



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

Date: August 18, 2021  
From: Lake Whatcom Water & Sewer District  
RE: Meeting Procedures During the Covid-19 Emergency

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Lake Whatcom Water & Sewer District continues to operate under adjusted procedures in order to provide continuous service to our customers. That said, we are taking precautions in an effort to protect the health and safety of our staff, commissioners, and customers. Our lobby is currently closed to the public, and we are practicing social distancing guidelines as suggested by Governor Inslee and the CDC.

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 August 25, 2021 regular board meeting, details can be found below. In this evolving climate, we are committed to doing everything possible to provide opportunity for public comment as well as promote health and safety. As such, the District requests that if possible, public submit comments in written form by noon the day before a scheduled meeting for inclusion in the meeting discussion.

We appreciate your understanding and patience during these uncertain times. If you have any questions, please contact Administrative Assistant Rachael Hope at [rachael.hope@lwwsd.org](mailto:rachael.hope@lwwsd.org) or 360-734-9224.

### **August 25, 2021 Regular Board Meeting**

Wed, Aug 25, 2021 8:00 AM - 10:00 AM (PDT)

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

<https://global.gotomeeting.com/join/819313653>

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

United States: [+1 \(872\) 240-3311](tel:+18722403311)

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LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**AGENDA**

*August 25, 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. Sudden Valley Water Treatment Plant Master Plan Alternatives Discussion
  - B. Rocky Ridge/Lakewood Sewer Lift Stations Improvements Design Award
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 42.30.110(1)(g): To review the performance of a public employee (General Manager performance evaluation) – 30 minutes*
12. ADJOURNMENT



**AGENDA  
BILL  
Item 6**

**Consent Agenda**

DATE SUBMITTED:	August 19, 2021	MEETING DATE:	August 25, 2021
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL	<i>[Signature]</i>		
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**\*\*TO BE UPDATED 8.24.2021\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the August 11, 2021 Special Meeting/Work Session
- Minutes for the August 11, 2021 Regular Board Meeting
- Payroll for Pay Period #17 (08/07/2021 through 08/20/2021) total to be added
- Payroll Benefits for Pay Period #17 total to be added
- 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

### WORK SESSION OF THE BOARD OF COMMISSIONERS

## Minutes

*August 11, 2021*

Board President Laura Abele called the Work Session to order at 5:30 p.m.

**Attendees:** Commissioner Laura Abele  
Commissioner Todd Citron  
Commissioner John Carter  
Commissioner Bruce Ford  
Commissioner Leslie McRoberts  
General Manager Justin Clary  
Assistant General Manager/District Engineer Bill Hunter  
Operations & Maintenance Manager Brent Winters  
Finance Manager/Treasurer Jenny Signs

Also in attendance were Keith Stewart of Gray & Osborne and Brian Smith of Wilson Engineering.

All attendees participated remotely by phone or video conferencing.

#### **Sudden Valley Water Treatment Plant Presentation of Preferred Configuration**

The objective of this Board workshop was to present the preferred configuration for Sudden Valley Water Treatment Plant (SVWTP) Improvements to be implemented over the next 20+ years. Gray and Osborne (G&O) presented the current preferred configuration based on input from District operations and maintenance staff in July.

This workshop is Meeting #1 for Board and Public Input as shown in the Stakeholder Engagement Plan presented to the Board on 5/26/2021. Due to the large amount of information and numerous alternatives, the work session was conducted to provide the Board and public information resources to review and consider. Then, at Meeting #2 (tentatively scheduled for August 25, 2021) staff will review and collect Board and public comments and questions in an attempt to finalize a preferred configuration.

The District created a SVWTP project information web page (<https://lwwsd.org/sudden-valley-water-treatment-plant-facility-improvement-plan/>) that has all of the information developed to date, with

documents organized for quick access and review at any time by anyone. G&O's slide presentation is available on the web page.

With no further business, Abele adjourned the Work Session 6:30 p.m.

\_\_\_\_\_  
Board President, Laura Abele

Attest: \_\_\_\_\_  
Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on \_\_\_\_\_  
Date Minutes Approved



LAKE WHATCOM WATER AND SEWER DISTRICT  
1220 Lakeway Drive  
Bellingham, WA 98229

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

*August 11, 2021*

Board President Laura Abele called the Regular Session to order at 6:35 p.m.

**Attendees:** Commissioner Laura Abele  
Commissioner Todd Citron  
Commissioner John Carter  
Commissioner Leslie McRoberts  
Commissioner Bruce Ford  
General Manager Justin Clary  
Finance Manager/Treasurer Jenny Signs  
Operations Manager Brent Winters  
Recording Secretary Rachael Hope  
District Legal Counsel Bob Carmichael

Also in attendance was Melanie Mankamyer of Wilson Engineering.

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 10, an Executive Session for the purpose of discussing the minimum price for which real estate will be offered for sale or lease. The Board agreed.

