



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: June 24, 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 June 30, 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@lwswsd.org or 360-734-9224.

June 30, 2021 Work Regular Board Meeting

Wed, Jun 30, 2021 8:00 AM - 9:30 AM (PDT)

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

<https://global.gotomeeting.com/join/462684573>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3121](tel:+13127573121)

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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 30, 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—Sewer System Rehabilitation Projects Return on Investment Analysis
8. OTHER BUSINESS
9. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
10. PUBLIC COMMENT OPPORTUNITY
11. EXECUTIVE SESSION
Executive Session Per RCW 42.30.140(4)(a): Considering issues related to collective bargaining with a labor union – 30 minutes
12. ADJOURNMENT



**AGENDA
BILL
Item 6**

Consent Agenda

DATE SUBMITTED:	June 24, 2021	MEETING DATE:	June 30, 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 6.29.2021****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 5.26.21 Regular Board Meeting
- Payroll for Pay Period #12 (05/29/2020 through 06/11/2021) totaling \$45,439.09
- Payroll Benefits for Pay Period #12 totaling \$52,084.97
- 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 26, 2021*

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

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

Excused Absences: Commissioner John Carter

Also in attendance: Tage Aaker, FCS Group
Gordon Wilson, FCS Group
Sam Ault, FCS Group
Jenny Signs

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.

Consent Agenda

Action Taken

McRoberts moved, Ford seconded, approval of:

- 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 totaling \$71,675.29

Motion passed.

District Water and Sewer Utility Rate Study Update

Denton explained that 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.

Tage Aaker of FCS Group provided a presentation on the status of their efforts to-date and opened the floor for discussion and policy-level input from the Board as they proceed with refinement of the study. Discussion followed.

Inflow & Infiltration Unit Price Contract Work Order Approval

Hunter recalled that 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 Orders #1 and #2 were executed in the fall of 2020. 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 included:

- 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.

Action Taken

Citron moved, McRoberts seconded, to allocate additional \$50,000 for 2021 Miscellaneous I&I Repairs from unallocated sewer capital project funds (approximately \$320,055). Motion passed.

Citron moved, McRoberts seconded, 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. Motion passed.

Sudden Valley Water Treatment Plan Master Plan – Stakeholder Engagement Process

Hunter recounted that over the last eight months, Gray & Osborne (G&O) has presented a series of alternatives broken down by major systems included in the Sudden Valley Water Treatment Plan (SVWTP) master plan. For each system, G&O developed alternatives and documented each in the form of a technical memorandum. During this time, six 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 the process of selecting alternatives and developing the 20-year capital improvement plan, input from stakeholders is a critical component of the process. Staff presented the board with two diagrams highlighting stakeholder input. Discussion followed.

Board President Abele departed the meeting at 9:57 a.m. and Board Secretary Citron stepped in as meeting chair.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic and staff vaccinations, guidance for in-person vs. virtual board meetings, and the District Finance Manager transition. Discussion followed.

Engineering Department Report

Hunter highlighted several areas, including a successful startup at the updated Agate Heights Water Treatment Plant, and upcoming startups at the Dellesta and Edgewater sewer lift stations. Discussion followed.

Commissioner Citron recognized staff's ongoing efforts to reduce Inflow & Infiltration; and expressed appreciation from the Board for the hard work being done within the district on research and identification of I&I.

Finance Department Report

Denton reported on the District's revenues and expenditures for April, as well as giving an update on the transition process for her retirement.

Operations & Maintenance Department Report

Winters gave a brief report on field crew operations, including ongoing safety training, status of the District's treatment plants, and the beginning of building season. Discussion followed.

Clary recognized Winters, as well as District Construction Engineer Kristin Hemenway and District Accounting Clerk Trish Gilmore for their work in coordinating with the Sudden Valley Community Association to streamline permitting, inspection, and construction processes and improve communication between organizations.

