



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

Date: September 23, 2021

RE: Virtual Meeting Attendance

For the foreseeable future, Lake Whatcom Water & Sewer District's Board of 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.

### Attending a Meeting

If you would like to attend the September 29, 2021 regular board meeting, access 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. This is *not a requirement* for making a public comment, but is helpful to the staff and commissioners for planning purposes.

#### **September 29, 2021 Regular Board Meeting**

Wed, Sep 29, 2021 8:00 AM - 10:30 AM (PDT)

**Join the meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/315637237>

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

United States: [+1 \(571\) 317-3112](tel:+15713173112)

**Access Code:** 315-637-237

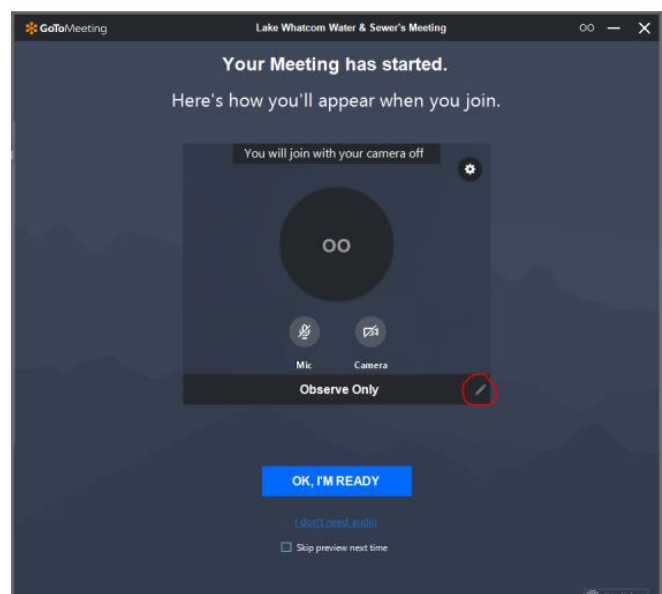
New to GoToMeeting? Get the app now and be ready when the meeting starts:

<https://global.gotomeeting.com/install/315637237>

### Attending as an Observer only

If you wish to observe a meeting, but do not plan to speak or appear on video during the meeting, you may attend anonymously.

When you click the link to log in to the meeting, a black box will appear like the one pictured below. Click the pencil icon (circled) and change your name to "Observe Only." Also make sure that your microphone and camera icon are grey and not green. You will be muted by the meeting administrator and will not be included in the roll call.



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.

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## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS

## AGENDA

*September 29, 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. Customer Appeal—Request for Extension of Voluntary Billing Suspension Period
  - B. Sudden Valley Water Treatment Plant Master Plan Alternatives Discussion
  - C. Long-range Operations and Capital Improvement Program Policy Discussion
  - D. Mandatory Vaccination of District Staff Policy Discussion
8. OTHER BUSINESS
9. STAFF REPORTS
  - A. General Manager
  - B. Engineering Department
  - C. Finance Department
  - D. Operations Department
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA  
BILL  
Item 6**

**Consent Agenda**

DATE SUBMITTED:	September 23, 2021	MEETING DATE:	September 29, 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 9.28.2021\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the September 8, 2021 Work Session
- Minutes for the September 8, 2021 Regular Board Meeting
- Payroll for Pay Period #19 (09/04/2021 through 09/17/2021) totaling \$48,860.34
- Payroll Benefits for Pay Period #19 totaling \$52,677.15
- 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

*September 08, 2021*

Board Secretary Todd Citron called the Work Session to order at 5:35 p.m.

**Attendees:** Commissioner Todd Citron  
Commissioner John Carter  
Commissioner Bruce Ford  
General Manager Justin Clary  
Assistant General Manager/District Engineer Bill Hunter  
Operations & Maintenance Manager Brent Winters  
Finance Manager/Treasurer Jenny Signs  
Recording Secretary Rachael Hope  
District Legal Counsel Bob Carmichael

No public were in attendance. All attendees participated remotely by phone or video conferencing.

#### **2022-2027 Six-Year Strategic Business Plan**

General Manager Justin Clary indicated that the objective of this Board workshop was to present the draft six-year strategic business plan that District management, in collaboration with staff, has developed for the Board's review and input. This Plan has been developed to look beyond the traditional annual budget process in identifying, and better positioning the District to adequately respond to future needs and fiscal constraints.

Recognizing that the District annually undergoes development of Board -guided goals through creation of an annual budget, this Plan looks six years into the future with intent to proactively plan today for what is anticipated tomorrow. Plan goals have also been developed in consideration of Board-identified priorities that resulted from last year's Effective Utility Management (EUM) assessment process. Built into this Plan are department-specific goals with strategies for completion, and workload indicators and performance measures to monitor goal attainment.

The Plan looks at the trends of the District to anticipate future needs. Financial resources are also forecast, taking into consideration economic indicators, recent legislation, and anticipated mandates. The Plan is then focused on using available resources in the most efficient manner to provide quality



service to our customers, while supplementing existing resources as necessary to meet the current and future needs of the District. Discussion ensued.

With no further business, Citron 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

*September 8, 2021*

Board Secretary Todd Citron called the Regular Session to order at 6:34 p.m.

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

**Excused Absences:** Commissioner Laura Abele

Also in attendance were District employees Jason Dahlstrom, Jonathan Lydiard, and Kristin Hemenway. 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, Carter seconded, approval of:**

- **Minutes for the August 25, 2021 Regular Board Meeting**
- **Payroll for Pay Period #18 (08/21/2021 through 09/03/2021) totaling \$47,157.85**
- **Payroll Benefits for Pay Period #18 totaling \$50,749.00**
- **Accounts Payable Vouchers totaling \$331,187.55**

**Motion passed.**

### **2377 Northshore Rd Water Main Extension Application to Establish Developer Extension Agreement**

Hunter recalled that during its regularly scheduled meeting held on March 31, 2021, the Board considered a petition to waive or reduce connection requirements regarding the extension of approximately 80-feet of water main across the lot frontage of 2377 North Shore Road. The subject property is a sewer-only customer that draws drinking water directly from Lake Whatcom. The Board declined the petition and upheld the

requirement that a public water main extension across the lot frontage be constructed as a condition for water service.

Subsequently, the District received an application and associated fees to establish a Developer Extension Agreement (DEA) from Mr. Norman Chang to extend approximately 80 feet of public water main across the road frontage of the subject property.

**Action Taken**

**McRoberts moved, Ford seconded, to authorize the General Manager to execute a Developer Extension Agreement with Norman Chang to extend the public water main across the frontage of the property located at 2377 Northshore Road in accordance with the District's Design and Construction Standards, current Water System Comprehensive Plan, and policies that will result in one new water service connection at the subject property. Motion passed.**

**Customer Appeal—Request for Water/Sewer Connection Fees Refund**

Clary explained that through its Administrative Code, the District has set policy on how it administers its services, including collection and management of permit and connection fees and charges. To maintain consistency, District staff implements the Administrative Code as written.

On July 7, 2021 DJ & DJ Contracting paid to the District permit and connection fees associated with development of a single-family home at 16 Bigleaf Lane (\$17,263.00), as well as fees for development of seven other lots in Sudden Valley. In mid-July, DJ & DJ Contracting initiated clearing of 16 Bigleaf Lane for development, prompting an adversarial reaction from the owner of a neighboring property (18 Bigleaf Lane). Mr. Herman contacted the District on July 21 regarding a desire to sell the subject property to the adjacent property owner and receive a refund for the connection. District staff notified Mr. Herman that refund of these fees/charges are not allowed under District Administrative Code.

On August 13, DJ & DJ Contracting sold the 16 Bigleaf Lane property to the concerned neighbor and on August 23 District staff received an email from Mr. Herman with an attached letter disputing the District's refund policy. District Administrative Code Section 3.5.8, Transfers and Refunds, of Section 3.5, Permits and Connection Charges, states "Permits and Pre-Paid Connection Certificates are not transferrable, nor are the fees or charges paid for them refundable." Discussion followed.

**Action Taken**

**McRoberts moved, Ford seconded, to uphold the District Administrative Code as written and implemented by the General Manager, and decline Mr. Herman's appeal for revision of the District's permit and connection fees and charges refund policy. Motion passed.**

**Sewer System Rehabilitation Program Resource Allocation Discussion**

Hunter advised that the District has for a number of years self-conducted video inspection of District sewer mains to identify inflow and infiltration (I&I) as a component of its sewer system rehabilitation program. Recently, additional emphasis been placed on identification and repair of system deficiencies (through allocating additional staff time and increasing annual budgetary allocations to the program).

