



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: May 20, 2021
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/video conference. Per Governor Inslee's [Proclamation No. 20-28.3](#), the District will provide access to interested public via phone/internet utilizing the GoToMeeting platform.

If you would like to attend the May 26, 2021 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@lwswd.org or 360-734-9224.

May 26, 2021 Work Regular Board Meeting

8:00 AM - 10:00 AM (PDT)

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

<https://global.gotomeeting.com/join/139083709>

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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 26, 2021


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—District Water and Sewer Utilities Rate Study Update
 - B. Work Order No. 3 Approval—Sanitary Sewer System Inflow & Infiltration Repair Unit Price Contract
 - C. Sudden Valley Water Treatment Plant Master Plan—Stakeholder Engagement Process
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 20, 2021	MEETING DATE:	May 26, 2021
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
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 5.25.2021****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the May 12, 2021 Regular Board Meeting
- Payroll for Pay Period #10 (05/01/2020 through 05/14/2021) totaling \$46,470.11
- Payroll Benefits for Pay Period #10 totaling \$51,745.52
- 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 2021 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 12, 2021

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 Operations Manager Brent Winters
Commissioner Bruce Ford Finance Manager/Treasurer Debi Denton
Recording Secretary Rachael Hope

Excused Absences: Commissioner John Carter

Also in attendance: Keith Stewart - Gray & Osborne

All attendees 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.

Changes to Agenda

Clary requested the addition of item 8.A. under Other Business for discussion regarding the Sudden Valley Water Treatment Plant master planning effort. The Board agreed.

Consent Agenda

Action Taken

Citron moved, McRoberts seconded, approval of:

- Minutes for April 14, 2021 Regular Board Meeting
- Minutes for April 28, 2021 Regular Board Meeting
- Amended 1st Quarter 2021 Payroll taxes totaling \$7,912.10
- Payroll for Pay Period #09 (04/17/2021 through 04/30/2021) totaling \$43,334.43
- Payroll Benefits for Pay Period #09 totaling \$51,372.78
- Accounts Payable Vouchers totaling \$317,237.53

Motion passed.

Resolution No. 875 Revising Low-Cost Parcel Acquisition Policy in Administrative Code Title 2, Fiscal Management Policies

District Administrative Code Title 2, Fiscal Management Policies, defines the District's financial management structure and associated policies. Aside from Chapter 2.16, Purchasing Policy, it has been a number of years since the last comprehensive review of Title 2. The Investment Committee identified over the past year a number of independent topics within the Fiscal Management Policies for potential update via policy revision. Work sessions were held on February 10 and March 10 to discuss proposed revisions to the Fiscal Management Policies. As an outcome of Board direction from those work sessions, staff developed a series of resolutions for Board consideration, with each resolution comprised of groups of like-revisions to Title 2 for creating a trackable record of policy revision.

Denton explained that Resolution No. 875 revises Section 2.17.1 of the Administrative Code to allow the District to proceed with purchase of parcels/easements estimated at \$10,000 or less without obtaining an appraisal. The previous cap for acquisitions without appraisal was \$5,000. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to approve Resolution No. 875 as presented. Motion passed.

Sudden Valley Water Treatment Plan Master Plan

Clary recalled that Gray & Osborne was contracted after an initial condition assessment in July 2020, to perform an alternatives analysis of work to be done at the District's Sudden Valley Water Treatment Plant. The assessment identified high and low priority items that were subsequently broken down by major system, and consultants from Gray & Osborne made a series of presentations to the Board at regular meetings between September 20, 2020 and April 14, 2021.

On May 12, 2021, four Commissioners attended two separate tours of the Sudden Valley Water Treatment Plant with District Staff and Keith Stewart of Gray & Osborne. This agenda item was added to allow for discussion and comments about those in-person tours. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic, employee vaccination progress, hiring status updates for the Finance Manager and Maintenance Worker 1 positions, and his recent virtual attendance to the Association of Washington Cities annual Labor Relations Institute. Discussion followed.

With no further business, Abele adjourned the Regular Session 6:59 p.m.

Board President, Laura Abele

Attest: _____
Recording Secretary, Rachael Hope

Minutes approved by motion at ☐ Regular ☐ Special Board Meeting on _____
Date Minutes Approved

CHECK REGISTER

PAYROLL

Lake Whatcom W-S District

Time: 11:15:19 Date: 05/18/2021

05/20/2021 To: 05/20/2021


Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1472	05/20/2021	Payroll	5	EFT		224.99	05/01/2021 - 05/14/2021 PR 10
1473	05/20/2021	Payroll	5	EFT		117.69	05/01/2021 - 05/14/2021 PR 10
1474	05/20/2021	Payroll	5	EFT		353.09	05/01/2021 - 05/14/2021 PR 10
1475	05/20/2021	Payroll	5	EFT		3,635.15	05/01/2021 - 05/14/2021 PR 10
1476	05/20/2021	Payroll	5	EFT		3,909.51	05/01/2021 - 05/14/2021 PR 10
1477	05/20/2021	Payroll	5	EFT		2,632.64	05/01/2021 - 05/14/2021 PR 10
1478	05/20/2021	Payroll	5	EFT		3,570.74	05/01/2021 - 05/14/2021 PR 10
1480	05/20/2021	Payroll	5	EFT		3,025.59	05/01/2021 - 05/14/2021 PR 10
1482	05/20/2021	Payroll	5	EFT		1,459.21	05/01/2021 - 05/14/2021 PR 10
1483	05/20/2021	Payroll	5	EFT		2,914.87	05/01/2021 - 05/14/2021 PR 10
1484	05/20/2021	Payroll	5	EFT		2,015.19	05/01/2021 - 05/14/2021 PR 10
1485	05/20/2021	Payroll	5	EFT		3,250.72	05/01/2021 - 05/14/2021 PR 10
1486	05/20/2021	Payroll	5	EFT		1,959.67	05/01/2021 - 05/14/2021 PR 10
1487	05/20/2021	Payroll	5	EFT		2,106.10	05/01/2021 - 05/14/2021 PR 10
1488	05/20/2021	Payroll	5	EFT		1,364.38	05/01/2021 - 05/14/2021 PR 10
1489	05/20/2021	Payroll	5	EFT		117.69	05/01/2021 - 05/14/2021 PR 10
1490	05/20/2021	Payroll	5	EFT		2,443.74	05/01/2021 - 05/14/2021 PR 10
1491	05/20/2021	Payroll	5	EFT		1,811.68	05/01/2021 - 05/14/2021 PR 10
1492	05/20/2021	Payroll	5	EFT		2,100.65	05/01/2021 - 05/14/2021 PR 10
1493	05/20/2021	Payroll	5	EFT		2,808.30	05/01/2021 - 05/14/2021 PR 10
1494	05/20/2021	Payroll	5	EFT		2,867.50	05/01/2021 - 05/14/2021 PR 10
1479	05/20/2021	Payroll	5	11615		353.09	4/14/2021 4/15/2021 4/28/2021
1481	05/20/2021	Payroll	5	11616		1,427.92	05/01/2021 - 05/14/2021 PR 10