With no further business, Citron adjourned the Regular Session 10:33 a.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

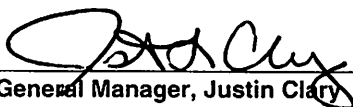
Time: 12:34:24 Date: 06/15/2021

06/17/2021 To: 06/17/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1777	06/17/2021	Payroll	5	EFT		3,636.64	05/29/2021 - 06/11/2021 PR 12
1778	06/17/2021	Payroll	5	EFT		2,479.57	05/29/2021 - 06/11/2021 PR 12
1779	06/17/2021	Payroll	5	EFT		3,941.41	05/29/2021 - 06/11/2021 PR 12
1780	06/17/2021	Payroll	5	EFT		3,572.59	05/29/2021 - 06/11/2021 PR 12
1781	06/17/2021	Payroll	5	EFT		1,738.03	05/29/2021 - 06/11/2021 PR 12
1783	06/17/2021	Payroll	5	EFT		1,455.59	05/29/2021 - 06/11/2021 PR 12
1784	06/17/2021	Payroll	5	EFT		2,919.80	05/29/2021 - 06/11/2021 PR 12
1785	06/17/2021	Payroll	5	EFT		2,049.23	05/29/2021 - 06/11/2021 PR 12
1786	06/17/2021	Payroll	5	EFT		3,252.58	05/29/2021 - 06/11/2021 PR 12
1787	06/17/2021	Payroll	5	EFT		1,969.46	05/29/2021 - 06/11/2021 PR 12
1788	06/17/2021	Payroll	5	EFT		2,110.15	05/29/2021 - 06/11/2021 PR 12
1789	06/17/2021	Payroll	5	EFT		1,276.36	05/29/2021 - 06/11/2021 PR 12
1790	06/17/2021	Payroll	5	EFT		2,445.12	05/29/2021 - 06/11/2021 PR 12
1791	06/17/2021	Payroll	5	EFT		1,782.96	05/29/2021 - 06/11/2021 PR 12
1792	06/17/2021	Payroll	5	EFT		2,104.91	05/29/2021 - 06/11/2021 PR 12
1793	06/17/2021	Payroll	5	EFT		2,810.16	05/29/2021 - 06/11/2021 PR 12
1794	06/17/2021	Payroll	5	EFT		4,465.48	05/29/2021 - 06/11/2021 PR 12
1782	06/17/2021	Payroll	5	11707		1,429.05	05/29/2021 - 06/11/2021 PR 12
401 Water Fund						12,900.52	
402 Sewer Fund						32,538.57	
						45,439.09	Payroll: 45,439.09

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 6/15/2021
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: 12:56:11 Date: 06/15/2021

06/17/2021 To: 06/17/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1795	06/17/2021	Payroll	5	EFT	UNITED STATES TREASURY	17,148.68	941 Deposit for Pay Cycle(s) 06/17/2021 - 06/17/2021
1796	06/17/2021	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 06/17/2021 To 06/17/2021 - SUP ENF
1797	06/17/2021	Payroll	5	11708	AFLAC	354.85	Pay Cycle(s) 06/17/2021 To 06/17/2021 - AFLAC Pre-Tax; Pay Cycle(s) 06/17/2021 To 06/17/2021 - AFLAC Post-Tax
1798	06/17/2021	Payroll	5	11709	AFSCME LOCAL	336.82	Pay Cycle(s) 06/17/2021 To 06/17/2021 - Union Dues; Pay Cycle(s) 06/17/2021 To 06/17/2021 - Union Fund
1799	06/17/2021	Payroll	5	11710	DEPARTMENT OF RETIREMENT SYSTEMS	4,396.00	Pay Cycle(s) 06/17/2021 To 06/17/2021 - DCP
1800	06/17/2021	Payroll	5	11711	HRA VEBA TRUST (PAYEE)	560.00	Pay Cycle(s) 06/17/2021 To 06/17/2021 - VEBA
1801	06/17/2021	Payroll	5	11712	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 06/17/2021 To 06/17/2021 - ICMA
1802	06/17/2021	Payroll	5	11713	WA ST HEALTH CARE AUTHORITY	14,654.46	Pay Cycle(s) 06/17/2021 To 06/17/2021 - PEBB Medical; Pay Cycle(s) 06/17/2021 To 06/17/2021 - PEBB ADD LTD; Pay Cycle(s) 06/17/2021 To 06/17/2021 - PEBB SMK Surcharge; Pay Cycle(s) 06/17/2021 To 06/17
1803	06/17/2021	Payroll	5	11714	WA ST PUBLIC EMP RET PLAN 2	10,929.81	Pay Cycle(s) 06/17/2021 To 06/17/2021 - PERS 2
1804	06/17/2021	Payroll	5	11715	WA ST PUBLIC EMP RET PLAN 3	3,396.01	Pay Cycle(s) 06/17/2021 To 06/17/2021 - PERS 3
401 Water Fund						38,419.50	
402 Sewer Fund						13,665.47	