### **Consent Agenda**

#### **Action Taken**

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

- **2nd Quarter 2021 Payroll Taxes totaling \$7,660.37**
- **Payroll for Pay Period #16 (07/24/2021 through 08/06/2021) totaling \$46,474.68**
- **Payroll Benefits for Pay Period #16 totaling \$53,579.64**
- **Accounts Payable Vouchers totaling \$93,702.40**
- **Minutes for the July 28, 2021 Regular Board Meeting**

**Motion passed.**

### **Presentation on Sewer System Buildout Capacity Needs Analysis**

Hunter detailed that the District owns and operates wastewater collection and conveyance infrastructure serving development on the north and south shores of Lake Whatcom. All wastewater collected by the District is conveyed to the City of Bellingham's sewage conveyance system for ultimate treatment at the city's Post Point Wastewater Treatment Plant (WWTP). Acceptance and treatment of District sewage is governed by an interlocal agreement between the City and District that was executed in 2014. Under the terms of the agreement, the District is responsible for 4.8% of the cost of any capital improvements to the WWTP.

Due to possible changes to the overall sewer system capacity needs since the last analysis performed during the development of the 2020 Comprehensive Sewer Plan; and anticipation of the City of Bellingham's 2025 solids handling capital improvement project beginning in 2025, the Board requested a review of the District's capacity needs at the Post Point WWTP relative to current full system buildout flow projections.

Wilson Engineering has conducted an analysis of full system buildout flow projections relative to WWTP capacity and cumulative average hourly metered flows to the City of Bellingham from the 2020-2021 wet season (October-April) along with known peaks in January 2015 and February 2020. Based on this information, it appears the District currently needs the full the contractual instantaneous flow rate of 2,400 gallons per minute to convey wastewater to the City of Bellingham Post Point Wastewater Treatment Plant. Discussion followed.

### **On Call Engineering Services Professional Services Agreement Approval**

Clary explained that the District regularly uses the services of a consultant civil engineering firm to supplement staff services through an on-call professional services agreement (PSA). Task orders are issued on an as-needed basis to assist the District with routine professional engineering needs. Wilson Engineering, LLC is the District's current on-call engineer, with a period of performance of August 8, 2016 through October 31, 2021.

As expiration of the current on-call engineering services PSA approached, the District issued a request for qualifications through publication in the Bellingham Herald on May 20, 2021. The District received responses from five consultant teams by the 4:00 p.m., June 17, 2021, deadline. A proposal review team comprised of Commissioner Ford, the general manager, assistant general manager/district engineer, construction engineer, and engineering technician/safety officer reviewed the submittals and, based upon qualifications presented, recommended that the Board select Wilson Engineering, LLC and authorize staff to negotiate an associated PSA. The Board subsequently approved that recommendation during its regularly scheduled July 14, 2021, meeting. Staff presented the Board with the finalized Professional Services Agreement for approval.

### **Action Taken**

**Citron moved, Ford seconded, to authorize the general manager execute the professional services agreement with Wilson Engineering, LLC for on-call general engineering services as presented. Motion passed.**

### **Agate Heights Water Treatment Plant Upgrade Public Works Contract Close-out**

Hunter recalled that this project upgraded the Agate Heights Water Treatment Plant manganese water treatment equipment and associated automation and supervisory control systems. The upgrade increased the number of equivalent residential units (ERU) that can be served from 57 ERU to 81 ERU, providing capacity for future growth and extensions through developer extension agreements, utility local improvement districts, or other means. The Board of Commissioners approved the contract award of the Agate Heights Water Treatment Plant Upgrades public works contract to Equity Builders LLC during its regularly scheduled meeting on December 30, 2020. Equity Builders LLC has completed all contract requirements as of July 22, 2021 and staff recommended accepting the project as complete.

#### **Action Taken**

**Ford moved, Citron seconded, to accept the Agate Heights Water Treatment Plant Upgrades Project as complete and authorize staff to close-out the public works contract. Motion passed.**

### **COVID-19-specific Customer Payment Plan Discussion**

Signs recounted that on July 2, 2021, Governor Jay Inslee issued a final extension of a proclamation prohibiting utilities from shutting off or imposing late fees on customers for lack of payment due to the COVID-19 pandemic. The proclamation is now scheduled to expire September 30, 2021. Utilities have been urged to find ways in which we can support customers once the moratorium expires and encouraged to continue to make good faith efforts to reach customers with past-due accounts, help customers identify utility, local, state, and federal financial assistance programs, extend payment plans, waive disconnection, reconnection, and late fees during the disconnection moratorium, and refrain from placing liens on customer with overdue accounts.

Given the unique circumstances surrounding the COVID-19 pandemic and the above mentioned moratorium, utility districts across the region are modifying their similar payment plan structure to further assist customers affected by COVID-19 to remain in compliance of Title 57 of the RCW that requires delinquent accounts to be brought current. Signs presented the Board with the District's current administrative code regarding past-due accounts, as well as questions for consideration around grace periods, the length of available payment plan options, and issuance of liens on past due accounts. Discussion followed.

### **General Manager's Report**

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic and new project pages available as resources on the District website. He also provided the Board with requests from the recording secretary to ensure clarity in motions and other actions during virtual meetings.

### **Executive Session Per RCW 42.30.110(1)(c) Minimum Price for Real Estate – 30 Minutes**

Abele recessed the Regular Session to Executive Session at 7:41 p.m. It was estimated that the Executive Session would take 30 minutes. The purpose of the Executive Session was to discuss the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. Abele recessed the Executive Session and reconvened the Regular Session at 7:55 p.m. No action was taken.



With no further business, Abele adjourned the Regular Session 7:55 p.m.