401 Water Fund
402 Sewer Fund14,461.75
32,008.36

46,470.11 Payroll: 46,470.11

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 5/18/2021
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

Board President, Laura Abele

Attest : _____
Recording Secretary, Rachael Hope

Approved by motion at _____ Regular _____ Special Board Meeting on _____
Date Approved

BENEFITS**CHECK REGISTER**

Lake Whatcom W-S District

Time: 11:23:17 Date: 05/18/2021

05/20/2021 To: 05/20/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1495	05/20/2021	Payroll	5	EFT	UNITED STATES TREASURY	17,495.16	941 Deposit for Pay Cycle(s) 05/20/2021 - 05/20/2021
1496	05/20/2021	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 05/20/2021 To 05/20/2021 - SUP ENF
1497	05/20/2021	Payroll	5	11617	AFLAC	354.85	Pay Cycle(s) 05/20/2021 To 05/20/2021 - AFLAC Pre-Tax; Pay Cycle(s) 05/20/2021 To 05/20/2021 - AFLAC Post-Tax
1498	05/20/2021	Payroll	5	11618	AFSCME LOCAL	336.82	Pay Cycle(s) 05/20/2021 To 05/20/2021 - Union Dues; Pay Cycle(s) 05/20/2021 To 05/20/2021 - Union Fund
1499	05/20/2021	Payroll	5	11619	DEPARTMENT OF RETIREMENT SYSTEMS	4,396.00	Pay Cycle(s) 05/20/2021 To 05/20/2021 - DCP
1500	05/20/2021	Payroll	5	11620	HRA VEBA TRUST (PAYEE)	560.00	Pay Cycle(s) 05/20/2021 To 05/20/2021 - VEBA
1501	05/20/2021	Payroll	5	11621	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 05/20/2021 To 05/20/2021 - ICMA
1502	05/20/2021	Payroll	5	11622	WA ST HEALTH CARE AUTHORITY	14,654.46	Pay Cycle(s) 05/20/2021 To 05/20/2021 - PEBB Medical; Pay Cycle(s) 05/20/2021 To 05/20/2021 - PEBB ADD LTD; Pay Cycle(s) 05/20/2021 To 05/20/2021 - PEBB SMK Surcharge; Pay Cycle(s) 05/20/2021 To 05/20/2021
1503	05/20/2021	Payroll	5	11623	WA ST PUBLIC EMP RET PLAN 2	10,354.27	Pay Cycle(s) 05/20/2021 To 05/20/2021 - PERS 2
1504	05/20/2021	Payroll	5	11624	WA ST PUBLIC EMP RET PLAN 3	3,285.62	Pay Cycle(s) 05/20/2021 To 05/20/2021 - PERS 3
401 Water Fund						38,500.89	
402 Sewer Fund						13,244.63	

51,745.52 Payroll: 51,745.52

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District


Time: 11:23:17 Date: 05/18/2021

05/20/2021 To: 05/20/2021

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 5/18/2021
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

Board President, Laura Abele


Attest : _____
Recording Secretary, Rachael Hope

Approved by motion at _____ Regular _____ Special Board Meeting on _____
Date Approved



**AGENDA
BILL
Item 7.A**

**District Water and Sewer Utility
Rate Study Update**

DATE SUBMITTED:	May 17, 2021	MEETING DATE:	May 26, 2021
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton, Finance 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

Every five years the District reviews its utility rates to ensure that they are sufficiently set to finance both inflationary, and projected operating and capital costs into the foreseeable future. The last comprehensive rate review was completed in 2014, with an update performed in 2016. The resulting multi-year rate structure that was adopted by the Board provided annual adjustments, with the last adjustment becoming effective on January 1, 2021.

To conduct a rate analysis for the next five years (2022-2026), the Board authorized the execution of a personal services agreement with FCS Group during its regularly scheduled meeting on November 25, 2020. Similar to prior studies, the District is developing a long-range financial forecast that funds each utility on a standalone basis, considering each utility's operating and maintenance expenditures, debt service, fiscal policy achievement, and capital project needs.

FCS Group will provide a presentation on the status of their efforts to-date, as well as seek any policy-level input from the Board as they proceed with refinement of the study.

FISCAL IMPACT

None.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

RECOMMENDED BOARD ACTION

No action is recommended.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 7.B**

**Sanitary Sewer System
Inflow and Infiltration Repair
Unit Price Contract
Work Order No. 3 Approval**

DATE SUBMITTED:	May 19, 2020	MEETING DATE:	May 26, 2021
TO: BOARD OF COMMISSIONERS	FROM: Kristin Hemenway, Construction Engineer Bill Hunter, District Engineer/Assist. GM		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	Work Order #3 Unit Price Cost Estimate		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

On September 9, 2020, the Board of Commissioners authorized the execution of a 12-month unit price on-call contract with Olson Brothers Pro-Vac . The contract allows for periodic repairs to District assets to reduce inflow and infiltration (I&I) entering the sanitary sewer collection system.

Work Order #1 was authorized by the General Manager on 9/29/2020 and Work Order #2 was authorized by the Board on 10/14/2020. Both Work Orders have been completed by the contractor utilizing 2020 budgeted funds.

During routine televising of sewer mains over the past several months additional sewer collection system defects have been identified and compiled into proposed Work Order #3. A detailed cost estimate using contract unit prices is attached. Defects needing repair include:

- Sewer mains needing a cured-in-place sectional liner
- "Top Hat" repair where a lateral connects to the sewer main
- Chemical grout injection at pipe joints and lateral-to-main connections
- Chemical grout injection at sewer manholes and pump station wet wells
- Smoke testing of suspected high I&I sewer main segments that may have roof drains connected to the public sewer system.

FISCAL IMPACT

Unit Price Public Work Contract:

2020-21 Sanitary Sewer Misc. I&I Repair Project (District Contract #C2003-II)

Work Order Summary (*Values include 8.5% Sales Tax*)

Year 2020 (District Project #C2003)

Work Order #1 (*Campground CIPP 8" Main*) \$27,830.25

Work Order #2 (*Misc Chemical Grout, CIPP, Smoke Testing*) \$49,798.63

Subtotal \$77,628.88

Year 2021 (District Project #C2114)

Proposed Work Order #3 \$64,496.74

Contract Total (incl. 8.5% Sales Tax) \$142,125.62

2021 Funding. District Project #C2114 includes two components related to Sewer System Rehabilitation and Replacement.

Lake Whatcom Boulevard Interceptor CIPP \$160,000.00

1,301 LF of pipe relining. 3/10/2021 Board authorized additional \$65,000 toward original 2021 \$95,000 budget for total project budget of \$160,000 to take advantage of economy of scale unit pricing.