During the June 30, 2021, Board meeting, return on investment information was presented and discussed, including information indicating that recent I&I repairs have a short payback period of around 1.5 years, and pursuing these types of repairs is a priority. Hunter explained that half of the 69 miles of sewer mains have been inspected during the last 10-years, and half are in need of inspection. He provided options for

completing this work intended for consideration and direction from the Board on the District's plans for tackling I&I deficiencies. Discussion followed.

#### **Mandatory Vaccination of District Staff Policy Discussion**

Clary apprised the Board that on August 9, 2021, Governor Inslee issued Proclamation No. 21.14, mandating that all State employees become fully vaccinated from COVID-19 by October 18, unless they qualify for a bona fide medical or religious exemption. Following the initial proclamation, a few local governments have also implemented mandatory vaccination policy for their staff, and many more are beginning to consider such a policy. During the board's August 25 meeting, Commissioner Ford raised this issue, and the Board requested inclusion of discussion of adopting a mandatory vaccination policy on a future meeting agenda.

Clary highlighted multiple topics and considerations, including staffing redundancy, current and available protective measures, mandatory subject of bargaining considerations, options for dis-incentivizing remaining unvaccinated, exemptions, and staffing. Discussion followed, including contributions from District employees Jonathan Lydiard, Jason Dahlstrom, and Kristin Hemenway. The Board requested this topic be added to the agenda and a policy drafted by staff for further discussion at the September 29, 2021 regular meeting.

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

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic as well as submittal of two FEMA grant pre-applications, Washington State Risk Management Pool coverage for the 2021 Division 30 Transmission Main repair, and the upcoming Washington Association of Sewer and Water Districts fall conference. Discussion followed.

#### **Executive Session Per RCW 42.30.110(1)(g) Reviewing the Performance of a Public Employee – 30 Minutes**

Citron recessed the Regular Session to Executive Session at 8:36 p.m. It was estimated that the Executive Session would take 30 minutes. The purpose of the Executive Session was to discuss the General Manager's annual performance appraisal by the Board. Citron recessed the Executive Session and reconvened the Regular Session at 8:43 p.m. No action was taken.

With no further business, Citron adjourned the Regular Session 8:43 p.m.

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Board President, Laura Abele

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

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

## CHECK REGISTER

Lake Whatcom W-S District

Time: 15:56:41 Date: 09/21/2021

09/23/2021 To: 09/23/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2847	09/23/2021	Payroll	5	EFT		434.79	09/04/2021 - 09/17/2021 PR 19
2848	09/23/2021	Payroll	5	EFT		235.40	09/04/2021 - 09/17/2021 PR 19
2849	09/23/2021	Payroll	5	EFT		353.09	09/04/2021 - 09/17/2021 PR 19
2850	09/23/2021	Payroll	5	EFT		3,635.90	09/04/2021 - 09/17/2021 PR 19
2851	09/23/2021	Payroll	5	EFT		2,644.39	09/04/2021 - 09/17/2021 PR 19
2852	09/23/2021	Payroll	5	EFT		2,618.23	09/04/2021 - 09/17/2021 PR 19
2854	09/23/2021	Payroll	5	EFT		1,779.66	09/04/2021 - 09/17/2021 PR 19
2856	09/23/2021	Payroll	5	EFT		1,430.72	09/04/2021 - 09/17/2021 PR 19
2857	09/23/2021	Payroll	5	EFT		1,683.95	09/04/2021 - 09/17/2021 PR 19
2858	09/23/2021	Payroll	5	EFT		2,923.22	09/04/2021 - 09/17/2021 PR 19
2859	09/23/2021	Payroll	5	EFT		2,163.95	09/04/2021 - 09/17/2021 PR 19
2860	09/23/2021	Payroll	5	EFT		3,332.50	09/04/2021 - 09/17/2021 PR 19
2861	09/23/2021	Payroll	5	EFT		3,087.93	09/04/2021 - 09/17/2021 PR 19
2862	09/23/2021	Payroll	5	EFT		2,138.52	09/04/2021 - 09/17/2021 PR 19
2863	09/23/2021	Payroll	5	EFT		1,258.13	09/04/2021 - 09/17/2021 PR 19
2864	09/23/2021	Payroll	5	EFT		353.09	09/04/2021 - 09/17/2021 PR 19
2865	09/23/2021	Payroll	5	EFT		2,495.66	09/04/2021 - 09/17/2021 PR 19
2866	09/23/2021	Payroll	5	EFT		1,817.39	09/04/2021 - 09/17/2021 PR 19
2867	09/23/2021	Payroll	5	EFT		2,003.49	09/04/2021 - 09/17/2021 PR 19
2868	09/23/2021	Payroll	5	EFT		3,178.10	09/04/2021 - 09/17/2021 PR 19
2869	09/23/2021	Payroll	5	EFT		2,864.16	09/04/2021 - 09/17/2021 PR 19
2870	09/23/2021	Payroll	5	EFT		4,491.60	09/04/2021 - 09/17/2021 PR 19
2853	09/23/2021	Payroll	5	12010		470.80	8/4/2021, 8/11/2021, 8/19/2021, 8/25/2021
2855	09/23/2021	Payroll	5	12011		1,465.67	09/04/2021 - 09/17/2021 PR 19
		401 Water Fund				14,756.37	
		402 Sewer Fund				34,103.97	

48,860.34 Payroll: 48,860.34

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 9/22/2021  
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: 15:51:19 Date: 09/21/2021

09/23/2021 To: 09/23/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2884	09/23/2021	Payroll	5	EFT	UNITED STATES TREASURY	17,986.32	941 Deposit for Pay Cycle(s) 09/23/2021 - 09/23/2021
2885	09/23/2021	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 09/23/2021 To 09/23/2021 - SUP ENF
2886	09/23/2021	Payroll	5	12012	AFLAC	354.85	Pay Cycle(s) 09/23/2021 To 09/23/2021 - AFLAC Pre-Tax; Pay Cycle(s) 09/23/2021 To 09/23/2021 - AFLAC Post-Tax
2887	09/23/2021	Payroll	5	12013	AFSCME LOCAL	367.44	Pay Cycle(s) 09/23/2021 To 09/23/2021 - Union Dues; Pay Cycle(s) 09/23/2021 To 09/23/2021 - Union Fund
2888	09/23/2021	Payroll	5	12014	DEPARTMENT OF RETIREMENT SYSTEMS	4,169.50	Pay Cycle(s) 09/23/2021 To 09/23/2021 - DCP
2889	09/23/2021	Payroll	5	12015	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 09/23/2021 To 09/23/2021 - VEBA
2890	09/23/2021	Payroll	5	12016	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 09/23/2021 To 09/23/2021 - ICMA
2891	09/23/2021	Payroll	5	12017	WA ST HEALTH CARE AUTHORITY	17,047.71	Pay Cycle(s) 09/23/2021 To 09/23/2021 - PEBB Medical; Pay Cycle(s) 09/23/2021 To 09/23/2021 - PEBB ADD LTD; Pay Cycle(s) 09/23/2021 To 09/23/2021 - PEBB SMK Surcharge; Pay Cycle(s) 09/23/2021 To 09/23
2892	09/23/2021	Payroll	5	12018	WA ST PUBLIC EMP RET PLAN 2	8,896.71	Pay Cycle(s) 09/23/2021 To 09/23/2021 - PERS 2; Pay Cycle(s) 09/23/2021 To 09/23/2021 - PERS 2
2893	09/23/2021	Payroll	5	12019	WA ST PUBLIC EMP RET PLAN 3	2,956.28	Pay Cycle(s) 09/23/2021 To 09/23/2021 - PERS 3
401 Water Fund						38,605.21	
402 Sewer Fund						14,071.94	
						52,677.15	Payroll: 52,677.15

# BENEFITS

## CHECK REGISTER

Lake Whatcom W-S District

Time: 15:51:19 Date: 09/21/2021

09/23/2021 To: 09/23/2021

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 9/22/2021  
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**

**Customer Appeal—Request for  
Extension of Voluntary Billing  
Suspension Period**

DATE SUBMITTED:	September 23, 2021	MEETING DATE:	September 29, 2021
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Email from Therese Kozak dated September 21, 2021	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Through its Administrative Code, the District has set policy on how it administers its services, including provision of water and sewer services. To maintain consistency, District staff implements the Administrative Code as written. Per Section 2.1, "The General Manager shall be the administrator of the District. Appeals of the General Manager's instructions, interpretation of District policy, or decisions may be made to the Board of Commissioners in writing for consideration before a regular or special meeting of the Board." Section 3.7.1 provides additional direction regarding appeals of the General Manager's decisions "Any Customer or other person who believes that he/she has been wrongfully treated by a decision of the District may have that decision reviewed by the District's Board of Commissioners."