52,084.97 Payroll: 52,084.97

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District


Time: 12:56:11 Date: 06/15/2021

06/17/2021 To: 06/17/2021

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 6/15/2021
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

CHECK REGISTER

Lake Whatcom W-S District

Time: 11:55:29 Date: 06/14/2021

06/14/2021 To: 06/14/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1762	06/14/2021	Claims	5	11699	CALDERA ARCHAEOLOGY	2,240.00	
1763	06/14/2021	Claims	5	11700	CARMICHAEL CLARK, P.S.	5,654.00	
1764	06/14/2021	Claims	5	11701	CENTURYLINK	2,088.43	
1765	06/14/2021	Claims	5	11702	COMCAST - LAKEWAY	244.96	
1766	06/14/2021	Claims	5	11703	DATABAR	333.25	
1767	06/14/2021	Claims	5	11704	FRONT DESK	198.00	
1768	06/14/2021	Claims	5	11705	PITNEY BOWES	114.24	
1769	06/14/2021	Claims	5	11706	PUGET SOUND ENERGY	32.50	
401 Water Fund						6,556.44	
402 Sewer Fund						4,348.94	
						<u>10,905.38</u>	Claims: 10,905.38

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 6/14/2021
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**

**Sanitary Sewer System
Inflow and Infiltration Repair
Return on Investment
Presentation**

DATE SUBMITTED:	June 22, 2021	MEETING DATE:	June 30, 2021
TO: BOARD OF COMMISSIONERS	FROM: Kristin Hemenway, Construction Engineer Bill Hunter, District Engineer/Assist. GM		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. I&I Return on Investment Worksheet		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District continues to direct additional resources towards finding and repairing inflow and infiltration (I&I) deficiencies in the public sanitary sewer collection system. Reducing I&I results in many benefits to rate payers, which include:

- Reduction of volumetric wastewater treatment expenses paid to the City of Bellingham
- Potential reduction of Post Point Wastewater Treatment Plant capital costs (i.e., upcoming biosolids and nutrient removal improvements)
- Reduction of electrical power expenses for pumping
- Reduction of wear and tear on pumping systems and ancillary equipment
- Reduction in staff labor resources for flow monitoring and diversion to detention basin
- Reduction in risk of spills and overflows
- Increase in effective system capacity

The District recently completed a series of I&I repairs through the ongoing unit-price sewer system rehabilitation contract with Pro-Vac. Following completion of these improvements staff looked at the potential cost savings related only to volumetric treatment costs paid to the City of Bellingham, which indicates that the savings are significant.

Staff will present the return on investment for recent I&I repairs. This analysis is limited to only looking at the City of Bellingham volumetric wastewater treatment cost, whereas there are many other realized benefits as noted in the list above. The treatment cost is based on the volume of wastewater measured by flow meters at the District's discharge points into the City's system. The 2021 rate the District pays the City is \$0.002433/gallon.

The attached spreadsheet estimates the payback period on investment for recent repairs by Pro-Vac. The cost for I&I repairs was \$52,123. In contrast, the estimated annual savings in treatment costs to the City of Bellingham with the eliminated I&I is \$37,021. This results in a payback period estimated at 1.4 years (\$52,123 / \$37,021/year).

The calculation assumes I&I flow rates only occur during the wet season. It was assumed that 60% of the year during the wet season there is I&I flow, and 40% of the year representing the dry season, there is no I&I flow. I&I flow rate estimates are a mix of Pro-Vac estimates, actual weir readings, and visual estimates calibrated to field-tests filling a 5-gallon bucket.

Engineering Department and O&M Department staff will review the District's current program to find I&I, inspect pipeline conditions, grading of assets to estimate remaining useful life, and utilization of automated preventative maintenance work order generation.