Misc I&I Repairs \$20,000.00

Total Authorized Budget \$180,000.00

Therefore, proposed Work Order #3 exceeds available 2021 Budget funding by \$44,496.74. To allow continued progress in reducing I&I, staff recommends allocating an additional \$50,000 from the remaining \$320,055 of unallocated sewer capital funds carried over from 2020. This would increase the 2021 Misc I&I Repairs budget from \$20,000 to \$70,000 which will fully fund proposed Work Order #3 repairs and includes about \$5,000 for contingencies.

Based on recent I&I repairs competed in Work Order #2, staff estimates the payback period for similar I&I repairs is around 1.5 years. This means that for every dollar spent on I&I reduction, it is "paid back in full" to the District through reduction of City of Bellingham wastewater treatment volumetric expenses in approximately 1.5 years.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Operational Optimization,
Infrastructure Strategy and Performance

RECOMMENDED BOARD ACTION

Authorize additional project funds and execution of proposed Work Order #3.

PROPOSED MOTION

Recommended motions are:

“I move to allocate additional \$50,000 for 2021 Misc I&I Repairs from unallocated sewer capital project funds (approximately \$320,055).”

“I move to authorize the General Manager to execute Work Order #3 under the unit price contract with Olson Brothers Pro-Vac for maximum cost of \$70,000, which includes 8.5% sales tax, as presented.”

District Project #C2114 - Sewer System Rehab and Replacement Projects

Unit Price Contract 2020-21 Misc I&I Sewer Repairs

Olson Brothers Pro-Vac (District Contract #C2003-II)

Work Order #3 - Estimated Quantities

5/17/2021


Bid Item	Description	Actual Quantity	Unit	Unit Price	Cost
1	Mobilization and Demobilization	1	EA	\$ 3,000.00	\$ 3,000.00
4	Traffic Control – 2 Person Crew	8	HR	\$ 205.00	\$ 1,640.00
6	CIPP Sectional Liner, 6" - 8" Pipe Diameter x 4 ft.	7	EA	\$ 2,500.00	\$ 17,500.00
9	Top Hat Liner	1	EA	\$ 2,700.00	\$ 2,700.00
13	Chemical Grouting 10"-12" Pipe Diameter Sewer Mainline Pipe Joint & Defect	24	EA	\$ 105.00	\$ 2,520.00
14	Chemical Grouting Other Locations	11	EA	\$ 1,500.00	\$ 16,500.00
15	Chemical Grout (Material)	589	GAL	\$ 22.00	\$ 12,958.00
16	Sewage Bypass Pumping – 8" Pipe Diameter	1	EA	\$ 1,000.00	\$ 1.00
18	Smoke Testing (Mainline Sewer, Manhole to Manhole)	7	EA	\$ 375.00	\$ 2,625.00

Subtotal	\$ 59,444.00
8.5% Sales Tax	\$ 5,052.74
Total Work Order	\$ 64,496.74



**AGENDA
BILL
Item 7.C**

**Sudden Valley Water Treatment
Plant Master Plan—
Stakeholder Engagement Process**

DATE SUBMITTED:	May 19, 2021	MEETING DATE:	May 26, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, Assist. GM/District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Stakeholder Engagement Plan Diagrams		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

In July 2020, Gray & Osborne (G&O) completed a condition assessment in which engineers evaluated the SVWTP from a process, structural/architectural, mechanical, and electrical perspective. The assessment identified both high and low priority items that should be completed to maintain current and reliable function of the SVWTP into the future.

Following the condition assessment, G&O was contracted to perform an alternatives analysis to help the District select and prioritize specific short- and long-term improvements to the treatment equipment and processes currently in use. The work has been broken down by major systems. For each system, G&O developed alternatives and documented each in the form of a technical memorandum. The results from each system analysis were presented to the Board at regularly scheduled board meetings.

Over the last 8-months of technical memo presentations by G&O, six (6) long-term goals and objectives were introduced for consideration and discussion. Staff continues to invite the Board and interested public to consider these goals, edit/refine them, and suggest additional ones. As the District begins evaluating the numerous combinations of subsystem alternatives of a whole solution, these goals list will help highlight the best ones. In no particular priority the key long-term goals and objectives to date are:

- G1 - Maintain exceptional water quality performance record
- G2 - Accommodate immediate need for additional space and separation of chemicals/electrical equipment
- G3 - Provide adequate equipment and process redundancy
- G4 - Improve access and flexibility for equipment repair/rehabilitation and/or future expansion
- G5 - Provide capacity for full buildout flow (1,400 gpm)
- G6 - Provide treatment equipment for 30-50 year time period

As the District begins the process of selecting alternatives and developing the 20-year capital improvement plan, input from stakeholders is a critical component of the process.

Attached are two diagrams that staff will review with the Board at the meeting that highlight stakeholder input. The first diagram is a big picture look at the decades-long process. One very important fact to keep in mind is projects identified in the capital improvement plan are CONCEPTUAL. They are conceptual ideas with cost estimates and target year(s) to execute. Details such as layout and appearance still need to be worked out as the specific project begins. As each project (or package of projects) begins, it will go through a Preliminary Design and Design Development process that are intended to involve key stakeholders to further define project requirements and start answering numerous unknowns.

The second diagram summarizes the plan to complete the Alternatives Analyses scope of work with G&O. The concept is to provide a “Baseline Configuration” from which to compare each of the alternatives. As stakeholder inputs are collected and evaluated decisions can be made to adjust the “Baseline Configuration” one way or the other. It provides a reference point from which to discuss the pros and cons of moving to another alternative.

FISCAL IMPACT

None.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality
Operational Optimization
Infrastructure Strategy and Performance
Water Resource Sustainability