The District has historically provided as a service to its customers the ability to voluntarily suspend water and/or sewer services, subject to payment of an administrative fee (Administrative Code Section 2.10.5). Until recently, an account under voluntary billing suspension could remain so indefinitely. With the adoption of Resolution No. 874 by the board during its regularly scheduled meeting on April 28, 2021, the Administrative Code was amended to cap voluntary billing suspension of service to no more than four consecutive months, nor more than four total months per calendar year. Since adoption of Resolution No. 874, District staff have been notifying those accounts under voluntary billing suspension of the pending resumption of service (actual account resumption has been set at October 1 based upon accommodation of the District's bi-monthly billing cycle).

The District was contacted by Therese Kozak during the week of September 6 regarding a request for extension of voluntary billing suspension due to her inability to cross the U.S.-Canada border; District staff informed Ms. Kozak of the service suspension cap provided under the Administrative Code. Ms. Kozak again contacted District staff on September 16 regarding the issue, and was informed again of the cap and that her sole recourse was to appeal her situation to the board. The District received an email from Ms. Kozak on September 21, 2021 (attached) requesting consideration of extension of the voluntary billing suspension period (any additional amount) associated with her account.



**FISCAL IMPACT**

Revising the Administrative Code to allow for extension of voluntary billing suspension would reduce District revenues, dependent upon the timeframe(s) and/or scenario(s) defined by the board.

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

Financial Viability

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board uphold the Administrative Code, as implemented.

**PROPOSED MOTION**

Should the Board wish to uphold current policy, as defined in the Administrative Code and implemented by staff, a recommended motion is:

“I move to uphold the District Administrative Code as written and implemented by the General Manager, and decline Ms. Kozak’s appeal for extension of voluntary billing suspension associated with her account.”

Should the Board wish revise District policy to extension of voluntary billing suspension under this scenario, staff recommends the Board provide verbal direction to work with District legal counsel in drafting a resolution for Board consideration that amends the District Administrative Code to allow for extension of voluntary billing suspension timeframes, and under what scenario(s) said extensions should be allowed.

## Rachael Hope

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**From:** Terry Kozak <terrykozak@hotmail.com>  
**Sent:** Tuesday, September 21, 2021 11:33 PM  
**To:** Rachael Hope  
**Subject:** Water and Sewer

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To whom it may concern:

I am requesting please an extension to my billing suspension for 79 Windward Dr in Sudden Valley.

My husband passed away very sudden and unexpected in March. Prior to his passing we were unable to go to this property due to border/ travel restrictions for well over a year.

I continue to be faced with border closure and travel restrictions due to the pandemic and now with the loss of my husband - uncertainty as to my future with this property. Any amount of extension that you can give me will be helpful.

Thank-you for this consideration.


Sincerely,

Therese Kozak  
6920 Whiteoak Drive  
Richmond BC  
V7E 4Z9  
Ph: 604-275-3747



**AGENDA  
BILL  
Item 7.B**

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

DATE SUBMITTED:	September 22, 2021	MEETING DATE:	September 29, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Summary of Configuration Budget Cost Estimates 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**

At the August 11, 2021 Board of Commissioner Work Session a set of preferred alternatives was presented by Gray & Osborne (G&O) and District staff for the Sudden Valley Water Treatment Plan (SVWTP) 20-year facility improvement plan. Various alternatives and configurations were measured against six goals developed during the year-long alternatives analyses process that included Board presentations of eight technical memoranda covering detailed alternatives for each major system. All of the information developed to date for this project is available online at <https://lwvsd.org/sudden-valley-water-treatment-plant-facility-improvement-plan/>

At the August 25 Board meeting G&O, District staff, and the Board discussed three basic configurations and associate project cost estimates. They have been referred to as the Minimum, Medium, and Maximum Configurations, relating the cost of each configuration. There was some general consensus that the Medium Configuration could be the preferred solution. The Board requested G&O and District staff look closer at the Medium Configuration to determine if costs could be reduced any further while still achieving roughly the same number of project goals.

The attached worksheet summarizes the component costs for each of the three configurations. The items towards the top of the page shaded in gray are common improvements that apply across all three configurations. If possible, items are categorized as either Necessary or Optional, and this concept applies to the common items as well as items for all three configurations.

With these visual groupings, one can begin to see the possibilities of mixing and matching items across configurations. Visualizing the many possible combinations is helpful, but can get overwhelming with so many permutations.

To facilitate a productive Board meeting discussion, a narrative for each configuration is provided below that summarizes the scope of improvements and practical cost reductions or upgrades.

### **Minimum Configuration – \$4.5M**

This configuration includes the minimum amount of improvements while still providing a reliable system for full buildout (1,400 gpm). Equipment remains in current locations. No new building structures are proposed except for a new 0.3 MG chlorine contact basin (CCB) to accommodate the full buildout flow. Seismic issues are addressed in the existing Main Building and Pump Building. Site security is improved with perimeter fencing, sensors, and cameras. In summary, with the exception of a new 0.3 MG CCB, this scenario will continue operating within existing building facilities.

#### **Cost Reductions**

Site security improvements and seismic retrofits could be deleted, although this reduction is not recommended by staff. This would reduce the cost by \$0.6M

#### **Upgrades**

Modifications to the existing chlorine gas delivery system and existing chlorine gas system storage room would increase plant safety and bring the system up to current codes. This would add \$0.3M.

The complete range of costs for the Minimum Configuration, including potential reductions and upgrades is \$3.9M - \$4.8M.

### **Medium Configuration – \$8.6M**

This configuration addresses more of the project goals identified through the alternatives analyses process. It provides for full system build out (1,400 gpm), includes rehabilitation of the existing mixed media filter units, new building space to separate chemicals and electrical equipment, improves access and flexibility for equipment repair, rehabilitation and/or future expansion, rehabilitates/repurposes the existing CCB for filter backwash water storage, and implements backwash water recycling. Chemical equipment is relocated to a new building, with the exception that the chlorine gas delivery system remains in existing building but with modifications required to bring the system up to current chemical use and storage codes. This configuration includes a new 0.3 MG chlorine contact basin to accommodate the full buildout flow. Seismic issues are addressed in Main Building and Pump Building. Site security is improved with perimeter fencing, sensors, and cameras.

#### **Cost Reductions (potential reductions up to \$2.7M)**

1. Delete or delay Chlorine Gas Modifications. This would reduce the cost by \$0.3M.
2. Delete or delay the rehabilitation/repurposing of the existing CCB. This would reduce the cost by \$1.2M.
3. Delete or delay the implementation of backwash recycling utilizing the repurposed existing CCB. This would reduce the cost by \$1.2M. There are operational cost savings to keeping this option when considering the reduced volumetric rate paid

to the City for sewage conveyance/treatment (\$0.00207/gallon). Daily backwash is approximately 40,000 gallons/day. This adds up to around \$30,000/year to treat SVWTP backwash water.

- Note that removing this item from the configuration will limit the efficiency with which the operations staff can backwash the filters and bring the WTP back online. This is because the existing backwash storage basins are small and also due to the limitations of the Afternoon Beach Pump Station wastewater pumps.

### **Upgrades**

1. Implement onsite sodium hypochlorite generation (OSHG) Disinfection. This would add \$0.5M.
2. Construct an underground storage system for backwash water rather than rehabilitating/repurposing the existing CCB. This would provide nearly full redundant CCB tanks all the time. This would add \$1.0M.

The complete range of costs for the Medium Configuration, including potential reductions and upgrades is \$5.9M - \$10.1M.

### **Maximum Configuration – \$19.1M (\$15.1M without DAF)**

This configuration addresses all of the project goals identified through the alternatives analyses process. It provides for full system build out (1,400 gpm), a new building that houses alum, soda ash, onsite chlorine generation system, and new clarifier/filter package filtration systems. This configuration also includes implementation of backwash water recycling utilizing a new underground vault, as well as a new 0.3 MG CCB for full buildout flow. Seismic issues are addressed in Main Building and Pump Building. Site security is improved with perimeter fencing, sensors, and cameras. It also provides accommodations for a future dissolved air floatation system, and rehabilitation of the existing CCB for use as a redundant contact tank.