With such a short payback period, and the continued savings realized beyond the payback period, there are significant benefits to allocating more resources towards searching for and repairing I&I deficiencies. However, current staffing and ongoing O&M commitments limit the number of hours available for District crews to perform video inspections that find I&I deficiencies. Staff is considering shifting a portion of the capital improvement plan annual budget for sewer collection system rehab and repair to contracted video inspection work. This would better balance the list of deficiencies with the contracts to repair them. Currently, the resources needed to search for and find I&I deficiencies is the limiting factor in the I&I program.

FISCAL IMPACT

None.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Operational Optimization

Infrastructure Strategy and Performance

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

None applicable.

Lake Whatcom Water & Sewer District
 Project C2003-II | Misc. Repair of Sewer Defects to Reduce I&I
 Table 1: Return on Investment Analysis - I&I Manholes & Pipe Defects

No.	Type of I&I Repair	Quantity	Unit	Estimate of I&I per Repair (GPM)	Unit	Gallons per Year	Treatment Cost per Gallon, 2021	COB Treatment Annual Cost	Repair Costs	Notes
1	Manhole Repair - Chemical Grout (Gushing)	4	EA	5.00	GPM	10,512,000	\$ 0.002433	\$ 25,577	\$ 6,000	11 manhole repairs to date
2	Manhole Repair - Chemical grout (Running)	7	EA	2.00	GPM	7,358,400	\$ 0.002433	\$ 17,904	\$ 10,500	
3	Sectional Liner - CIPP	5	EA	1.50	GPM	3,942,000	\$ 0.002433	\$ 9,591	\$ 12,500	Cracks or holes in pipe
4	Chemical Grout Pipe Joint or Defect (Gushing)	5	EA	0.50	GPM	1,314,000	\$ 0.002433	\$ 3,197	\$ 525	22 total pipe defects repaired to date
5	Chemical Grout Pipe Joint or Defect (Running)	17	EA	0.25	GPM	2,233,800	\$ 0.002433	\$ 5,435	\$ 1,785	
6	Other Costs - Traffic Control	1	LS						\$ 3,280	
7	Other Costs - Reinstate Laterals	1	EA						\$ 1,500	
8	Other Costs - Chemical Grout	510	GAL						\$ 11,220	
9	Other Costs - Mobilization WO 2	1	LS						\$ 3,000	
10	Deduct Fremont PRV Task T20-2146	-1	LS						\$ (2,270)	This task was a water PRV vault, not sewer I&I.

25,360,200
Gallons

\$ 61,705

\$ 48,040 Total (without Tax)

\$ 4,083 Tax @ 8.5%

\$ 52,123 Total (with Tax)

Cost to City of Bellingham with Seasonal Adjustment (i.e. infiltration may not be 365 days per year)

60%

15,216,120
Gallons


\$ 37,021

Return on Investment	
1.4	Years
16.9	Months



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	June 24, 2021	MEETING DATE:	June 30, 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, June 30, 2021 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jul 14, 2021	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu Jul 15, 2021	8:00 a.m.	Remote Attendance Commissioner Carter to attend
Investment Comm. Meeting	Wed Jun 30, 2021	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Jul 22, 2021	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Data Group Meeting	Thu Jul 8, 2021	9:00 a.m.	Remote Attendance
Policy Group Meeting	Wed Sep 1, 2021	3:00 p.m.	Remote Attendance
Joint Councils Meeting	March 2022	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Jul 13, 2021	7:00 p.m.	Remote Attendance
Whatcom Water Districts Caucus Meeting	Wed Jul 21, 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:

- The committee met on June 24; discussion included status on review/update to various safety programs, status on scheduling asbestos (pipe) certification, findings of jobsite safety inspections, general results of operations staff audiometric testing.

Investment Committee:

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

Upcoming Board Meeting Topics

- Agate Heights water treatment plant public works project contract closeout
- Dellesta/Edgewater sewer lift stations improvements public works project contract closeout
- Beaver/Flat Car sewer lift stations PLC replacement public works project contract closeout
- Sewer system capacity presentation
- Sudden Valley water treatment plant master plan alternatives presentation
- On-call engineering services professional services agreement approval

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 is nearing completion of first revision of the plan that takes 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 presentation on progress was provided during the May 26 board meeting; most work is on-hold until cost projections associated with the Sudden Valley water treatment plant master plan are finalized.