RECOMMENDED BOARD ACTION

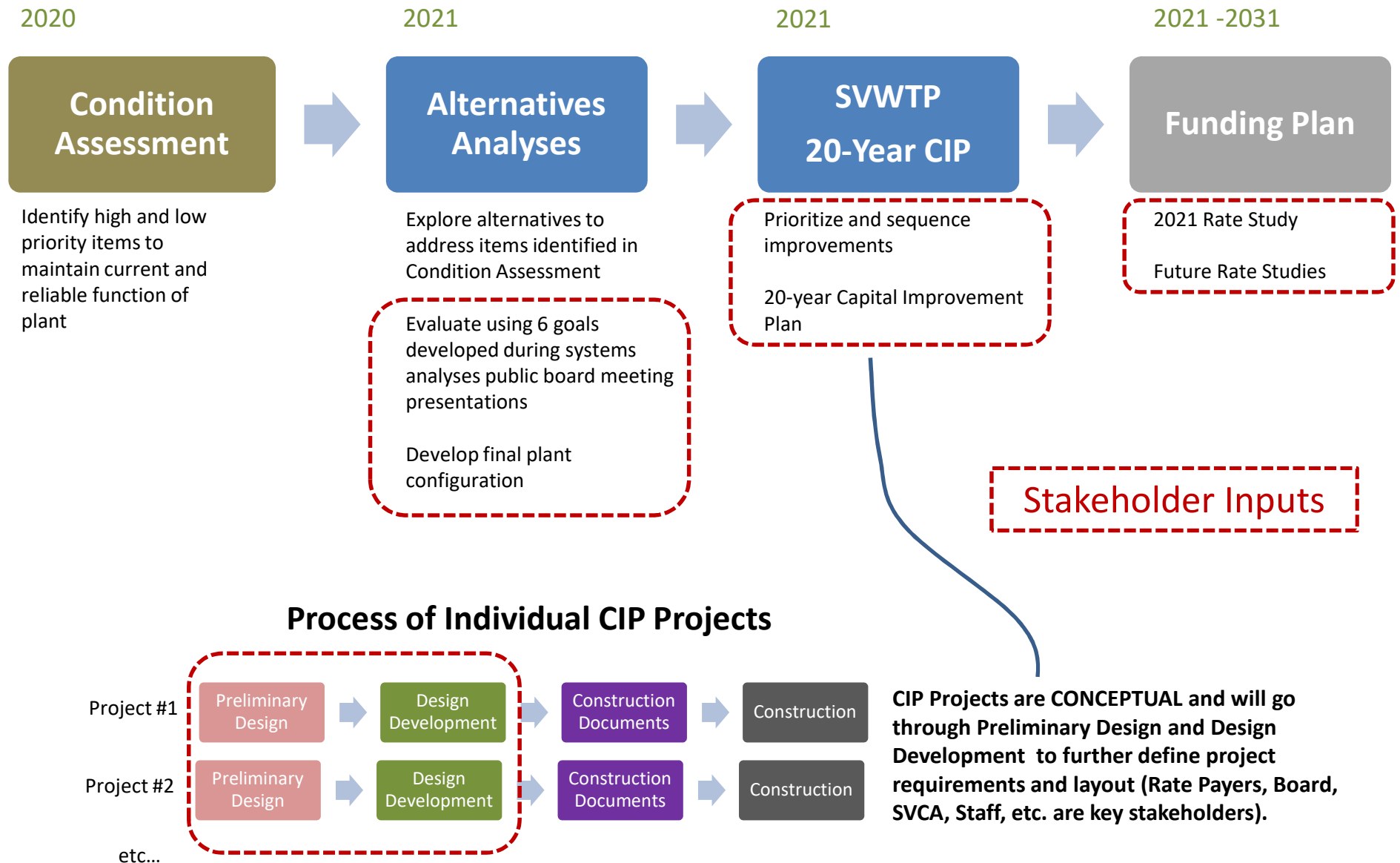
No action is recommended at this time.

PROPOSED MOTION

Not applicable.

Sudden Valley Water Treatment Plant Stakeholder Engagement Plan

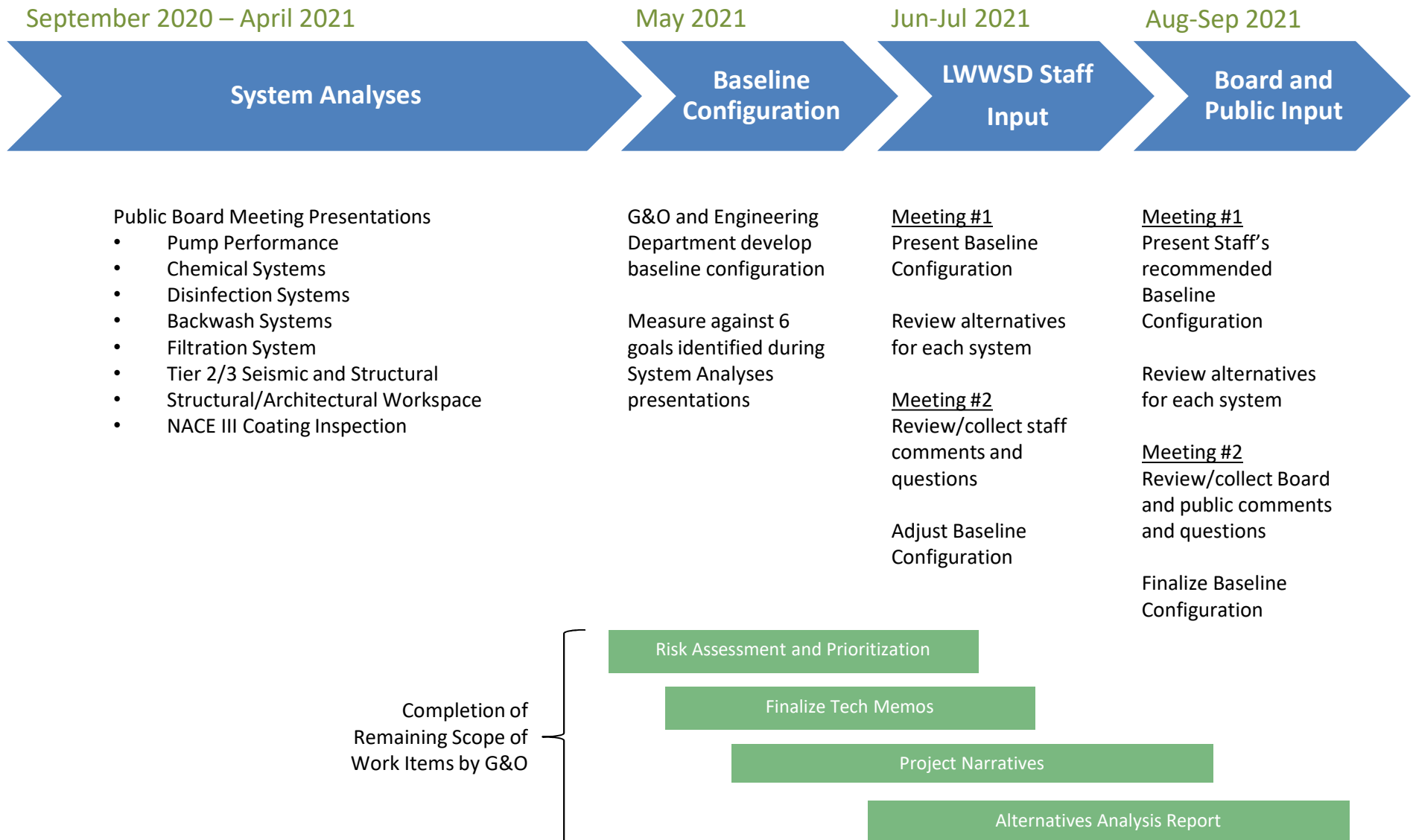
20-Year Capital Improvement Planning



Sudden Valley Water Treatment Plant

Stakeholder Engagement Plan


Alternatives Analysis and 20-Year CIP





**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	May 20, 2021	MEETING DATE:	May 26, 2021
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, May 26, 2021 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jun 9, 2021	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu Jun 10, 2021	8:00 a.m.	Remote Attendance Commissioner McRoberts to attend
Investment Comm. Meeting	Wed Jun 30, 2021	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu May 27, 2021	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Data Group Meeting	Thu Jun 10, 2021	9:00 a.m.	Remote Attendance
Policy Group Meeting	Wed Jun 2, 2021	3:00 p.m.	Remote Attendance
Joint Councils Meeting	March 2022	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Jun 8, 2021	7:00 p.m.	Remote Attendance
Whatcom Water Districts Caucus Meeting	Wed Jun 16, 2021	1:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Oct 13, 2021	3:00 p.m.	TBD

Committee Meeting Reports

Safety Committee:

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

Investment Committee:

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

Upcoming Important Board Meeting Topics

- Sewer system rehabilitation return on investment presentation
- Accessory Dwelling Unit policy discussion
- Agate Heights water treatment plant public works project contract closeout
- Dellesta/Edgewater sewer lift stations improvements public works project contract closeout

2021 Initiatives Status

Administration and Operations

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.
The management team has initiated plan development taking into consideration the results of the Effective Utility Management self-assessment completed in 2020.