### **Cost Reductions (potential reductions up to \$7.4M)**

1. CCB Rehabilitation and Backwash Recycling. There are two options with a few possible permutations that can reduce costs. Option A deletes rehabilitation of the CCB and deletes the implementation of backwash recycling using an underground detention system. Either of these items can be deleted independently as they do not rely on each other. Option B utilizes the existing rehabilitated CCB for backwash recycling storage.

Option A – Potential cost reduction up to \$3.4M

- Delete or delay rehabilitation of the existing CCB. This would reduce the cost by \$1.2M. Keeping this option provides nearly full redundancy of chlorine contact basins. When operating the smaller existing CCB the max plant flow is limited to 1,000 gpm. When operating the new larger CCB plant flow would be at 1,400 gpm.
- Delete or delay the implementation of backwash recycling utilizing a new underground detention system. This would reduce the cost by \$2.2M.

Option B – Saves \$1.0M, which is the difference between an underground detention system and the existing CCB used for backwash storage.

- Utilize the existing rehabilitated/repurposed CCB for backwash storage and implement backwash recycle which costs \$2.4M (\$1.2M + \$1.2M, this is the configuration included with the Medium Configuration).

2. Delete or delay installation of DAF technology. This reduces the cost by \$4.0M.

The complete range of costs for the Maximum Configuration, including potential reductions is \$11.7M - \$19.1M.

**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.

## Sudden Valley Water Treatment Plan Alternatives Analysis

### Summary of Configuration Budget Cost Estimates

9/22/2021


Note: Cost estimates include 40% contingency, 9% tax, and 30% Project Design/Administration

Item Description	Minimum Configuration	Medium Configuration	Maximum Configuration
<b>Common Items for Equipment Reliability and Buildout Capacity</b>			
<b>Necessary Items</b>			
Replace Finished Water Pumps	902,629	902,629	902,629
Replace Transfer Pumps	416,598	416,598	416,598
Replace Raw Water Pumps	297,570	297,570	297,570
New 0.3MG Welded Steel CCB	1,963,962	1,963,962	1,963,962
<i>Subtotal</i>	<b>3,580,759</b>	<b>3,580,759</b>	<b>3,580,759</b>
<b>Optional Items that Improve Structural Resiliency and Site Security</b>			
Site Security Improvements	148,785	148,785	148,785
WTP Main Building Seismic Retrofits	148,785	148,785	148,785
Finished Water Pump Building Seismic Retrofits	357,084	357,084	357,084
<i>Subtotal</i>	<b>654,654</b>	<b>654,654</b>	<b>654,654</b>
<b>Minimum Configuration</b>			
<b>Necessary Items</b>			
Alum System Improvements	79,352		
Rehabilitate Existing Filters 1 & 2	198,380		
<i>Subtotal</i>	<b>277,732</b>		
<b>Grand Total Minimum Configuration</b>	<b>4,513,145</b>		
<b>Medium Configuration</b>			
<b>Necessary Items</b>			
Rehabilitate Existing Filters 1 & 2		198,380	
Chemical Addition System Improvements		1,388,660	
<i>Subtotal</i>		<b>1,587,040</b>	
<i>Subtotal Common &amp; Necessary Items Medium Configuration</i>		<b>5,822,453</b>	
<b>Optional Items for Operational Efficiencies and CCB Redundancy</b>			
Chlorine Gas Modifications		303,521	
Rehabilitate/Repurpose Existing CCB		1,229,956	
Implement Backwash Recycle Improvements (use existing CCB for storage)		1,249,794	
<i>Subtotal</i>		<b>2,783,271</b>	
<b>Grand Total Medium Configuration</b>		<b>8,605,724</b>	
<b>Maximum Configuration</b>			
<b>Necessary Items</b>			
New Mixed Media Filters			6,645,730
Implement OSHG Disinfection			545,545
Chemical Addition System Improvements			297,570
<i>Subtotal</i>			<b>7,488,845</b>
<i>Subtotal Common &amp; Necessary Items Maximum Configuration</i>			<b>11,724,258</b>
<b>Optional Items for Operational Efficiencies and CCB Redundancy</b>			
Rehabilitate/Repurpose Existing CCB			1,229,956
Implement Backwash Recycle Improvements (new underground storage)			2,182,180
<i>Subtotal</i>			<b>3,412,136</b>
<i>Subtotal Common, Necessary &amp; Optional Items Maximum Configuration</i>			<b>15,136,394</b>
<b>Optional - Planning for Worst Case</b>			
Install DAF Technology			3,967,600
<b>Grand Total Maximum Configuration</b>			<b>19,103,994</b>



**AGENDA  
BILL  
Item 7.C**

**Long-range Operations and  
Capital Improvement Program  
Policy Discussion**

DATE SUBMITTED:	September 22, 2021	MEETING DATE:	September 29, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. 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**

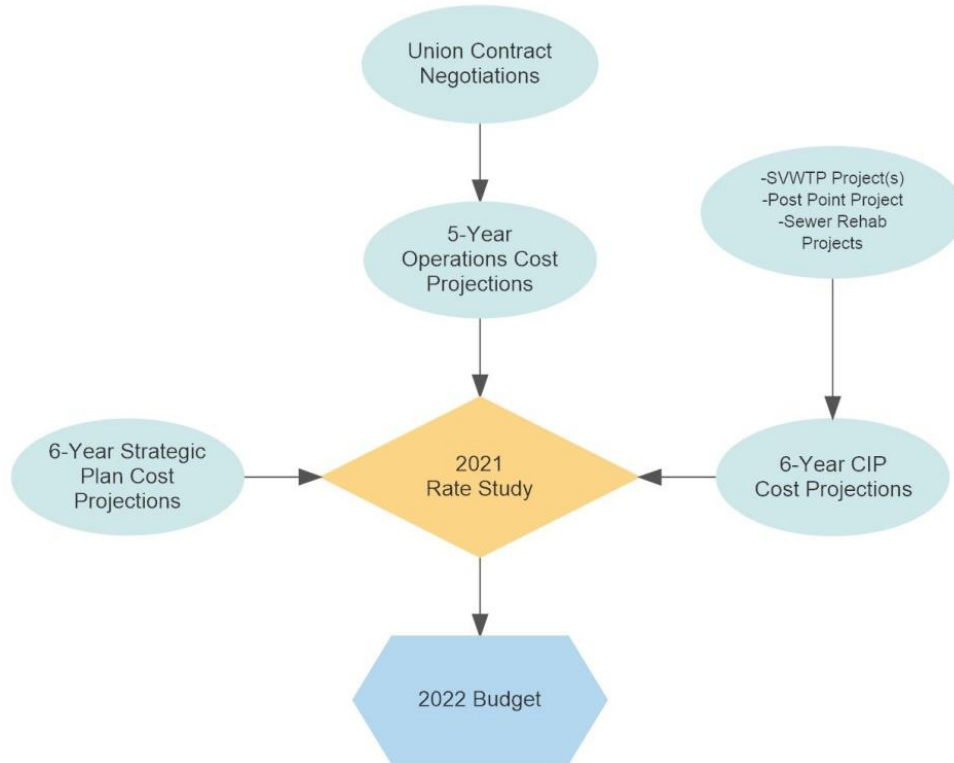
The Lake Whatcom Water and Sewer District (District) is a special purpose district authorized under Title 57 Revised Code of Washington. Though not required by its enabling statutes, as a local government entrusted with appropriately managing and investing its customers' monies, the District has a long history of projecting operational, capital and debt service expenditures multiple years into the future, and setting rates and fees at levels appropriate for ensuring its financial viability.

With the final increase of its most recent multi-year rate increase program in effect, the District earlier this year embarked on completion of a rate study that would allow for creation of its next 5-year rate program. While an initial revision of the rate study was developed using recent operational cost trends, known debt service obligations, and policy-defined system reinvestment allocations, it was also recognized that there are a number of other large-scale and long-range policy and capital considerations at play that will have a direct impact on the rate study. These considerations include, but are not limited to:

- Sudden Valley Water Treatment Plant Master Plan phased improvements
- District sewer system rehabilitation (inflow and infiltration [I&I] reduction) program and improvements
- City of Bellingham Post Point Wastewater Treatment Plant resource recovery project
- Six year strategic business plan (and associated goals proposed by each department)

To-date, due to magnitude and complexity of discussion, each of these considerations have been presented individually to the Board due to meeting/work session time constraints. However, all of these also have direct implications on District finances, and therefore, must be considered in concert, with Board policy set on which should be prioritized based upon acceptable rate impacts. The following graphic attempts to show the relation of each of these considerations, their collective impact on District rates, and subsequently future budgeting.