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) and the Water Use Efficiency Plan update (District Project No. A2115).

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.
Jennifer Signs's anticipated start date is June 28, which will provide a two-week overlap prior to Debi Denton's retirement.

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.
A negotiations kick-off meeting has been set for July 20.

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 chaired the Whatcom Water Alliance meeting on June 10.*
- *J Clary met with Whatcom County Public Works staff (Kraig Olason and Holly Faulstich) on June 10 to coordinate County stormwater projects with District capital improvement projects over the six-year planning horizon.*
- *J Clary attended the Whatcom Water Districts' Caucus meeting on June 16.*

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 June 10 and interjurisdictional coordinating team meeting on June 17. J. Clary received communication from Gary Stoyka with Whatcom County regarding the status of the County's assessment of drainages 430, 440, and 520 identified in the 2020 on-site sewage system impact assessment report for further analysis (the County plans to initiate additional monitoring of those drainages this fall).*


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:	June 24, 2021	MEETING DATE:	June 30, 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 June 30, 2021 Board Meeting
Data Compiled 6/24/21 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	12	0	0	0
Pre-paid Connection Certificates & Expired Permit	14	0	5	0
Water Availabilities (trailing 12 months)	75	0	0	0
Subtotal - Commitments not yet connected	101	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 6/24/2021

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	\$323,044	\$36,276												
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	\$100,762	\$58,948												
M 1917	Beaver & Flat Car PLC and UPS Improvements	\$118,191	\$75,364	\$42,827												
C 2003	Sewer System Rehab and Replacement Projects	\$116,640	\$124,884	\$8,244												
C 2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$13,630	\$6,370												
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 Insertavale 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	\$2,240	\$60,760												
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													
A 2119	Sewer Capacity Analysis	\$10,000														

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:	June 24, 2021	MEETING DATE:	June 30, 2021
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton, Finance Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. May 2021 Financial Summary	
		2. May 2021 Adjustment Report	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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	1,087,365	1,817,671	-	2,905,036
2021 EXPENDITURES	(1,410,981)	(1,692,855)	-	(3,103,836)
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	\$1,178,448	\$2,435,959	\$772,334	\$4,386,741
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	\$178,448	\$1,190,959	\$772,334	\$2,141,741

LAKE WHATCOM WATER AND SEWER DISTRICT				
	Description	Budget	5/31/0221	42%
WATER - 401				
REVENUES				
401-343-40-10	Water Sales Metered (4% base rate increase) *	2,770,313	1,036,652	37.42%
401-343-40-20-01	DEA Permits - Water		300	
401-343-41-10	Permits (15 new connection permits) \$6,400	96,000	8,503	8.86%
401-343-81-10	Combined Fees (Increase in Lien and Lock fees)	17,500	4,078	23.30%
401-359-90-00	Late fees	27,500	157	0.57%
401-361-11-00	Investment Interest	20,000	35,722	178.61%
401-362-10-00	Depostis 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	186	18.60%
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	1,087,365	37.07%
	* Per Resolution 844 effective 1/1/2021			
	Scheduled annual rate increase			
	Description	Budget	5/31/2021	42%
SEWER - 402				
REVENUES				
402-343-50-11	Sewer Service Residential (2.5% rate increase) *	4,256,228	1,762,039	41.40%
402-343-50-19	Sewer Service Other	4,500	1,827	40.60%
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	35,721	178.61%
402-361-40-00-80	ULID 18 Interest/Penalties	2,500	1,362	54.48%
402-368-10-00-80	ULID 18 Principal Payments	8,000	6,635	82.94%
402-369-10-00-02	Sale of scrap metal and surplus	1,000	101	0.101
402-369-10-00-02	Miscellaneous	1,000	1,126	112.60%
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	1,817,671	40.94%
	* Per Resolution 844 effective 1/1/2021			
	Scheduled annual rate increase			