\_\_\_\_\_  
Board President, Laura Abele

Attest: \_\_\_\_\_  
Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on \_\_\_\_\_  
Date Minutes Approved



**AGENDA  
BILL  
Item 7.A**

**Sudden Valley Water Treatment  
Plant Master Plan Alternatives  
Discussion**

DATE SUBMITTED:	August 18, 2021	MEETING DATE:	August 25, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
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**

The existing Sudden Valley Water Treatment Plant (SVWTP) is located along Morning Beach Drive near the shores of Lake Whatcom and was constructed in 1972. The treatment plant utilizes chemical coagulation, flocculation, rapid media filtration, chemical pH adjustment, and gas chlorine disinfection prior to temporary storage within a 225,000-gallon reservoir also located at the site.

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 was broken down by major systems. For each system, G&O developed alternatives that were documented in the form of separate technical memoranda and presented to the Board during regularly scheduled board meetings. Since then, G&O and District staff have worked together to develop a series of phased improvements to the plant that accomplish the preferred alternatives over the 20-year planning horizon. This preferred set of alternatives was presented to the Board during a work session held on August 11, 2021. This item has been included on the August 25 meeting agenda to allow for further discussion by the Board and public regarding the staff/consultant recommended alternatives.

In addition, the District created a SVWTP project information web page that has all of the information developed to date, with documents organized for quick access and review at any time by anyone. The link to that page is here: <https://lwwsd.org/sudden-valley-water-treatment-plant-facility-improvement-plan/>

**FISCAL IMPACT**

Fiscal impact will be dependent upon the selected alternative.

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Product Quality

Operational Optimization

Infrastructure Strategy and Performance

Water Resource Sustainability

**RECOMMENDED BOARD ACTION**

No action recommended at this time.

**PROPOSED MOTION**

Not applicable.



**AGENDA  
BILL  
Item 7.B**

**Rocky Ridge/Lakewood Sewer  
Lift Stations Improvement Project  
Design Award**

DATE SUBMITTED:	August 18, 2021	MEETING DATE:	August 25, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Over the past couple decades, the District has been systematically renovating one to two of its 28 sewer lift stations per year as a means of proactively ensuring the continuity of facility operations to mitigate the potential for sewage releases within the Lake Whatcom watershed. The District’s current Capital Improvement (System Reinvestment) Program and the 2021 Budget identifies the initiation of design and permitting associated with the renovation of the Lakewood and Rocky Ridge sewer lift stations this year (District Project No. C2112). Construction activities associated with this project are anticipated to be completed in 2023.

The District issued request for qualification (RFQ) for design/permitting services associated with this project through publication in the Bellingham Herald (the District’s newspaper of record) on June 30, 2021. The District received responses from three consultant teams by the 4:00 p.m., July 29, 2021, deadline. A proposal review team comprised of Commissioner Ford, the general manager, assistant general manager/district engineer, construction engineer, engineering technician/safety officer, and maintenance electrician has been created to review the submittals. At the time of issuance of this agenda bill, the team had not met to identify a preferred consultant team.

**FISCAL IMPACT**

Fiscal impact will be dependent upon the negotiated scope/budget defined in a professional services agreement (to be approved by the Board during a future meeting).

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Infrastructure Strategy and Performance  
Community Sustainability

**RECOMMENDED BOARD ACTION**

The proposal review panel will provide a recommendation of the preferred consultant during the August 25 meeting.

**PROPOSED MOTION**

Recommended motion is:

“I move to authorize the general manager to enter into negotiation of a professional services agreement with \_\_\_\_\_ for design and permitting services associated with the Rocky Ridge/Lakewood Sewer Lift Stations Improvement Project.”



**AGENDA  
BILL  
Item 9.A**

**General Manager's  
Report**

DATE SUBMITTED:	August 19, 2021	MEETING DATE:	August 25, 2021	
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager			
GENERAL MANAGER APPROVAL	<i>Justin Clary</i>			
ATTACHED DOCUMENTS	1. General Manager's Report			
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>	

**BACKGROUND / EXPLANATION OF IMPACT**

Updated information from the General Manager in advance of the Board meeting.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

**General Manager’s Report**

**Upcoming Dates & Announcements**

Regular Meeting – Wednesday, August 25, 2021 – 8:00 a.m.

**Important Upcoming Dates**

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Sep 8, 2021	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu Sep 9, 2021	8:00 a.m.	Remote Attendance Commissioner Citron to attend
Investment Comm. Meeting	Wed Oct 27, 2021	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Aug 26, 2021	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Data Group Meeting	Thu Sep 9, 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 Oct 12, 2021	7:00 p.m.	Remote Attendance
Whatcom Water Districts Caucus Meeting	Wed Sep 15, 2021	1:00 p.m.	TBD
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 last board meeting.