To holistically evaluate each of these components, staff wishes to discuss potential means of facilitating Board discussion in a manner that allows for prioritization of components (and their associated costs) to gain overall direction on Board priorities to be built into the rate study and future operating budgets.

**FISCAL IMPACT**

This item is for discussion only, no fiscal impact is anticipated with the discussion.

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

The scope of the discussion is broad enough that it encompasses all ten EUM attributes.

**RECOMMENDED BOARD ACTION**

No action is recommended at this time.

**PROPOSED MOTION**

Not applicable.



**AGENDA  
BILL  
Item 7.D**

**Mandatory Vaccination of District  
Staff Policy Discussion**

DATE SUBMITTED:	September 22, 2021	MEETING DATE:	September 29, 2021
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Draft Resolution No. 877	
		2. Letter from Some District Staff	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

On February 29, 2020, Governor Inslee issued Proclamation No. 20-05, declaring a state of emergency throughout Washington State as a result of the COVID-19 pandemic. Since that time, there have been a number of proclamations issued (and subsequently revised) to address the changing conditions and effects of the pandemic. The District has, and continues to adjust its operations to comply with rules and recommendations for protecting both its staff and the general public from infection, and ensuring the continuity of delivery of essential public services.

In late 2020, COVID-19 vaccines (Pfizer, Moderna, and Johnson & Johnson) became available to the public under emergency authorization by the U.S. Food and Drug Administration (FDA). As of September 13, 2021, the Washington State Department of Health reports that approximately 68% of eligible Washingtonians (ages 12 and older) are fully vaccinated. From a District perspective, 68% of staff are fully vaccinated.

On August 9, Governor Inslee issued Proclamation No. 21.14, mandating that all State employees become fully vaccinated from COVID-19 by October 18, unless they qualify for a bona fide medical or religious exemption. This proclamation of subsequently expanded on August 21 to include all public education employees. Also of note, on August 23, the FDA granted full (non-emergency) approval of the Pfizer vaccine. Following the initial proclamation, a few local governments have also implemented mandatory vaccination policy for their staff (including the City of Bellingham, as of a September 21 order issued by Mayor Fleetwood), and many more are beginning to consider such a policy.

The Board discussed adoption of a mandatory vaccination policy during its September 8 meeting and requested that a draft policy be prepared upon which future Board discussion may take place. Attached is draft Resolution No. 877 for Board discussion. The overarching consideration of the Board from a policy perspective relates to determination of what measures are necessary to ensure the continuity of operation of essential District functions (delivery of potable water and conveyance of wastewater out of the watershed) while protecting the health of District staff and

the general public. To move policy consideration pertaining to this topic forward, District staff has identified the following options for Board discussion:

- 1) Status Quo. The District is currently exceeding current State requirements for wearing of face coverings (e.g., face coverings are required throughout the administration building, regardless of vaccination status, not just in the spaces that meet the definition of “indoor, public place”). Similarly, engineering staff are largely telecommuting (the three staff members rotate in-office one day per week, Monday through Wednesday). The Board may consider whether or not these measures provide sufficient protection without adopting any additional measure(s) listed as Nos. 2-4 below.
- 2) De-incentivize Remaining Unvaccinated. As a means of increasing vaccination rates, some local governments are considering placing restrictions on employees that are not vaccinated. Considerations include ineligibility for promotion or pay increases, requiring sick leave for COVID-related absences rather than relief under the Families First Coronavirus Response Act (FFCRA) provisions (no longer valid after September 30), and requiring paycheck deductions for healthcare premiums. Note that implementing such a measure would likely require bargaining with the labor union (AFSCME).
- 3) Mandate Vaccination of Non-represented Employees. While mandating union-represented employees to be fully vaccinated by a specific date would likely require bargaining, mandating vaccination of the District’s five non-represented employees would not.
- 4) Mandate Vaccination of All Employees. Legal opinions have indicated that requiring vaccination of employees is likely a mandatory subject of bargaining; however, defining what is eligible for bargaining has been debated (requiring the actual vaccine, or accommodating the impacts of obtaining the vaccine). The State has taken the position that it is the impacts that require bargaining (e.g., provide paid leave to obtain vaccine shot[s], and to recover from any effects of the vaccine). The general manager has already administratively approved paid leave for obtaining vaccine shots (up to three hours per shot); and the Board’s extension of the relief to employees under the FFCRA provides for paid leave to recover from the effects of receiving the vaccine (note that the FFCRA extension expires September 30).

Additional considerations:

- Staffing Redundancy. With continuity of water and sewer services foundational to our mission, there is sufficient percentage of operations staff that are fully vaccinated to maintain services if those that are not vaccinated were infected (75% of DOH-certified operators are fully vaccinated). The board may consider whether or not this creates sufficient staffing redundancy.
- Exemptions. As allowed under law, individuals may apply for medical or religious exemptions from receiving the vaccine. The District would need to develop forms (Bellingham has templates) should anyone seek an exemption from vaccination. Similarly, there may be some costs associated with the District’s legal review of any submitted exemptions.
- Potential Staffing Shortfalls. Mandating vaccination may result in staff leaving District employment, which would, at least of the near-term, impact the District’s level-of-service as well as result in the loss of institutional knowledge.

- Legal Challenges. Federal and state governments that have implemented vaccination mandates are already facing legal challenges; the District could face the same if vaccination is mandated (and without the financial/legal resources of the larger governments). On the other hand, it could be argued that the District could have liability of remaining under the status quo if an employee is infected by another employee (though such a suit may have limited merit as long as the District continues to meet or exceed implementation of state/federal protective measures guidance).

**FISCAL IMPACT**

Fiscal impacts would be dependent upon what actions the District takes associated with mandating or (de)incentivizing vaccinations.

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

Enterprise Resiliency

**RECOMMENDED BOARD ACTION**

No action is recommended at this time.

**PROPOSED MOTION**

Not applicable.

**LAKE WHATCOM WATER AND SEWER DISTRICT  
RESOLUTION NO. 877**

A Resolution of the Board of Commissioners  
Requiring COVID-19 Vaccinations for District Employees,  
Volunteers, and On-site Indoor Contractors

**WHEREAS**, on February 29, 2020, the Governor of the State of Washington proclaimed that a State of Emergency exists in all counties of the State of Washington due to the outbreak of novel coronavirus (COVID-19); and

**WHEREAS**, on March 10, 2020, the Whatcom County Executive, in coordination with the Whatcom County Health Board, declared a Whatcom County public health emergency to reduce the spread of COVID-19 in the community; and

**WHEREAS**, the Lake Whatcom Water and Sewer District ("District") is a special purpose district located in Whatcom County, Washington State authorized under Title 57 Revised Code of Washington; and

**WHEREAS**, on March 25, 2020, the District Board of Commissioners ("Board") adopted Resolution No. 863, declaring a local emergency related to the COVID-19 pandemic ; and

**WHEREAS**, in response to the rapidly evolving situation in Whatcom County, the Whatcom County Health Officer issued recommendations to slow the spread of COVID-19; and

**WHEREAS**, the District has implemented measures within District operations, services, and facilities to follow the recommendations of the Whatcom County Health Department; and

**WHEREAS**, COVID-19 is a threat to life and public health and demands ongoing and further emergency action; and

**WHEREAS**, the World Health Organization ("WHO") has declared that COVID-19 disease is a global pandemic, which is particularly severe in high risk populations such as people with underlying medical conditions and the elderly, and the WHO has raised the health emergency to the highest level requiring dramatic interventions to disrupt the spread of this disease; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency to allow the government to marshal additional resources to combat the virus; and

**WHEREAS**, after months of improving COVID-19 epidemiological conditions in Washington State and Whatcom County, the emergence of highly contagious COVID-19 variants, including the "delta variant" that is at least twice as transmissible as the virus that emerged in late 2019, coupled with the continued significant numbers of unvaccinated people, have caused COVID-19

cases and hospitalizations to rise sharply among unvaccinated populations and have resulted in breakthrough infections in some fully vaccinated individuals; and

**WHEREAS**, COVID-19 vaccines are effective in reducing serious disease and hospitalizations; and

**WHEREAS**, widespread vaccination is the primary means available to the District to protect its employees and the public, including persons who cannot be vaccinated for medical reasons, youth who are not eligible to receive a vaccine, immunocompromised individuals, and vulnerable persons; and