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	5/31/2021	42%
WATER - 401	OPERATING EXPENDITURES			
401-534-10-10	Admin Payroll (2.1% cola plus step increases - 2021)	355,000	138,656	39.06%
401-534-10-20	Admin Personnel Benefits	163,000	62,628	38.42%
401-534-10-31	Gen Admin Supplies/Equipment (Master Meter Software)	25,000	4,655	18.62%
401-534-10-31-01	Meetings/Team building	2,000	924	46.20%
401-534-10-40	Merchant Services Fees	10,000	4,830	48.30%
401-534-10-40-01	Bank Fees	750	359	47.87%
	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	85,042	62.37%
401-534-10-41-02	Water Engineering Services	20,000	6,352	31.76%
401-534-10-41-03	Water Legal Services	20,000	9,319	46.60%
401-534-10-42	Communication	30,000	12,183	40.61%
401-534-10-45	Admin Lease (copy/printers)	5,000	2,201	44.02%
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	54,734	47.59%
401-534-40-43	Admin Training & Travel	10,000	984	9.84%
401-534-40-43-01	Tuition reimbursement	500	-	0.00%
401-534-50-31	Operations/Maintenance Supplies	120,000	26,619	22.18%
401-534-50-31-01	Small Assets/tools	40,000	12,962	32.41%
401-534-50-48	Operations Repair/Maint contracted work	177,063	147,464	83.28%
401-534-50-49	Insurance Claims	2,500	-	0.00%
401-534-60-41	Operations Contracted (water testing)	12,500	2,967	23.74%
401-534-60-47	Water City of Bellingham	40,000	18,250	45.63%
401-534-80-10	Operations Payroll (2.1% cola plus step increases - 2021)	570,500	227,491	39.88%
401-534-80-20	Operations Personnel Benefits (Medical,Retirement etc)	245,000	100,918	41.19%
401-534-80-32	Fuel	10,000	3,650	36.50%
401-534-80-35	Safety Supplies	10,000	919	9.19%
401-534-80-35-01	Safety Supplies Boots	1,250	218	17.44%
401-534-80-35-02	Emergency Preparedness	5,000	-	0.00%
401-534-80-43-00	Water - Operatoins Training/Travel/Certification	10,000	3,596	35.96%
401-534-80-47	General Utilities (Electric, gas, water, garbage)	115,000	50,063	43.53%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	5/31/2021	42%
401-534-80-49	Laundry	2,000	589	29.45%
	Payroll liability		1,136	
	WATER OPERATING EXPENDITURES	2,423,913	998,675	41.20%
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	29,045	
401-594-34-62-01	Water Structures		236,108	
401-594-34-63-01	Water System		107,134	
401-594-34-64-01	Water Equipment		40,019	
401-594-34-65-01	Small Water Projects		-	55.48%
WATER FUND	TOTAL WATER REVENUES	2,933,313	1,087,365	
	TOTAL WATER EXPENDITURES	(3,324,007)	(1,410,981)	42.45%
	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)	178,448	