Investment Committee:

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

**Upcoming Board Meeting Topics**

- 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 Rehabilitation Program Resource Allocation Discussion
- Preliminary 2022 Budget Presentation
- General Manager Annual Performance Evaluation

## 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), the Water Use Efficiency Plan update (District Project No. A2115), and the Commissioner Boundary Update project (District Project No. A2116).*

#### 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 joined the District on June 28.*

#### 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 was held July 20 and a subsequent meeting held on August 2; the next meeting is scheduled for August 24.*

### 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), March 1 (EnviroStars certification) and July 8 (Jenny Signs hire).*

### Intergovernmental Relations

- *J Clary attended the WASWD Section III meeting on August 10.*
- *J Clary met with Representative Alex Ramel (40<sup>th</sup> District) on August 16 regarding the District's position on the draft Puget Sound Nutrient General Permit.*
- *J Clary attended the Whatcom Water Districts Caucus meeting on August 18.*

### Public Works Board

- Pursue appointment as WASWD representative on the Washington State Public Works Board.  
*J Clary appointed to the Public Works Board by Governor Inslee on August 17, 2021.*

## Lake Whatcom Water Quality

### Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary attended an Interjurisdictional Coordinating Team meeting on August 19.*

### 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:	August 19, 2021	MEETING DATE:	August 25, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL	<i>Justin Day</i>		
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 August 25, 2021 Board Meeting  
Data Compiled 8/18/21 by RH, BH, RM, KH

<b>Status of Water and System Capacities</b>				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	**	85	81	2
Connected ERUs	3917	70	44	2
Remaining Capacity (ERUs)	**	15	37	0
Permitted ERUs Under Construction	31	0	0	0
Pre-paid Connection Certificates & Expired Permits	13	0	5	0
Water Availabilities (trailing 12 months)	57	0	0	0
Subtotal - Commitments not yet connected	101	0	5	0
<b>Available ERUs</b>	<b>**</b>	<b>15</b>	<b>32</b>	<b>0</b>

\*\* Per DOH, water system capacity is sufficient for buildout. Oct 2018

Agate Heights approved ERUs increased from 57 to 81 with DOH Approval August 10, 2021

<b>Annual Reports</b>		
Name Of Report	Deadline	Completed
Report Number of Sewer ERUs to City of Bellingham Prepared by: Bill Hunter	January 15	March 22, 2021
<b>Other Reports</b>		
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





**AGENDA  
BILL  
Item 9.C**

**Finance Department  
Report**

DATE SUBMITTED:	August 16, 2021	MEETING DATE:	August 25, 2021
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL	<i>Jennifer Signs</i>		
ATTACHED DOCUMENTS	1. July 2021 Financial Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

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

**FISCAL IMPACT**

None

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Financial Viability

**RECOMMENDED BOARD ACTION**

None required

**PROPOSED MOTION**

None



**LAKE WHATCOM WATER AND SEWER**

**INVESTMENTS/CASH AS OF 7/31/21**

Petty Cash	\$	1,600	
Cash	\$	870,917	0.35%
Public Funds Account	\$	502,979	0.00%
		<hr/>	
<b>WA Federal</b>	<b>\$</b>	<b>1,375,496</b>	
<b>Local Gov't Investment Pool</b>	<b>\$</b>	<b>236,439</b>	<b>0.18%</b>

		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)		
<b>US Bank Safekeeping</b>		<b>\$ 3,310,514</b>		
<b>TOTAL</b>		<b>\$ 4,922,449</b>		

**USE OF FUNDS:**

Bond Reserve - Restricted	\$	772,334
Contingency - Assigned	\$	1,275,000
Operating - Unassigned	\$	970,000
Unassigned	\$	1,905,115
		<b>\$ 4,922,449</b>