**WHEREAS**, the United States Centers for Disease Control and Prevention (“CDC”) continues to rate Whatcom County at a “High” level of COVID-19 transmission despite numerous public health measures such as mask wearing and social distancing; and

**WHEREAS**, COVID-19 vaccinations have been available in Whatcom County for certain priority groups since December 2020, and for those over the age of 16 since April 2021, and for those over the age of 12 since May 2021, and have been free of charge and widely available; and

**WHEREAS**, all three available COVID-19 vaccinations, Pfizer, Moderna, and Janssen (Johnson & Johnson), have proven safe and effective at reducing the risk of contracting the virus, severe illness, hospitalization, and death; and

**WHEREAS**, on July 6, 2021, the Office of Legal Counsel of the United States Department of Justice issued a legal opinion stating that federal and state governments were not prohibited by federal law from imposing vaccination mandates, even when the only vaccines available were those authorized under United State Food and Drug Administration (“FDA”) Emergency Use Authorizations; and

**WHEREAS**, the Pfizer vaccine received full FDA approval for use in the United States on August 23, 2021; and

**WHEREAS**, on August 9, 2021, the Governor of the State of Washington issued a proclamation requiring all employees, on-site independent contractors, volunteers, goods and services providers, and appointees of designated state agencies to be fully vaccinated against COVID-19 on or before October 18, 2021, and encouraged local governments to adopt a vaccine mandate; and

**WHEREAS**, on September 9, 2021, the President of the United States ordered the United States Department of Labor to issue an emergency temporary standard that requires all federal employees and contractors to be vaccinated, and all employers with more than 100 employees to mandate vaccination against COVID-19 or conduct weekly testing of unvaccinated employees; and

**WHEREAS**, the President of the United States has encouraged private employers and local governments to adopt vaccine mandates; and

**WHEREAS**, it is the duty of every employer to protect the health and safety of employees by establishing and maintaining a healthy and safe work environment and by requiring all employees to comply with health and safety measures; and

**WHEREAS**, District employees, volunteers, and on-site indoor contractors provide services to and interact with the public; and

**WHEREAS**, Revised Code of Washington (“RCW”) Section 57.08.005 grants powers to the District to employ persons and to contract for provision of services as are necessary to carry out the District’s purposes; and

**WHEREAS**, District Resolution No. 863 declaring a local emergency related to the COVID-19 pandemic remains in effect; and

**WHEREAS**, to preserve and protect the health and safety of District employees and the public during the COVID-19 pandemic, the Board has made the policy decision to require all employees, volunteers, and on-site indoor contractors (defined below) to be vaccinated; and

**WHEREAS**, the foregoing recitals are a material part of this Resolution;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake Whatcom Water and Sewer District, Whatcom County, Washington as follows:

**Section 1. Mandatory COVID-19 Vaccination for All District Employees, Volunteers, and On-site Indoor Contractors.**

- A. All District employees are required to be fully vaccinated against the COVID-19 virus as a condition of employment no later than December 10, 2021. All volunteers and on-site indoor contractors (defined below) are required to be fully vaccinated against the COVID-19 virus by December 10, 2021, in order to perform work for the District. Employees seeking reasonable accommodations for legitimate medical reasons or sincerely held religious beliefs may apply for an accommodation no later than close of business on October 22, 2021. Fully vaccinated means two weeks after the second dose of the Pfizer or Moderna vaccine or two weeks after the single dose of Johnson & Johnson’s Janssen vaccine. Requests for reasonable accommodations will be evaluated on an individualized basis.
- B. An on-site indoor contractor is an entity, including its employees and subcontractors and their employees, that performs on-site indoor work inside District-owned or leased facilities pursuant to a contract with the District (“Contractor”). This Resolution applies only to such work performed pursuant to a contract entered into after the Effective Date hereof. Contractors who are subject to this Resolution shall assume responsibility for the vaccination verification and accommodations requirements in this Resolution. The Contractor is prohibited from engaging in such work for the District and prohibited

from permitting such employees to engage in such work for them, unless the following requirements are met by December 10, 2021:

- The Contractor must obtain a copy of or visually observe proof of full vaccination against COVID-19 for every current employee who performs on-site indoor work inside District-owned or leased facilities;
- The Contractor must obtain a copy of or visually observe proof of full vaccination against COVID-19 for every employee hired after December 10, 2021, who will perform on-site indoor work in District-owned or leased facilities;
- The Contractor must follow applicable requirements for granting disability or religious accommodations to its current and future employees;
- By December 10, 2021, the Contractor must submit to the District a signed declaration in substantially the form prescribed in Revised Code of Washington Section 5.50.050 declaring that the Contractor has met the above requirements;
- The Contractor must submit additional signed declarations upon the request of and by the date designated by the District.

**Section 2. Collective Bargaining.** The District will comply with its collective bargaining obligations for represented employees regarding impacts of this Resolution.

**Section 3. Acceptable Proof of Full Vaccination Against COVID-19.** District employees, volunteers, and employees of Contractors shall provide proof of full vaccination against COVID-19 to the General Manager no later than the close of business on November 29, 2021.

Acceptable proof includes:

- A. CDC COVID-19 Vaccination Record Card, or photo or copy of the card;
- B. Documentation of vaccination from a health care provider or electronic health record;  
or
- C. Washington State immunization information system record.

**Section 4. Severability.** If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original resolution or resolutions shall be in full force and effect.

**Section 4. Effective Date.** This Resolution shall be effective immediately.



**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District,  
Whatcom County, Washington, at a regular meeting thereof, on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2021.

\_\_\_\_\_  
Laura Abele, President, Board of Commissioners

Attest:

\_\_\_\_\_  
Rachael Hope, Recording Secretary

Approved as to form:

\_\_\_\_\_  
Robert Carmichael, Attorney for the District

September 22, 2021

**To: The Lake Whatcom Water and Sewer District Board of Commissioners and District employees:**

This letter is from multiple employees, pursuant and concerning to Lake Whatcom Water & Sewer District's Board of Commissioner's request made at the September 8, 2021 regularly scheduled board meeting for the District's General Manager to begin drafting a policy to mandate the vaccination of all District employees with the currently available vaccinations for COVID-19 (hereinafter referred to as "the vaccine" or "vaccination(s)"). It is our request that the General Manager fully publish this anonymous letter and all attachments in the publicly available meeting packet for the September 29, 2021 board meeting.

In consideration of the Board of Commissioner's request for a written policy to mandate vaccinations, please consider the following:

- A. A person's decision to receive the vaccine should remain a PERSONAL CHOICE
- B. As evidenced from March 2020 to present (September 2021) the District staff has successfully implemented and followed procedures and safety protocols to continue district operations while maintaining public services during an ongoing pandemic. Clean and safe drinking water has been continuously supplied, sewage has been effectively conveyed from point to point, and employee responsibilities have been met. This effective past performance should be a gauge to foresee that future performance can be equally successful.

Employee measures throughout the pandemic have included social distancing, wearing face coverings, telecommuting various positions, using web based meeting platforms for various types of meetings, using sick leave when sick, trusting employee responsibility for recognizing any possible COVID-19 exposure and quarantining if and when necessary, etc.

These measures were put into place and respectfully followed by staff with great success. These measures can remain in place through this pandemic and as we know, we can maintain a future high level of service that has already been demonstrated.

- C. Following availability of the vaccine, the District position has been to encourage the vaccine but to allow each employee to make a personal decision based on their personal and religious beliefs. Continuing with this policy is recommended.

- D. This vaccine is in violation with sincerely held religious convictions and work place accommodations can be reasonably made for continuation of employment.

E. There are alternatives to a vaccine mandate such as testing, providing proof of temperature or other measures such as sickness reporting. These proactive measures worked well throughout the pandemic with visits made to medical providers, attending school etc. These or similar measures can still be used even now that a vaccine is available.

When not socially distancing, telecommuting, or accommodating working situations where employees can be separated, unvaccinated employees could provide some occasional testing to show a negative COVID-19 test. However, if this were to be implemented it should be done with all employees because even vaccinated employees can transmit the virus (as discussed later in this document) and employees with unvaccinated family at home could still introduce the disease to their family spread amongst vaccinated individuals.