Rate Study

- Conduct a rate study for the water and sewer utilities for the six-year planning horizon, including funding strategies related to significant capital improvements anticipated during and beyond the planning horizon.
A contract for the rate study has been executed and work is proceeding; a presentation on progress is anticipated during the May 26 board meeting.

Investment Policy Review

- Conduct a comprehensive review of the District's investment policy aimed at optimizing return on investments while sufficiently protecting District funds.
Resolution No. 473, which revised and incorporated the investment policy into the administrative code, was adopted by the board during its April 28 meeting.

Capital Improvement Program Support

- Support the Engineering Department through management of specific capital improvement project(s).
The general manager is managing the Eagleridge Water Booster-Metering Station Conversion project (District Project No. C2011).

Fill Anticipated Finance Manager Position Vacancy

- With the retirement of the District's Finance Manager anticipated in July 2021, engage in a recruitment and hiring process that allows for seamless transition of leadership in the Finance Department.
Interviews were conducted on April 28; preferred candidates were interviewed in-person on May 10 and May 17; Jennifer Signs has accepted the District's offer for employment with a start date anticipated on or around June 21.

Negotiate Successor District-AFSCME Agreement

- With the current labor agreement scheduled to expire December 31, 2021, negotiate a successor agreement that aligns with District financial capacity and Board goals.
To be initiated summer 2021.

Emergency Response/System Security

America's Water Infrastructure Act-compliant Risk Management Program

- Conduct a USEPA-compliant risk and resilience assessment by June 30, 2021.
Sewer and water utility assessments are complete and were certified on February 8, 2021.
- Develop a USEPA-compliant emergency response plan by December 31, 2021.
Update to the District's emergency response plan is nearing completion.

Community/Public Relations

General

- Website
The District's web content is reviewed and updated on a regular basis.
- Social Media
Posts are made to District Facebook and LinkedIn pages regularly; Nextdoor is regularly monitored for District-related posts.
- Press Releases
Press releases were issued on February 24 (public notification of daytime road closures assoc. with Division 30 water main repairs) and March 1 (EnviroStars certification).

Intergovernmental Relations

- *J Clary presented the District's portion the Whatcom County Natural Hazards Mitigation Plan update during a virtual open house on May 11.*
- *J Clary attended the virtual WASWD end of legislative session meeting on May 13.*
- *J Clary attended the virtual WASWD small districts meeting on May 19.*

Public Works Board

- Pursue appointment as WASWD representative on the Washington State Public Works Board. *Following board approval, J Clary submitted an application for appointment to the Public Works Board on February 11, 2021. J Clary has since been notified that he is a finalist for the appointment (now under consideration by Governor Inslee).*

Lake Whatcom Water Quality

Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J. Clary attended the data group meeting on May 13 and the interjurisdictional coordinating team meeting on May 20.


Onsite Septic System Conversion Program

- Pursue connection of the one remaining septic-served parcel located within 200 feet of District sewer system identified in the memorandum to the Board dated April 9, 2020.
To be initiated.



**AGENDA
BILL
Item 9.B**

**Engineering Department
Report**

DATE SUBMITTED:	May 20, 2021	MEETING DATE:	May 26, 2021
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 May 26, 2021 Board Meeting
Data Compiled 4/20/21 by RH, BH, RM, KH

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	**	85	57	2
Connected ERUs	3910	68	44	2
Remaining Capacity (ERUs)	**	17	13	0
Permitted ERUs Under Construction	10	0	0	0
Pre-paid Connection Certificates & Expired Permit	14	0	5	0
Water Availabilities (trailing 12 months)	72	0	0	0
Subtotal - Commitments not yet connected	96	0	5	0
Available ERUs	**	17	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 22, 2021
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	2018
Water Right Permit No. S1-25121 Development Extension	Due Every 5 Years Next Due March 30, 2023	2018

Summary of District Projects

Report Prepared 5/20/2021

Project Number	Project Title / Tasks	Authorized Budget	Spent to Date	Amount Remaining	2021 Schedule											
					J	F	M	A	M	J	J	A	S	O	N	D
C 1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$1,690,604	\$860,743	\$829,861												
C 1814	Agate Heights WTP and Opal Booster Upgrades	\$359,320	\$184,499	\$174,821												
C 1908	Fire Flow Improvements - Hydraulic Model Calibration	\$15,000	\$12,381	\$2,619												
C 1909	Little Strawberry Bridge Water Main Predesign & Estimate	\$20,000	\$0	\$20,000												
C 1910	SVWTP and AHWTP Misc Component Replacement (Raw pH Probe, 4 Pump Control Valves, 2 Surge Valves, Spare Transfer Pump, AHWTP Finish Meter)	\$72,000	\$66,807	\$5,193												
C 1913	SVWTP 20-Year Facility Plan	\$159,710	\$98,638	\$61,072												
M 1917	Beaver & Flat Car PLC and UPS Improvements	\$118,191	\$74,142	\$44,049												
C 2003	Sewer System Rehab and Replacement Projects	\$116,640	\$124,884	\$8,244												
C 2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$8,099	\$11,901												
C 2007	Administrative Server Hardware	\$25,000	\$0	\$25,000												
C 2011	Convert Eagleridge Booster to Metering Station	\$30,000	\$22,603	\$7,397												
C 2012	Austin-Fremont PRV Rebuild	\$10,000	\$0	\$10,000												
C 2013	Geneva and Div 22 Res Impressed Current Cathodic Protection	\$40,000	\$42,315	\$2,315												
C 2016	SVWTP Misc Component Replacement (CCB Fiberglass Ladder, Spare 300 Amp Breakers, Div 22 Finish Meter, Raw Meter, CCB Pressure Transmitter, Intake Anchorage Warning Signs)	\$40,000	\$14,559	\$25,441												
A 2021	AWIA Risk Assessment and Emergency Response Plans	\$10,000	\$0	\$10,000												
A 2025	Rate Study	\$30,000	\$14,760	\$15,240												
A 2101	General Engineering Services - 5 Year Contract			\$0												
C 2102	Annual Asphalt Patching	\$35,000		\$35,000												
C 2103	Centimeter Grade GPS with Real Time Corrections & Training	\$20,000		\$20,000												
C 2104	Exterior Receptacles for Block Heaters and Battery Chargers	\$10,000		\$10,000												
C 2105	HDPE Pipe Electro-fusion Machine & Crew Training	\$11,000	\$4,878	\$6,122												
C 2106	SVWTP to SVPS Telemetry Comm Study, Testing	\$10,000	\$1,848	\$8,152												
C 2107	Camp Firwood Dead End Water Main Auto Flusher	\$5,000		\$5,000												
C 2108	SVWTP Raw Water Intake Piping Verify Alignment / Excavation	\$15,000		\$15,000												
C 2109	Geneva Res Insertavalue for Emergency Isolation	\$25,000		\$25,000												
C 2110	Divison 30 Booster PLC and UPS Improvements	\$60,000		\$60,000												
C 2111	Div 7 Reservoir Predesign, Esmts & Permitting	\$63,000		\$63,000												
C 2112	Rocky Ridge & Lakewood Predesign and Shoreline Permitting	\$140,000		\$140,000												
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting	\$50,000		\$50,000												
C 2114	LWBI CIPP, and I&I	\$180,000	\$439	\$179,561												
A 2115	Water Use Efficiency Goals Update															
A 2116	Commissioner District Boundary Census Update															
M 2117	Janitorial Services															
M 2118	Div 30 Transmission Line Break	\$137,976	\$137,976													