## Monthly Trial Balance

Lake Whatcom W-S District

Time: 14:17:36 Date: 08/16/2021

Page: 1

### 401 Water Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
<b>308 Beginning Balances</b>					
308 91 00 01    Beginning Balance - Water	920,000.00	0.00	1,042,063.85	(122,063.85)	0.0%
308 Beginning Balances	920,000.00	0.00	1,042,063.85	(122,063.85)	0.0%
<b>340 Charges For Services</b>					
343 40 10 00    Water Sales Metered	2,770,313.00	253,363.75	1,497,426.28	1,272,886.72	45.9%
343 40 20 01    DEA Permits - Water	0.00	0.00	(9,011.00)	9,011.00	100.0%
343 41 10 01    Building Permits - Water	96,000.00	137,473.37	211,296.64	(115,296.64)	0.0%
340 Charges For Services	2,866,313.00	390,837.12	1,699,711.92	1,166,601.08	40.7%
<b>350 Fines &amp; Forfeitures</b>					
359 81 10 00    Combined Fees	17,500.00	1,232.42	6,644.65	10,855.35	62.0%
359 90 00 00    Late Fees	27,500.00	0.00	157.44	27,342.56	99.4%
350 Fines & Forfeitures	45,000.00	1,232.42	6,802.09	38,197.91	84.9%
<b>360 Misc Revenues</b>					
361 11 00 00    Investment Interest	20,000.00	12,144.68	48,355.42	(28,355.42)	0.0%
362 10 00 00    Deposits For Bulk Meter	0.00	0.00	(1,500.00)	1,500.00	100.0%
369 10 00 00    Sale Of Surplus	1,000.00	0.00	4,176.05	(3,176.05)	0.0%
369 10 01 00    Miscellaneous	1,000.00	0.00	186.31	813.69	81.4%
360 Misc Revenues	22,000.00	12,144.68	51,217.78	(29,217.78)	0.0%
<b>Fund Revenues:</b>	<b>3,853,313.00</b>	<b>404,214.22</b>	<b>2,799,795.64</b>	<b>1,053,517.36</b>	<b>27.3%</b>
Expenditures	Amt Budgeted	July	YTD	Remaining	
<b>534 Water Utilities</b>					
534 10 10 00    Water - Gen Admin Payroll	355,000.00	48,000.50	214,546.53	140,453.47	39.6%
534 10 20 00    Water - Gen Admin Personnel Benefits	163,000.00	15,648.07	90,097.59	72,902.41	44.7%
534 10 31 00    Water - Gen Admin Supplies	25,000.00	1,779.21	7,917.62	17,082.38	68.3%
534 10 31 01    Water - Meetings/Team building	2,000.00	446.39	1,456.54	543.46	27.2%
534 10 40 00    Water - Merchant Services Fees	10,000.00	1,069.28	6,849.49	3,150.51	31.5%
534 10 40 01    Water - Bank Fees	750.00	0.00	430.75	319.25	42.6%
534 10 41 00    Water - Quality Assurance Programs	65,000.00	6,124.71	12,409.56	52,590.44	80.9%
534 10 41 01    Water - Gen Admin Prof Srvc	136,350.00	18,608.00	115,743.08	20,606.92	15.1%
534 10 41 02    Water- Engineering Srvc	20,000.00	645.00	7,752.37	12,247.63	61.2%
534 10 41 03    Water - Legal Srvc	20,000.00	1,475.25	13,621.25	6,378.75	31.9%
534 10 41 20    Water - 20 Year SVWTP Plan	64,350.00	4,525.64	35,693.79	28,656.21	44.5%
534 10 42 00    Water - Admin Communication	30,000.00	2,352.26	17,364.30	12,635.70	42.1%
534 10 45 00    Water - Gen Admin Lease	5,000.00	442.07	3,249.78	1,750.22	35.0%
534 10 46 00    Water - Gen Admin Insurance	90,000.00	0.00	262.50	89,737.50	99.7%
534 10 49 00    Water - Gen Admin Misc	500.00	0.00	25.00	475.00	95.0%
534 10 49 01    Water- Memberships/Dues/Permits	15,000.00	367.58	13,535.18	1,464.82	9.8%
534 10 49 02    Water - Taxes	115,000.00	11,598.93	76,617.17	38,382.83	33.4%
534 40 43 00    Water - Admin Training & Travel	10,000.00	(170.43)	1,248.27	8,751.73	87.5%
534 40 43 01    Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	0.0%

# Monthly Trial Balance

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**401 Water Fund**

Expenditures	Amt Budgeted	July	YTD	Remaining		
<b>534 Water Utilities</b>						
534 50 31 00	Water - Maintenance Supplies	120,000.00	9,944.74	37,638.72	82,361.28	68.6%
534 50 31 01	Water- Small Assets	40,000.00	1,946.48	17,171.13	22,828.87	57.1%
534 50 48 00	Water - Repair & Maint	177,063.00	15,070.53	170,635.98	6,427.02	3.6%
534 50 49 00	Water - Insurance Claims	2,500.00	0.00	0.00	2,500.00	100.0%
534 60 41 00	Water - Operations Contracted (Edge Analytical)	12,500.00	508.00	4,559.00	7,941.00	63.5%
534 60 47 00	Water - City of Bellingham	40,000.00	8,646.31	26,896.50	13,103.50	32.8%
534 80 10 00	Water - Operations Payroll	570,500.00	69,914.79	342,705.59	227,794.41	39.9%
534 80 20 00	Water - Operations Personnel Benefits	245,000.00	25,280.01	145,340.91	99,659.09	40.7%
534 80 32 00	Water - Operations Fuel	10,000.00	375.97	4,424.18	5,575.82	55.8%
534 80 35 00	Water - Safety Supplies	10,000.00	842.59	2,042.78	7,957.22	79.6%
534 80 35 01	Water - Safety Boots	1,250.00	393.35	611.37	638.63	51.1%
534 80 35 02	Water - Emergency Preparedness	5,000.00	0.00	0.00	5,000.00	100.0%
534 80 43 00	Water - Operation Training/Travel/Certifications	10,000.00	469.85	4,656.16	5,343.84	53.4%
534 80 47 00	Water - Ops Utilities	115,000.00	9,401.35	68,134.32	46,865.68	40.8%
534 80 49 00	Water - Operations Laundry	2,000.00	51.31	780.31	1,219.69	61.0%
<b>534 Water Utilities</b>		<b>2,488,263.00</b>	<b>255,757.74</b>	<b>1,444,417.72</b>	<b>1,043,845.28</b>	<b>42.0%</b>
<b>580 Non Expenditures</b>						
589 99 99 99	Payroll Benefit Liabilities	0.00	1,045.95	1,427.71	(1,427.71)	0.0%
<b>580 Non Expenditures</b>		<b>0.00</b>	<b>1,045.95</b>	<b>1,427.71</b>	<b>(1,427.71)</b>	<b>0.0%</b>
<b>591 Debt Service</b>						
591 34 77 01	Geneva AC Mains Principal	119,937.00	0.00	0.00	119,937.00	100.0%
591 34 77 02	Div 22 Reservoir Principal	65,475.00	0.00	0.00	65,475.00	100.0%
592 34 83 01	Geneva AC Mains Interest	26,986.00	0.00	0.00	26,986.00	100.0%
592 34 83 02	Div 22 Reservoir Interest	16,696.00	0.00	0.00	16,696.00	100.0%
<b>591 Debt Service</b>		<b>229,094.00</b>	<b>0.00</b>	<b>0.00</b>	<b>229,094.00</b>	<b>100.0%</b>
<b>594 Capital Expenditures</b>						
594 34 60 01	Capital Outlay - Budget Only	606,650.00	0.00	0.00	606,650.00	100.0%
594 34 62 01	Capital Projects - Water Structures	0.00	13,804.15	261,397.49	(261,397.49)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	5,596.12	140,374.69	(140,374.69)	0.0%
594 34 64 01	Capital Outlay - Water Equipment	0.00	0.00	40,410.47	(40,410.47)	0.0%
<b>594 Capital Expenditures</b>		<b>606,650.00</b>	<b>19,400.27</b>	<b>442,182.65</b>	<b>164,467.35</b>	<b>27.1%</b>
<b>Fund Expenditures:</b>		<b>3,324,007.00</b>	<b>276,203.96</b>	<b>1,888,028.08</b>	<b>1,435,978.92</b>	<b>43.2%</b>
<b>Fund Excess/(Deficit):</b>		<b>529,306.00</b>	<b>128,010.26</b>	<b>911,767.56</b>		