F. Recent data from Pfizer shows that their vaccine efficacy\* (VE) wanes over time and Pfizer recently requested licensure for a proposed booster dose (3<sup>rd</sup> dose). (\*VE is the percentage reduction in a disease in a group of people who received a vaccination in a clinical trial compared to the study placebo group). This licensure request followed the August 23, 2021 FDA licensure of COMIRNATY that was licensed to PREVENT COVID-19 caused by SARS-CoV-2 in individuals 16 years and older. 2 days following the licensure for COMIRNATY, Pfizer submitted another licensure request on August 25, 2021 for a proposed booster dose. On September 17, 2021 the FDA's Advisory Board "Vaccines and Related Biological Products Advisory Committee" (<https://www.youtube.com/watch?v=WFph7-6t34M>) convened for over 8 hours to discuss and vote on the question to the committee:

*QUESTION TO THE COMMITTEE: "Do the safety and effectiveness data from clinical trial C4591001 support approval of a COMIRNATY booster dose administered at least 6 months after completion of the primary series for individuals 16 years of age and older?"*

The 18 person panel voted no (16-2) to the Question to the Committee. They subsequently discussed revisions to the request and changed the request from a request for licensure, to a modified request to recommend FDA Emergency Use Authorization (EUA). Then, they posed Voting Question #2 to consider a EUA for a booster dose for persons age 65 or older and persons at high risk for severe COVID-19 disease. The advisory committee voted yes to the EUA request for these specific, high risk individuals.

Leading to this final EUA vote on a booster for high risk individuals, the meeting of the FDA Advisory Board presented interesting information relating to the effectiveness of the current vaccine and emphasized that our pandemic response must evolve with new information. Information, data and discussion ensued for 8 hours regarding topics of VE, study of other Country's response and experience (specifically Israel), risk/benefit of a 3<sup>rd</sup> dose and more. The doctors, experts and others shared the following:

- It is now known that the VE is reduced over time across all age groups. Pfizer stated that the duration of protection is currently unknown but could only be 6-8 months after dose 2. The

Pfizer doctor goes on to state that the VE is about 90.1% up to 2-months from dose 2, but drops to about 83.7% between 4-6 months after dose 2.

- Multiple doctors clearly stated that the break-through infections are being caused by the vaccine's waning, time dependent efficacy, and not by virus variants. Pfizer's doctor stated "vaccine effectiveness wanes over time, irrespective of the variant of concern".
- Israel Ministry of Health reported that their country had an early vaccination campaign, vaccinating more than 60% of their population with 2 doses. Despite this heavy vaccination, and despite the breakthrough cases not being variant dependent, Israel is experiencing their highest level of infection/deaths, higher than pre-vaccination 2020 rates, despite wide spread vaccination. Israel has stated in that in their current 4<sup>th</sup> wave they are experiencing mortality rates of 40% in the unvaccinated group and 54% with 2 vaccine doses and have had some mortality amongst individuals with a 3<sup>rd</sup> dose. The Israeli doctor also stated that "the double vaccinated individuals played a major role, not just in confirmed cases, but also in hospitalized, severely ill, critically ill and in death".
- The panel overwhelmingly felt that the FDA approval of Pfizer's trial for the 3<sup>rd</sup> dose was too small, too healthy and too limited in the age distribution. The trial size was approximately 300 people, they were considered "without comorbidities" and did not have individuals 16-17 years or older than 55 years (thus they are extrapolating the safety data for the age groups not included in the study based on the age group's reaction to the 2<sup>nd</sup> dose).
- It is unknown when protection from a 3<sup>rd</sup> dose will wane. No studies are past 2-1/2 months on the administration of a 3<sup>rd</sup> dose. There is lack of study on the incremental side effects from dose to dose.
- Myocarditis/pericarditis as a side effect from the vaccine was a big concern for the doctors. Israel experienced 1 in 6,000 will develop myocarditis (across all age groups, with males 16-40 at most risk). Pfizer stated that their data shows the risk of myocarditis/pericarditis is 1 in 5,000. The effect of myocarditis/pericarditis as a side-effect following a 3<sup>rd</sup> dose has very limited study and the risk/benefit must be analyzed, but might only be known *after* a possible 3<sup>rd</sup> dose roll-out.
- Doctors questioned why the FDA is not focusing on treatments instead of pushing mRNA vaccines that have side effects while not showing robust immune response.
- Doctors pointed out that mRNA vaccines were not designed to eradicate the virus, they were meant to reduce the chance of severe disease.
- Doctors questioned the chilling effects of threats to pull medical licenses if doctors question the vaccine or want to pursue disease treatments.
- Doctors questioned the correlation with vaccine rollout and variants.
- A board advisory doctor stated that the booster safety database is inadequate, the benefit to the younger population has not been demonstrated and then emphasized that their vaccine goal has been to reduce serious disease and that serious disease depends on a person's specific risk factors such as a high BMI, diabetes, immune compromised, etc. This doctor went on to state "how do you grant a booster when transmission is not reduced?". We correlate this with "how do you force a vaccine when transmission is not reduced?"

- Doctors presented risk data from the Vaccine Adverse Event Reporting System (VAERS) showing the increased risk of death and serious adverse events following these vaccines and that the vaccines harm more lives than they save. More on VAERS to follow.
- It's interesting to note that this past week two top FDA officials responsible for vaccine research resigned after first publishing a paper to The Lancet warning that more research and study is needed to make determinations on boosters.

With waning vaccine protection documented for Pfizer's vaccine and with no FDA EUA or licensure for a 3<sup>rd</sup> dose, how can a person ever be considered "fully immunized"? Will the goal post always be moving and will a person have to continually chase an additional dose? What does it mean if a person received a different brand than Pfizer? What is the VE for Moderna or the Johnson & Johnson product?

G. There is risk stratification based on age and a person's specific medical issues (comorbidities). And the data shows the risk of a COVID-19 death is low for the age group of our work force, as will be shown in upcoming data analysis from the CDC website. The CDC provides a vast amount of data on COVID-19 cases, deaths and other patient comorbidities and it's all readily available on the CDC website at various locations.

Starting with a discussion of other comorbidities present with a COVID-19 death is important. COVID-19 deaths that are listed on the death certificate with other comorbidities are tracked here:

[https://www.cdc.gov/nchs/nvss/vsrr/covid\\_weekly/index.htm](https://www.cdc.gov/nchs/nvss/vsrr/covid_weekly/index.htm).

The CDC site states the following:

*"Table 3 shows the types of health conditions and contributing causes mentioned in conjunction with deaths involving coronavirus disease 2019 (COVID-19). The number of deaths that mention one or more of the conditions indicated is shown for all deaths involving COVID-19 and by age groups. For over 5% of these deaths, COVID-19 was the only cause mentioned on the death certificate. For deaths with conditions or causes in addition to COVID-19, on average, there were 4.0 additional conditions or causes per death."*

Per the CDC, 95% of all deaths designated as COVID-19 deaths have on average, 4.0 additional conditions or causes for death.

The following screenshot is the referenced Table 3 showing only some of the comorbidities tracked by the CDC:

Table 3. Number of COVID-19 deaths with contributing conditions, by time-period, jurisdiction of occurrence, and age-group.											Data as of: 9/12/2021	
State		Attribute	Condition Group			Condition						
United States		COVID-19 Deaths	All			All						
Year in which death occurred	Conditions contributing to deaths where COVID-19 was listed on the death certificate [1]	All Ages	0-24 years	25-34 years	35-44 years	45-54 years	55-64 years	65-74 years	75-84 years	85+ years		
2020/2021	Influenza and pneumonia	306,957	585	2,686	7,005	19,226	45,287	74,672	83,438	74,052		
2020/2021	All other conditions and causes (residual)	253,379	809	2,309	5,422	14,202	34,581	59,337	68,633	68,080		
2020/2021	Respiratory failure	248,976	429	1,827	5,107	14,452	35,613	61,581	70,095	59,868		
2020/2021	Hypertensive diseases	126,286	50	439	1,807	5,790	15,773	28,356	35,023	39,045		
2020/2021	Diabetes	102,952	142	661	2,328	7,106	17,387	28,388	28,052	18,886		
2020/2021	Cardiac arrest	79,034	186	804	2,082	5,679	12,461	18,934	20,063	18,824		
2020/2021	Ischemic heart disease	70,092	18	110	450	1,937	6,820	15,172	21,915	23,668		
2020/2021	Adult respiratory distress syndrome	68,936	225	894	2,357	6,452	13,725	19,658	16,111	9,512		
2020/2021	Renal failure	66,454	93	515	1,469	4,319	10,270	17,249	17,908	14,629		
2020/2021	Sepsis	63,217	167	582	1,710	4,851	11,436	18,008	16,225	10,237		
2020/2021	Vascular and unspecified dementia	59,648	0	1	7	60	775	5,093	17,742	35,969		
2020/2021	Chronic lower respiratory diseases	57,255	75	226	523	1,585	6,137	14,196	18,935	15,577		
2020/2021	Heart failure	49,342	30	142	412	1,296	3,957	8,906	14,313	20,285		
2020/2021	Cardiac arrhythmia	48,117	33	117	324	1,179	3,818	9,082	14,873	18,691		
2020/2021	Other diseases of the circulatory system	47,990	169	456	1,041	3,619	9,055	9,815	11,703	11,681		

Next, you'll see that the CDC tracks case counts and death counts at the following location:

<https://covid.cdc.gov/covid-data-tracker/#demographics>. The following table is a summary of data obtained from this website for various dates. To make the data relevant for analyzing the risks for a working age group, the data has been grouped into an 18-64 age group, which is a typical work force age group, and then compared against data obtained for all age groups.