NOTATION LEGEND


A Administrative Project
 C Capital Project
 M Maintenance Project
 Sewer Project (Green Font)
 Water Project (Blue Font)
 Sewer and Water Project (Black Font)

p Planned (labor not started)
 a Active (labor underway)
 c Completed (no further labor needed)
 t Target Completion



**AGENDA
BILL
Item 9.C**

**Finance Department
Report**

DATE SUBMITTED:	May 20, 2021	MEETING DATE:	May 26, 2021
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. April 2021 Financial Summary		
	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

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 2021



	401	402	460	
	WATER	SEWER	BOND RESERVE (RESTRICTED)	TOTAL
2021 REVENUES	881,747	1,465,132	-	2,346,879
2021 EXPENDITURES	(1,083,042)	(1,299,270)	-	(2,382,312)
2020 BALANCE CARRYOVER	1,042,064	1,515,055	772,334	3,329,453
2020 CONTINGENCY CARRYOVER	460,000	796,088		1,256,088
	-----	-----	-----	-----
2021 BALANCE	\$1,300,769	\$2,477,005	\$772,334	\$4,550,108
2021 ALLOCATED TO OPERATING RESERVES	-\$540,000	-\$430,000		-\$970,000
2021 ALLOCATED TO CONTINGENCY	-\$460,000	-\$815,000		-\$1,275,000
AVAILABLE 2021 BALANCE	\$300,769	\$1,232,005	\$772,334	\$2,305,108

LAKE WHATCOM WATER AND SEWER DISTRICT				
	Description	Budget	4/30/2021	33%
WATER - 401				
REVENUES				
401-343-40-10	Water Sales Metered (4% base rate increase) *	2,770,313	832,457	30.05%
401-343-41-10	Permits (15 new connection permits) \$6,400	96,000	8,403	8.75%
401-343-81-10	Combined Fees (Increase in Lien and Lock fees)	17,500	3,183	18.19%
401-359-90-00	Late fees	27,500	157	0.57%
401-361-11-00	Investment Interest	20,000	35,692	178.46%
401-362-10-00	Deposits for Bulk Meter		(1,500)	
401-369-10-00	Sale of scrap metal and surplus	1,000	3,267	326.70%
401-369-10-01	Miscellaneous	1,000	88	8.80%
401-369-40-00	Judgements and Settlements	-	.	
401-395-10-00	Sale of Capital Assets	-	-	
401-395-20-00	Insurance Recoveries	-	-	
	TOTAL REVENUES	2,933,313	881,747	30.06%
	* Per Resolution 844 effective 1/1/2021			
	Scheduled annual rate increase			
	Description	Budget	4/30/2021	33%
SEWER - 402				
REVENUES				
402-343-50-11	Sewer Service Residential (2.5% rate increase) *	4,256,228	1,412,206	33.18%
402-343-50-19	Sewer Service Other	4,500	1,556	34.58%
402-343-50-80	Latecomer's Fees	-	-	0
402-343-41-10-02	Permits (15 new connection permits) \$9,500	142,500	8,860	6.22%
402-361-11-00-02	Investment Interest	20,000	35,692	178.46%
402-361-40-00-80	ULID 18 Interest/Penalties	2,500	1,089	43.56%
402-368-10-00-80	ULID 18 Principal Payments	8,000	4,601	57.51%
402-369-10-00-02	Sale of scrap metal and surplus	1,000	101	0.101
402-369-10-00-02	Miscellaneous	1,000	1,027	102.70%
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	4,439,869	1,465,132	33.00%
	* Per Resolution 844 effective 1/1/2021			
	Scheduled annual rate increase			