## Monthly Trial Balance

Lake Whatcom W-S District

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### 402 Sewer Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
<b>308 Beginning Balances</b>					
308 91 00 02    Beginning Balance - Sewer	1,130,000.00	0.00	1,515,055.44	(385,055.44)	0.0%
308 Beginning Balances	1,130,000.00	0.00	1,515,055.44	(385,055.44)	0.0%
<b>340 Charges For Services</b>					
343 50 11 00    Sewer Service Residential	4,256,228.00	384,003.82	2,500,837.49	1,755,390.51	41.2%
343 50 19 00    Sewer Service Other	4,500.00	269.74	2,620.19	1,879.81	41.8%
343 51 10 02    Building Permits - Sewer	142,500.00	147,526.50	226,841.50	(84,341.50)	0.0%
340 Charges For Services	4,403,228.00	531,800.06	2,730,299.18	1,672,928.82	38.0%
<b>360 Misc Revenues</b>					
361 11 00 02    Investment Interest	20,000.00	12,101.97	48,312.70	(28,312.70)	0.0%
361 40 00 02    ULID 18 Interest/Penalties	2,500.00	32.08	2,386.82	113.18	4.5%
368 10 00 02    ULID 18 Principal Payments	8,000.00	170.18	9,659.75	(1,659.75)	0.0%
369 10 00 02    Sale Of Surplus	1,000.00	0.00	1,009.60	(9.60)	0.0%
369 10 01 02    Miscellaneous	1,000.00	0.00	1,125.55	(125.55)	0.0%
369 40 00 02    Project Reimbursement	4,141.00	500.00	500.00	3,641.00	87.9%
360 Misc Revenues	36,641.00	12,804.23	62,994.42	(26,353.42)	0.0%
<b>Fund Revenues:</b>	<b>5,569,869.00</b>	<b>544,604.29</b>	<b>4,308,349.04</b>	<b>1,261,519.96</b>	<b>22.6%</b>

Expenditures	Amt Budgeted	July	YTD	Remaining	
<b>535 Sewer</b>					
535 10 10 00    Sewer - Admin Payroll	355,000.00	48,000.39	214,546.06	140,453.94	39.6%
535 10 20 00    Sewer - Gen Admin Personnel Benefits	155,000.00	15,647.80	90,120.95	64,879.05	41.9%
535 10 31 00    Sewer - Gen Admin Supplies	25,000.00	1,878.73	10,014.13	14,985.87	59.9%
535 10 31 01    Sewer - Meetings/Team Building	2,000.00	435.61	1,770.40	229.60	11.5%
535 10 40 00    Sewer -Merchant Services Fees	10,000.00	1,069.25	6,849.39	3,150.61	31.5%
535 10 40 01    Sewer - Bank Fees	750.00	0.00	430.75	319.25	42.6%
535 10 41 01    Sewer - Gen Admin Prof Srvc	128,850.00	5,724.51	90,956.27	37,893.73	29.4%
535 10 41 02    Sewer - Engineering Srvc	20,000.00	645.00	8,888.88	11,111.12	55.6%
535 10 41 03    Sewer - Legal Srvc	20,000.00	1,475.25	13,621.25	6,378.75	31.9%
535 10 42 00    Sewer - Admin Communication	30,000.00	2,352.23	17,363.87	12,636.13	42.1%
535 10 45 00    Sewer - Gen Admin Lease	5,000.00	442.05	3,249.71	1,750.29	35.0%
535 10 46 00    Sewer - Gen Admin Insurance	90,000.00	0.00	262.50	89,737.50	99.7%
535 10 49 00    Sewer - Gen Admin Misc	500.00	10.79	10.79	489.21	97.8%
535 10 49 01    Sewer - Memberships/Dues/Permits	10,000.00	264.59	6,693.10	3,306.90	33.1%
535 10 49 02    Sewer - Taxes	115,000.00	8,090.29	54,603.43	60,396.57	52.5%
535 40 43 00    Sewer - Gen Admin TrainIng &Travel	10,000.00	(82.43)	944.27	9,055.73	90.6%
535 40 43 01    Sewer - Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
535 50 31 00    Sewer - Maintenance Supplies	50,000.00	2,265.60	15,214.75	34,785.25	69.6%
535 50 31 01    Sewer - Small Assets	30,000.00	5,018.17	24,356.95	5,643.05	18.8%
535 50 48 00    Sewer - Repair & Maint	95,000.00	5,265.65	62,350.40	32,649.60	34.4%
535 50 49 00    Sewer - Insurance Claims	2,500.00	0.00	5,540.24	(3,040.24)	0.0%
535 60 41 00    Sewer - Operations Contracted	25,000.00	0.00	0.00	25,000.00	100.0%
535 60 47 00    Sewer - City of Bellingham	750,000.00	94,794.70	501,637.52	248,362.48	33.1%