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	5/31/2021	42%
SEWER - 402				
OPERATING EXPENDITURES				
402-535-10-10	Admin Payroll (2.1% cola plus step increases - 2021)	355,000	138,656	39.06%
402-535-10-20	Admin Personnel Benefits	155,000	62,652	40.42%
402-535-10-31	Gen Admin Supplies/Equipment	25,000	6,552	26.21%
402-535-10-31-01	Meetings/Team building	2,000	1,248	62.40%
402-535-10-40	Merchant Services Fees	10,000	4,830	48.30%
402-535-10-40-01	Bank Fees	750	359	47.87%
	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	73,279	56.87%
402-535-10-41-02	Engineering Services	20,000	7,489	37.45%
402-535-10-41-03	Legal Services	20,000	9,319	46.60%
402-535-10-41-04	DEA expenditures	-	-	
402-535-10-42	Communication	30,000	12,183	40.61%
402-535-10-45	Admin Lease (copy/printers)	5,000	2,201	44.02%
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	5,823	58.23%
402-535-10-49-02	WA State Dept of RevenueTaxes/County Stormwater fees	115,000	37,740	32.82%
402-535-40-43	Admin Training & Travel	10,000	592	5.92%
402-535-40-43-01	Tuition reimbursement	500	-	0.00%
402-535-50-31	Operations/Maintenance Supplies	50,000	10,158	20.32%
402-535-50-31-01	Small Assets/tools	30,000	18,258	60.86%
402-535-50-48	Operations Repair/Maint contracted work	95,000	55,238	58.15%
402-535-50-49	Insurance Claims	2,500	5,540	221.60%
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	405,256	54.03%
402-535-80-10	Operations Payroll (2.1% cola plus step increases - 2021)	476,500	182,663	38.33%
402-535-80-20	Operations Personnel Benefits (Medical,Retirement etc)	232,000	80,128	34.54%
402-535-80-32	Fuel	13,000	3,777	29.05%
402-535-80-35	Safety Supplies	10,000	912	9.12%
402-535-80-35-01	Safety Supplies Boots	1,250	218	17.44%
402-535-80-35-02	Emergency Preparedness	5,000	-	0.00%
402-535-80-43-00	Operations Training/Travel/Certification	10,000	298	2.98%
402-535-80-47	General Utilities (Electric, gas, water, garbage)	105,000	56,456	53.77%
402-535-80-49	Laundry	2,000	883	44.15%
	SEWER OPERATING EXPENDITURES	2,784,850	1,182,971	42.48%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	5/31/2021	42%
DEBT SERVICE				
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%
SYSTEM REINVESTMENT				
	2021 Sewer System Reinvestment Projects	1,623,000		
402-594-35-62-02	Sewer Structures		283,493	
402-594-35-63-02	Sewer System		82,974	
402-594-35-64-02	Sewer Equipment		40,704	
402-594-35-65-02	Small Sewer Projects		-	25.09%
SEWER FUND	TOTAL SEWER REVENUES	4,439,869	1,817,671	
	TOTAL SEWER EXPENDITURES	(5,048,275)	(1,692,855)	33.53%
	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	72,594	1,190,871	



LAKE WHATCOM WATER AND SEWER DISTRICT

INVESTMENTS/CASH AS OF 5/31/2021

Petty Cash	\$ 1,600	
Cash	\$ 335,347	0.35%
Public Funds Account	\$ 502,895	0.10%
<hr style="border-top: 1px dashed black;"/>		
WA Federal	\$ 839,842	
Local Gov't Investment Pool	\$ 236,389	0.08%

		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)		
		<hr style="border-top: 1px dashed black;"/>		
US Bank Safekeeping		\$ 3,310,514		
TOTAL		\$ 4,386,745		

USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating - Unassigned	\$ 970,000
Unassigned	\$ 1,369,411
	\$ 4,386,745

May-21

ADJUSTMENTS


220005044	\$	110.06	Water Leak Credit
60000510	\$	1,083.57	Water Leak Credit

TOTAL	\$	1,193.63	
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**AGENDA
BILL
Item 9.D**

**Operations Department
Report**

DATE SUBMITTED:	June 24, 2021	MEETING DATE:	June 30, 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 June 30, 2021 Board Meeting
Data Compiled 6/24/21 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	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	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	5/27/2021					
2/23/2021	6/24/2021					
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 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	0	1
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
6/30/2021 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. Annual hearing test for crew conducted on 6/2. 	
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 0.71 million gallons per day (MGD). We have approximately 6-weeks of chlorine on hand. Agate Heights <ol style="list-style-type: none"> Plant is operating well. We have approximately 8-weeks of chlorine on hand. 	
<i>Distribution System</i>	
<ol style="list-style-type: none"> Water main flushing. PRV station inspection and maintenance. As of 6/17 all activities that consume large quantities of water have been postponed until the chlorine shortage has been resolved. Working on installing PRV station vault drains. 	
Sewer Utility Activities	
<i>Lift Stations</i>	
<ol style="list-style-type: none"> All lift stations are in normal operation. 	
<i>Collection System</i>	
<ol style="list-style-type: none"> 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"> All equipment is ready to go to work. 	
Facilities	
<i>Shop Building</i>	
<ol style="list-style-type: none"> Summer help is mowing , trimming and painting facilities. 	
Training	
<ol style="list-style-type: none"> No training scheduled at this time. 	
Development	
<ol style="list-style-type: none"> Inspector is actively working with five (5) contractors making connection to our system. 	