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	4/30/22021	33%
WATER - 401	OPERATING EXPENDITURES			
401-534-10-10	Admin Payroll (2.1% cola plus step increases - 2021)	355,000	111,255	31.34%
401-534-10-20	Admin Personnel Benefits	163,000	51,024	31.30%
401-534-10-31	Gen Admin Supplies/Equipment (Master Meter Software)	25,000	2,276	9.10%
401-534-10-31-01	Meetings/Team building	2,000	874	43.70%
401-534-10-40	Merchant Services Fees	10,000	4,004	40.04%
401-534-10-40-01	Bank Fees	750	128	17.07%
	Interlocal - Invasive Species (City) (8% increase)	55,000	-	
	Interlocal - Lake Whatcom Tributary Monitor (County)	5,000	6,285	
	Mutt Mits	5,000	-	
401-534-10-41	Water Quality Assurance Programs (TOTAL)	65,000		
	Master Meter annual support	2,000		
	South Whatcom Fire (hydrant maintenance)	1,000		
	County Auditor Filing Fees	3,000		
	Statement processing	12,500		
	Answering Service	750		
	Time clock system	750		
	Financial Software Maintenance	6,000		
	Web Check services	2,500		
	CPA (Financial statements)	3,000		
	Rate Study	20,000		
	Records management system	15,000		
	Employee Assistance Program	600		
	IT/Cyber security support	15,000		
	Anti virus subscription	500		
	Office software upgrade	5,000		
	Building security	1,000		
	Building custodial	5,000		
	Pest control	500		
	Landscaping service	4,000		
	Scada System Software Maintenance - Operations	5,000		
	Safety software	5,000		
	Hearing/Drug/Employee testing	750		
	SCADA/PLC Support - Engineering/Operations	5,000		
	Cartegraph - Engineering/Operations	8,500		
	Auto Desk - Engineering	500		
	Rockwell - Engineering/Operations	250		
	ESRI - ARC GIS	750		
	Whatcom County Emergency Management	10,000		
	Misc (Bid notices etc.)	2,500		
401-534-10-41-01	Professional Services (TOTAL)	136,350	67,543	49.54%
401-534-10-41-02	Water Engineering Services	20,000	4,528	22.64%
401-534-10-41-03	Water Legal Services	20,000	7,970	39.85%
401-534-10-42	Communication	30,000	9,892	32.97%
401-534-10-45	Admin Lease (copy/printers)	5,000	1,786	35.72%
401-534-10-46	Property Insurance	90,000	263	0.29%
401-534-10-49	Admin Misc.	500	25	5.00%
401-534-10-49-01	Memberships/Dues/Permits	15,000	12,393	82.62%
401-534-10-49-02	WA State Dept of RevenueTaxes/County Stormwater fees	115,000	44,759	38.92%
401-534-40-43	Admin Training & Travel	10,000	934	9.34%
401-534-40-43-01	Tuition reimbursement	500	-	0.00%
401-534-50-31	Operations/Maintenance Supplies	120,000	17,840	14.87%
401-534-50-31-01	Small Assets/tools	40,000	8,600	21.50%
401-534-50-48	Operations Repair/Maint contracted work	177,063	146,306	82.63%
401-534-50-49	Insurance Claims	2,500	-	0.00%
401-534-60-41	Operations Contracted (water testing)	12,500	2,727	21.82%
401-534-60-47	Water City of Bellingham	40,000	12,011	30.03%
401-534-80-10	Operations Payroll (2.1% cola plus step increases - 2021)	570,500	182,074	31.91%
401-534-80-20	Operations Personnel Benefits (Medical,Retirement etc)	245,000	81,690	33.34%
401-534-80-32	Fuel	10,000	3,480	34.80%
401-534-80-35	Safety Supplies	10,000	885	8.85%
401-534-80-35-01	Safety Supplies Boots	1,250	291	23.28%
401-534-80-35-02	Emergency Preparedness	5,000	-	0.00%
401-534-80-43-00	Water - Operatoins Training/Travel/Certification	10,000	2,523	25.23%
401-534-80-47	General Utilities (Electric, gas, water, garbage)	115,000	40,671	35.37%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	4/30/22021	33%
401-534-80-49	Laundry	2,000	480	24.00%
	Payroll liability		1,914	
	WATER OPERATING EXPENDITURES	2,423,913	827,431	34.14%
DEBT SERVICE				
401-591-34-77-01	Redemption of Long Term Debt Geneva AC Mains	119,937	-	
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	26,986	-	
401-592-34-83-02	Debt Service Interest Div 22 Reservoir	16,696	-	
SYSTEM REINVESTMENT				
	2021 System Reinvestment Projects	606,650		
401-534-10-41-20	20 Year Plan for SVWTP C19-13	64,350	25,607	
401-594-34-62-01	Water Structures		91,977	
401-594-34-63-01	Water System		98,367	
401-594-34-64-01	Water Equipment		39,660	
401-594-34-65-01	Small Water Projects		-	32.18%
WATER FUND	TOTAL WATER REVENUES	2,933,313	881,747	
	TOTAL WATER EXPENDITURES	(3,324,007)	(1,083,042)	32.58%
	2020 BALANCE CARRYOVER	920,000	1,042,064	
	2020 CONTINGENCY CARRYOVER	460,000	460,000	
	2021 ALLOCATED TO OPERATING RESERVES	(540,000)	(540,000)	
	2021 ALLOCATED TO WATER CONTINGENCY	(460,000)	(460,000)	
	AVAILABLE 2021 YEAR END BALANCE	(10,694)	300,769	

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	4/30/22021	33%
SEWER - 402				
OPERATING EXPENDITURES				
402-535-10-10	Admin Payroll (2.1% cola plus step increases - 2021)	355,000	111,255	31.34%
402-535-10-20	Admin Personnel Benefits	155,000	50,964	32.88%
402-535-10-31	Gen Admin Supplies/Equipment	25,000	2,707	10.83%
402-535-10-31-01	Meetings/Team building	2,000	1,128	56.40%
402-535-10-40	Merchant Services Fees	10,000	4,004	40.04%
402-535-10-40-01	Bank Fees	750	128	
	Camera Van Software annual support	1,500		
	County Auditor Filing Fees	3,000		
	Statement processing	12,500		
	Answering Service	750		
	Time clock system	750		
	Financial Software Maintenance	6,000		
	Web Check services	2,500		
	CPA (Internal audit and Financial statements)	3,000		
	Rate study	20,000		
	Records management system	7,500		
	Employee Assistance Program	600		
	IT/Cyber security support	15,000		
	Anti virus subscription	500		
	Office software upgrade	5,000		
	Building security for offices	1,000		
	Building custodial	5,000		
	Pest control	500		
	Landscaping service	4,000		
	Scada System Software Maintenance - Operations	5,000		
	Safety software	5,000		
	Hearing/Drug/Employee Testing	750		
	SCADA/PLC Support - Engineering/Operations	5,000		
	Cartegraph - Engineering/Operations	8,500		
	Auto Desk - Engineering	500		
	Rockwell - Engineering/Operations	250		
	IT Pipes	1,500		
	ESRI - ARC GIS	750		
	Whatcom County Emergency Management	10,000		
	Misc (Bid notices etc.)	2,500		
402-535-10-41-01	Professional Services (TOTAL)	128,850	56,451	43.81%
402-535-10-41-02	Engineering Services	20,000	5,664	28.32%
402-535-10-41-03	Legal Services	20,000	7,970	39.85%
402-535-10-41-04	DEA expenditures	-	-	
402-535-10-42	Communication	30,000	9,892	32.97%
402-535-10-45	Admin Lease (copy/printers)	5,000	1,786	35.72%
402-535-10-46	Property Insurance	90,000	263	0.29%
402-535-10-49	Admin Misc.	500	-	0.00%
402-535-10-49-01	Memberships/Dues/Permits	10,000	5,808	58.08%
402-535-10-49-02	WA State Dept of RevenueTaxes/County Stormwater fees	115,000	30,206	26.27%
402-535-40-43	Admin Training & Travel	10,000	517	5.17%
402-535-40-43-01	Tuition reimbursement	500	-	0.00%
402-535-50-31	Operations/Maintenance Supplies	50,000	6,595	13.19%
402-535-50-31-01	Small Assets/tools	30,000	13,505	45.02%
402-535-50-48	Operations Repair/Maint contracted work	95,000	43,878	46.19%
402-535-50-49	Insurance Claims	2,500	540	21.60%
402-535-60-41	Operations Contracted (generator load testing)	25,000	-	0.00%
402-535-60-47	Sewer City of Bellingham Treatment Fee	750,000	360,580	48.08%
402-535-80-10	Operations Payroll (2.1% cola plus step increases - 2021)	476,500	146,704	30.79%
402-535-80-20	Operations Personnel Benefits (Medical,Retirement etc)	232,000	65,040	28.03%
402-535-80-32	Fuel	13,000	3,574	27.49%
402-535-80-35	Safety Supplies	10,000	877	8.77%
402-535-80-35-01	Safety Supplies Boots	1,250	291	23.28%
402-535-80-35-02	Emergency Preparedness	5,000	-	0.00%
402-535-80-43-00	Operations Training/Travel/Certification	10,000	70	0.70%
402-535-80-47	General Utilities (Electric, gas, water, garbage)	105,000	47,698	45.43%
402-535-80-49	Laundry	2,000	719	35.95%
	SEWER OPERATING EXPENDITURES	2,784,850	978,814	35.15%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	4/30/22021	33%
<i>DEBT SERVICE</i>				
402-591-35-72-03	2016 Bond Principal Payments	435,000	-	
402-592-35-83-03	2016 Bond Interest Payments	205,425	102,713	16.04%
<i>SYSTEM REINVESTMENT</i>				
	2021 Sewer System Reinvestment Projects	1,508,000		
402-594-35-62-02	Sewer Structures		94,424	
402-594-35-63-02	Sewer System		82,974	
402-594-35-64-02	Sewer Equipment		40,345	
402-594-35-65-02	Small Sewer Projects		-	14.44%
SEWER FUND	TOTAL SEWER REVENUES	4,439,869	1,465,132	
	TOTAL SEWER EXPENDITURES	(4,933,275)	(1,299,270)	26.34%
	2020 BALANCE CARRYOVER	1,130,000	1,515,055	
	2020 CONTINGENCY CARRYOVER	796,000	796,000	
	2021 ALLOCATED TO SEWER OPERATING RESERVES	(430,000)	(430,000)	
	2021 ALLOCATED TO SEWER CONTINGENCY	(815,000)	(815,000)	
	AVAILABLE 2021 YEAR END BALANCE	187,594	1,231,917	



