economic impact of the pandemic becomes better understood).

We recommend that everyone pay what they can, when they can. If you are having difficulties during this time and need to make payment arrangements, please let us know. Even making smaller monthly payments will help keep your balance from falling too far in arrears. An additional resource is the Utilities and Transportation Commission Consumer Hotline: 1-888-333-9882 or email consumer@utc.wa.gov for bill assistance information.

We recognize that it is unknown at this time what the overall impact of the COVID-19 pandemic will be and current timelines could change through future Washington State mandates.


While our office is currently closed to walk-in customer services, our staff still remains available to you Monday through Thursday 8am – 5pm for payment by phone. Payments can also be made online, dropped off in our secure 24-hour drop box by the front door, or mailed.

Please review our website for additional bill assistance information. The most important thing is for you and your family to stay safe and healthy. From all of us at Lake Whatcom Water and Sewer District we wish you and yours the best.



**AGENDA
BILL
Item 9.D**

**Operations Department
Report**

DATE SUBMITTED:	June 18, 2020	MEETING DATE:	June 24, 2020
TO: BOARD OF COMMISSIONERS	FROM: Brent Winters, Operations Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Operations Department Report		
	2. Status of District Water & Sewer Systems		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information regarding District operations in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the June 24, 2020 Board Meeting
Data Compiled 06/18/20 by RH, BW, RM

State Required Report Status													
Monthly Reports													
Name Of Report	Completed	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	x	x	x	x	x	x						
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	x	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 6/1/20		SV 6/1/20			EagleR 6/1/20		Agate Ht 6/1/20				
Other Reports													
Name Of Report	Deadline	Last Completed											
CPR/First Aid Training Coordinated by: Rich	Due Biennially Next Due 2021	March 23, 2019											
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2022	June 6, 2019											

Safety Program Summary

Completed by Rich Munson & Brent Winters

Summary of Annual Safety Training

2020 Testing Period - Jan 1, 2020 to May 1, 2020

	Enrollments	Completions	% Complete
Engineering - Managers	69	69	100%
Engineering - Staff	25	25	100%
Field Crew - Managers	224	224	100%
Office - Managers	15	15	100%
Office - Staff	52	52	100%
Overall	385	385	100%

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

Dates of Completed Safety Committee Meetings

1/21/2020	5/20/2020	
2/18/2020	6/18/2020	
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

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Status of District Water and Sewer Systems
Prepared by Brent Winters Operations and Maintenance Manager
6/24/2020 Board Meeting

Safety Activities	
	<ol style="list-style-type: none"> 1. Continuing social distancing of crew. Kevin Cook is reporting directly to the water plant, the rest of the crew is reporting directly to their assigned vehicle and then attending the morning briefing via "Go to Meeting." 2. No injuries or near misses. 3. Daily safety reminders directly relevant to the day's tasks. 4. Jobsite tailgate meetings by project lead.
Water Utility Activities	
	<p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> 1. Sudden Valley <ol style="list-style-type: none"> a. Plant is operating well, averaging 0.55 million gallons per day (MGD). b. Transmission pump control valve and surge anticipator replacement project is 50% complete. 2. Agate Heights <ol style="list-style-type: none"> a. Operating well, assisting Engineering as needed with Capital Upgrades project. b. Hydro-excavated well head discharge pipe for both wells. Preparing the second well for potential use as a backup to the well we are currently using. <p><i>Distribution System</i></p> <ol style="list-style-type: none"> a. Bi-annual water main flushing of the North Shore and Geneva system is complete. b. Replaced Division 22 Reservoir 8" transmission main check valve May 6th. c. Installed 3 new blow-off stations under project C1716A. d. Installed 2 new water connections this reporting period. e. No water leaks repaired this reporting period.
Sewer Utility Activities	
	<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> 1. Lift stations are in normal operation. 2. Performance Power Group performed annual maintenance to all generators. They found all in good working order and recommended additional preventative maintenance to six (6) units. <p><i>Collection System</i></p> <ol style="list-style-type: none"> 1. Continuing the cleaning and televising of pipe identified in project C2003. Findings are assisting engineering with capital project planning. 2. Completed televising 8 sewer mains this reporting period. 3. Flushed 5 sewer mains this reporting period.
Fleet	
	<p><i>Vehicles</i></p> <ol style="list-style-type: none"> 1. All vehicles are in service. <p><i>Equipment</i></p> <ol style="list-style-type: none"> 1. All equipment is in service. 2. New vac truck is on order (October delivery). 3. New service truck is on order (June delivery).
Facilities	
	<p><i>Shop Building</i></p> <ol style="list-style-type: none"> 1. Performing shop and grounds maintenance as fill in work between projects.
Development	
	<ol style="list-style-type: none"> 1. Inspector is actively involved with nine (12) contractors making connection to our systems.