## Monthly Trial Balance

Lake Whatcom W-S District

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402 Sewer Fund						
Expenditures	Amt Budgeted	July	YTD	Remaining		
<b>535 Sewer</b>						
535 80 10 00	Sewer - Operations Payroll	476,500.00	55,357.56	276,049.78	200,450.22	42.1%
535 80 20 00	Sewer - Operations Personnel Benefits	232,000.00	19,930.44	115,513.66	116,486.34	50.2%
535 80 32 00	Sewer - Operations Fuel	13,000.00	321.18	4,428.21	8,571.79	65.9%
535 80 35 00	Sewer - Safety Supplies	10,000.00	842.61	2,035.44	7,964.56	79.6%
535 80 35 01	Sewer - Safety Boots	1,250.00	393.38	611.39	638.61	51.1%
535 80 35 02	Sewer - Emergency Preparedness	5,000.00	0.00	0.00	5,000.00	100.0%
535 80 43 00	Sewer - Operations Training/Travel/Certification	10,000.00	369.85	667.56	9,332.44	93.3%
535 80 47 00	Sewer - Ops Utilities	105,000.00	7,251.15	70,477.86	34,522.14	32.9%
535 80 49 00	Sewer - Operations Laundry	2,000.00	97.99	1,191.54	808.46	40.4%
535 Sewer		2,784,850.00	277,862.34	1,600,401.05	1,184,448.95	42.5%
<b>591 Debt Service</b>						
591 35 77 02	Bond 2016 Principal	435,000.00	0.00	0.00	435,000.00	100.0%
591 35 83 02	Bond 2016 Interest	205,425.00	0.00	102,712.50	102,712.50	50.0%
591 Debt Service		640,425.00	0.00	102,712.50	537,712.50	84.0%
<b>594 Capital Expenditures</b>						
594 35 60 02	Capital Outlay - Budget Only	1,623,000.00	0.00	0.00	1,623,000.00	100.0%
594 35 62 02	Capital Projects - Sewer Structures	0.00	21,528.70	497,187.05	(497,187.05)	0.0%
594 35 63 02	Capital Projects- Sewer System	0.00	0.00	84,694.63	(84,694.63)	0.0%
594 35 64 02	Capital Outlay - Sewer Equipment	0.00	0.00	41,095.28	(41,095.28)	0.0%
594 Capital Expenditures		1,623,000.00	21,528.70	622,976.96	1,000,023.04	61.6%
<b>597 Interfund Transfers</b>						
597 10 00 25	Transfer Out To Sewer Contingency	19,000.00	0.00	18,911.83	88.17	0.5%
597 Interfund Transfers		19,000.00	0.00	18,911.83	88.17	0.5%
<b>Fund Expenditures:</b>		<b>5,067,275.00</b>	<b>299,391.04</b>	<b>2,345,002.34</b>	<b>2,722,272.66</b>	<b>53.7%</b>
<b>Fund Excess/(Deficit):</b>		<b>502,594.00</b>	<b>245,213.25</b>	<b>1,963,346.70</b>		

## Monthly Trial Balance

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### 425 Sewer Contingency Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
<b>308 Beginning Balances</b>					
308 51 00 25    Beginning Balance - Sewer Contingency	796,000.00	0.00	796,088.17	(88.17)	0.0%
308 Beginning Balances	796,000.00	0.00	796,088.17	(88.17)	0.0%
<b>397 Interfund Transfers</b>					
397 10 00 25    Transfer In From Sewer Fund	19,000.00	0.00	18,911.83	88.17	0.5%
397 Interfund Transfers	19,000.00	0.00	18,911.83	88.17	0.5%
<b>Fund Revenues:</b>	<b>815,000.00</b>	<b>0.00</b>	<b>815,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>815,000.00</b>	<b>0.00</b>	<b>815,000.00</b>		

## Monthly Trial Balance

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426 Water Contingency Fund

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Revenues	Amt Budgeted	July	YTD	Remaining	
<b>308 Beginning Balances</b>					
308 51 00 26    Beginning Balance - Water Contingency	460,000.00	0.00	460,000.00	0.00	0.0%
308 Beginning Balances	460,000.00	0.00	460,000.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>460,000.00</b>	<b>0.00</b>	<b>460,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>460,000.00</b>	<b>0.00</b>	<b>460,000.00</b>		

## Monthly Trial Balance

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460 Bond Reserve Fund

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Revenues	Amt Budgeted	July	YTD	Remaining	
308 Beginning Balances					
308 31 00 60    Beginning Balance - Bond Reserve	772,334.00	0.00	772,334.39	(0.39)	0.0%
308 Beginning Balances	772,334.00	0.00	772,334.39	(0.39)	0.0%
<b>Fund Revenues:</b>	<b>772,334.00</b>	<b>0.00</b>	<b>772,334.39</b>	<b>(0.39)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>772,334.00</b>	<b>0.00</b>	<b>772,334.39</b>		