LAKE WHATCOM WATER AND SEWER DISTRICT

INVESTMENTS/CASH AS OF 4/30/2021

Petty Cash	\$ 1,600	
Cash	\$ 498,773	0.35%
Public Funds Account	\$ 502,852	0.10%

WA Federal	\$ 1,003,225	
 Local Gov't Investment Pool	 \$ 236,373	 0.11%

		PAR VALUE		YIELD
FHLMC - Pro Equity	Non-callable	\$ 997,122	Jan-22	0.06%
FNMA - Pro Equity	Non-callable	\$ 1,039,976	Jan-23	0.13%
FFCB - Pro Equity	Callable	\$ 799,999	Jan-24	0.19%
FANNIE MAE - Pro Equity	Callable	\$ 500,823	Jun-24	0.21%
Discounts, Accrued Interest		\$ (27,406)		

US Bank Safekeeping	\$ 3,310,514
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TOTAL	<u><u>\$ 4,550,112</u></u>
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USE OF FUNDS:


Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating - Unassigned	\$ 970,000
Unassigned	\$ 1,532,778

<u><u>\$ 4,550,112</u></u>



**AGENDA
BILL
Item 9.D**

**Operations Department
Report**

DATE SUBMITTED:	May 20, 2021	MEETING DATE:	May 26, 2021
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 <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <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 May 26, 2021 Board Meeting
Data Compiled 5/20/21 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 4, 2021												
OSHA 300 Log Prepared by: Rich	February 1	February 18, 2021												
Water Use Efficiency Performance Report Prepared by: Kevin	July 1													
Community Right to Know (Hazardous Materials) Prepared by: Rich & Brent	March 31	February 28, 2021												
Consumer Confidence Reports Prepared by: Kevin	June 30	Geneva		SV		EagleR		Agate Ht						
		5/21		5/21		5/21		5/21						
Other Reports														
Name Of Report	Deadline	Last Completed												
CPR/First Aid Training Coordinated by: Rich	Due Biennially Next Due 2023	March 23, 2021												
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>2021 Testing Period - Jan 1, 2021 to May 1, 2021</i>			
	Enrollments	Completions	% Complete
Engineering - Managers	81	81	100%
Engineering - Staff	28	28	100%
Field Crew - Managers	43	43	100%
Field Crew - Staff	328	328	100%
Office - Staff	96	96	100%
Overall	576	576	100%

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

Dates of Completed Safety Committee Meetings						
1/28/2021	scheduled for 5/27/2021					
2/23/2021						
3/25/2021						
4/22/2021						
Summary of Work-Related Injuries & Illnesses						
	Current Month	2021	2020	2019	2018	2017
Total Number of Work Related Injuries	0	0	0	0	0	1
Defined as a work related injury or illness that results in:						
• 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						
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	0	0	0	0	13
Total Number of Days Away from Work (at home, in hospital, not at work)	0	0	0	0	0	4
Near Misses	0	0	0	2	2	1
Safety Coordinator Update						

Status of District Water and Sewer Systems
Prepared by Brent Winters Operations and Maintenance Manager
5/26/2021 Board Meeting

Safety Activities	
<ol style="list-style-type: none"> 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." No time-loss injuries or near misses. Daily safety reminders directly relevant to the day's tasks. Jobsite tailgate meetings by project lead. Began using Donesafe software to document confined space entry. 	
Water Utility Activities	
<i>Water Treatment Plants</i>	
<ol style="list-style-type: none"> Sudden Valley <ol style="list-style-type: none"> Plant is operating well, averaging 0.6 million gallons per day (MGD). Agate Heights <ol style="list-style-type: none"> Construction went well; new filters are in operation and contractor is working on punch-list items. 	
<i>Distribution System</i>	
<ol style="list-style-type: none"> Continuing the annual water main flushing in Sudden Valley area. Inspecting, repairing and tuning pressure reducing valves following the water main flushing. 	
Sewer Utility Activities	
<i>Lift Stations</i>	
<ol style="list-style-type: none"> Both pumps at North Point lift station have been repaired. The rental backup pump has been returned to vendor. Flatcar PLC replacement project went well. District provided backup pump during construction. Contractor working on punch-list items. Replaced failed flow meter and cleaned check valves at Beaver lift station. 	
<i>Collection System</i>	
<ol style="list-style-type: none"> Installed cleanout on lateral at 3 Sanwick Point. Televising sewer mains that have never been inspected. 	
Fleet	
<i>Vehicles</i>	
<ol style="list-style-type: none"> All vehicles are ready to go to work. 	
<i>Equipment</i>	
<ol style="list-style-type: none"> Kubota mini excavator is in the shop for maintenance of wear parts (pins, bushings etc.). 	
Facilities	
<i>Shop Building</i>	
<ol style="list-style-type: none"> Completed annual fire extinguisher inspections. Summer help is pressure washing, mowing & trimming facilities. 	
Training	
<ol style="list-style-type: none"> HD Fowler provided crew training for the operation of the electrofusion welder we purchased. Vac truck pre and post driving inspection safety training provided by WSMRP. Crew is attending water related training to obtain the required 3.0 CEU before 12/31/2021. 	
Development	
<ol style="list-style-type: none"> Inspector is actively working with seven (7) contractors making connection to our system. 	