**AGENDA  
BILL  
Item 9.D**

**Operations Department  
Report**

DATE SUBMITTED:	August 19, 2021	MEETING DATE:	August 25, 2021
TO: BOARD OF COMMISSIONERS		FROM: Brent Winters, Operations Manager	
GENERAL MANAGER APPROVAL		<i>[Signature]</i>	
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 July 28, 2021 Board Meeting  
Data Compiled 7/21/21 by RH, BW, RM

State Required Report Status													
Monthly Reports													
Name Of Report	Completed	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	x	x	x	x	x	x	x	x				
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	x	x	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	January 24, 2021											
Community Right to Know (Hazardous Materials) Prepared by: Rich & Brent	March 31	February 28, 2021											
Consumer Confidence Reports Prepared by: Kevin	June 30	Geneva 5/21		SV 5/21		EagleR 5/21		Agate Ht 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

2021 Testing Period - Jan 1, 2021 to May 1, 2021

	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%
<b>Overall</b>	<b>576</b>	<b>576</b>	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	7/29/2021	
4/22/2021	8/26/2021 (scheduled)	

#### Summary of Work-Related Injuries & Illnesses

	Current Month	2021	2020	2019	2018	2017
<b>Total Number of Work Related Injuries</b> Defined as a work related injury or illness that results in: <ul style="list-style-type: none"> <li>• Death</li> <li>• Medical treatment beyond first aid</li> <li>• Loss of consciousness</li> <li>• Significant injury or illness diagnosed by a licensed health care professional</li> <li>• Days away from work (off work)</li> <li>• Restricted work or job transfer</li> </ul>	0	0	0	0	0	1
<b>Total Number of Days of Job Transfer or Restriction</b> (light duty or other medical restriction)	0	0	0	0	0	13
<b>Total Number of Days Away from Work</b> (at home, in hospital, not at work)	0	0	0	0	0	4
<b>Near Misses</b>	0	0	0	2	2	1

#### Safety Coordinator Update

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**Status of District Water and Sewer Systems**  
**Prepared by Brent Winters, Operations and Maintenance Manager**  
**August 25, 2021 Board Meeting**

<b>Safety Activities</b>	
	<ol style="list-style-type: none"> <li>1. No time-loss injuries or near misses during past month.</li> <li>2. Daily safety reminders directly relevant to the day's tasks.</li> <li>3. Jobsite tailgate meetings are regularly conducted by project lead.</li> </ol>
<b>Water Utility Activities</b>	
	<p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> <li>1. Sudden Valley <ol style="list-style-type: none"> <li>a. Plant is operating well, averaging 0.67 million gallons per day (MGD).</li> </ol> </li> <li>2. Agate Heights <ol style="list-style-type: none"> <li>a. Plant is operating well.</li> </ol> </li> </ol> <p><i>Distribution System</i></p> <ol style="list-style-type: none"> <li>1. New water service connections on Harbor View and Fir Tree Way.</li> <li>2. Service line leaks repaired on Cedar Hills Rd and the Sudden Valley lift station service line.</li> <li>3. Rebuilt water meter assemblies at 127 Windward and 19 Stable Lane.</li> </ol>
<b>Sewer Utility Activities</b>	
	<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> <li>1. All lift stations are in normal operation.</li> <li>2. Pressure washed and stained Tomb lift station fence.</li> </ol> <p><i>Collection System</i></p> <ol style="list-style-type: none"> <li>1. Repaired lateral at 11 Jasper Ridge.</li> <li>2. Televised seven (7) new connection points to the sewer system.</li> </ol>
<b>Fleet</b>	
	<p><i>Vehicles</i></p> <ol style="list-style-type: none"> <li>1. All vehicles are operational.</li> </ol> <p><i>Equipment</i></p> <ol style="list-style-type: none"> <li>1. All equipment is operational.</li> </ol>
<b>Facilities</b>	
	<p><i>Shop Building</i></p> <ol style="list-style-type: none"> <li>1. Summer help is mowing and trimming vegetation, and staining facilities.</li> </ol>
<b>Training</b>	
	<ol style="list-style-type: none"> <li>1. Crew received transfer switch training from Cummins at Edgewater lift station.</li> <li>2. Crew received Wildfire Smoke Program review with Rich Munson.</li> </ol>
<b>Development</b>	
	<ol style="list-style-type: none"> <li>1. Inspector is actively working with twenty-two (22) permit holders making connection to our systems.</li> </ol>



**AGENDA  
BILL  
Item 11**

**Executive Session**

DATE SUBMITTED:	August 19, 2021	MEETING DATE:	August 25, 2021
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope, Administrative Assistant		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1.		
	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**

The Board will hold an Executive Session for the purpose per RCW 42.30.110(1)(g): To review the performance of a public employee (General Manager performance evaluation).

The Executive Session is expected to last 30 minutes; no action is anticipated following the executive session.

This agenda item serves as a placeholder for the board to go into Executive Session.

**FISCAL IMPACT**

Not applicable.

**RECOMMENDED BOARD ACTION**

Not applicable.

**PROPOSED MOTION**

Not applicable.