Table 1. COVID-19 Case Counts and Death Counts: All Dates (data populated September 16, 2021)

Age Range	Count of Cases	Count of Deaths	Survival Rate if COVID-19 Positive	Chance of Death in Age Group if COVID-19 Positive	Estimated Age Group Population	Overall US Population
18-64 years	23,633,399	114,760	99.65%	0.35%	201,539,067	328,239,523
65+ years	4,154,786	426,948	98.68%	1.32%	54,159,521	328,239,523

Table 2. COVID-19 Case Counts and Death Counts: Data through April 23, 2021\*\*

Age Range	Count of Cases	Count of Deaths	Survival Rate if COVID-19 Positive	Chance of Death in Age Group if COVID-19 Positive	Estimated Age Group Population	Overall US Population
18-64 years	18,398,512	85,226	99.66%	0.34%	201,539,067	328,239,523
65+ years	3,437,928	355,681	98.57%	1.43%	54,159,521	328,239,523

\*\* Vaccines were becoming available across more age groups at this time.

Table 3. COVID-19 Case Counts and Death Counts: Data between April 23, 2021 and September 16, 2021

Age Range	Count of Cases	Count of Deaths	Survival Rate if COVID-19 Positive	Chance of Death in Age Group if COVID-19 Positive	Estimated Age Group Population	Overall US Population
18-64 years	5,234,887	29,534	99.60%	0.40%	201,539,067	328,239,523
65+ years	716,858	71,267	99.05%	0.95%	54,159,521	328,239,523

The previous tables reveal some important data to consider:

- 1) The work force ages 18-64 have high survivability if testing positive for COVID-19, 99.65% survivability. This is not a “pandemic” death level.
- 2) In the 18-64 age group a person’s chance of testing positive for COVID-19 is 7.2%. At this time, 93.8% of the population in this age group have not had a positive COVID-19 test.
- 3) Pfizer states that their VE ranges from 90.1% (2 months after the 2<sup>nd</sup> dose) now down to 83.7% (4-6 months after the 2<sup>nd</sup> dose).
- 4) As first shown, 95% of all COVID-19 deaths have an average of 4 or more other comorbidities. So in addition to a person having a high survivability with comorbidities, a HEALTHY person has an even higher survivability.
- 5) If you count only 5% of the deaths as caused by COVID-19, in the 18-64 age group as these are the deaths that have COVID-19 as the singular cause of death, the death count would be 21,347 persons with a survivability rate, if COVID-19 positive, at 99.93%. In the US population a healthy individual has a 0.0065% chance of death from COVID-19.
- 6) Table 3 shows that persons 65+ have seen some benefit from receiving the COVID-19 vaccine. Before April 23, 2021, this age group had a 1.43% chance of death if COVID-19 positive and between April 23, 2021 and September 16, 2021 this group’s chance of death decreased to 0.95%.
- 7) On the contrary, Table 3 shows that persons in the 18-64 age group had a slightly increased death rate in that same time period. Their chance of death increased from 0.34% to 0.40%. With a now higher number of vaccinated persons in the US, the higher death rate from April 23 to September 16, 2021 is not a compelling number to mandate the vaccine.

In the nearly 6 months since this data was first evaluated, and in listening to the full 8 hour discussion on the FDA Advisory Board for licensure of a 3<sup>rd</sup> shot, there is **no compelling data** to show that this age group benefits from the vaccine. A person’s decision to receive the vaccine should remain a PERSONAL CHOICE.

Screenshot of data used for Table 1 (9/16/2021).

Deaths by Age Group:

Data from 542,294 deaths. Age group was available for 542,242 (99%) deaths.

Age Group	Percentage of deaths	Count of deaths	Percent of US population
0-4 Years	<0.1	173	6
5-11 Years	<0.1	108	8.7
12-15 Years	<0.1	138	5.1
16-17 Years	<0.1	115	2.5
18-29 Years	0.6	3,227	16.4
30-39 Years	1.4	7,543	13.5
40-49 Years	3.3	17,847	12.3
50-64 Years	15.9	86,143	19.2
65-74 Years	21.7	117,497	9.6
75-84 Years	27	146,338	4.9
85+ Years	30.1	163,113	2

[Full](#) [Download](#)

H. Risk of vaccine side effects or adverse events. Please consider information of vaccine injury and deaths reported to the Vaccine Adverse Event Report System (VAERS), <https://wonder.cdc.gov/vaers.html>, which is a voluntary reporting system that the public and medical professionals can use to report adverse events following a person receiving the vaccine. A Harvard University study estimates that reports to VAERS are underreported and that actual vaccine injury is therefore likely higher, how much higher is unknown but many doctors estimate the reporting to be in the 1% to 10% range. <https://digital.ahrq.gov/sites/default/files/docs/publication/r18hs017045-lazarus-final-report-2011.pdf>

Table 4: Risk to Benefit Analysis – VAERS Reports (adjusted for reporting), 18-64 Years

VAERS Event	Number of Events	Adjusted Count for 10% VAERS Reporting	Adjusted COVID-19 Deaths – Only those 5% w/o comorbidities	Ratio Event : Life Saved
Death	2,144	21,440	21,347	1 : 1
Life Threatening or Permanent Disability	14,774	147,774	21,347	7 : 1

Table 5: Risk to Benefit Analysis – VAERS Reports (adjusted for reporting), All Ages (653,530 total deaths through September 10, 2021 to match VAERS data processed as of the same date).

VAERS Event	Number of Events	Adjusted Count for 10% VAERS Reporting	Adjusted COVID-19 Deaths – Only those 5% w/o comorbidities	Ratio Event : Life Saved
Death	14,925	149,250	32,677	5 : 1
Life Threatening or Permanent Disability	31,963	319,963	32,677	10 : 1



The Risk-Benefit tables show that a person in this age group is more likely to suffer a vaccine injury or death caused by the vaccine than to actually die from COVID-19.

How does the COVID-19 vaccine adverse events to compare to previous years, for all vaccines? VAERS data shows that in the first quarter of 2019 there were approximately 10,400 adverse vaccine events reported across all vaccines. In this same quarter there were 53 deaths. In the first quarter of 2020 there were approximately 8,300 adverse events reported and 33 deaths. And this is where it gets interesting and why everyone in the world should have the personal choice to receive this vaccine. In the first quarter 2021 there were over 46,100 adverse vaccine events reported and 2,199 deaths.

To date, in a search of the VAERS database with data updated through September 10, 2021, in the 18-64 age group there have been 2,144 reported deaths (216 pages of details are printed to PDF and available for your review upon request). Overall, the VAERS system returns over 14,925 total death events in all age groups.

Adverse events reported on VAERS, attributed to one of the three COVID-19 vaccines, include a plethora of horrible and often life-changing illnesses: Bell's Palsy (facial paralysis), miscarriages, stroke, blindness, blood clots, burning skin, myocarditis/pericarditis, heart attacks, severe and ongoing insomnia and more. There is no rational justification to risk injury or death for an age group or healthy individuals who have a low risk from dying from the COVID-19 disease.

In our circle of friends and family we know of a teenager who has suffered a stroke following the vaccination, two college aged boys who have been hospitalized with myocarditis, a man who suffers debilitating headaches 5 or more days per week, a woman who suffered a stroke, and nurse friends who have first-hand knowledge of people with severe and debilitating side effects that have seen the medical system conceal the vaccine correlation. Friends of friends know people who have died following the vaccine. Side effects are real and need to be discussed and not dismissed.

I. The current vaccines on the market are of mRNA technology that program the body to treat the virus if a person comes in contact with the wild virus. A vaccinated person can still contract COVID-19, can still transmit COVID-19 and can still die from COVID-19. The benefit of the vaccine is touted as possibly keeping a person from being hospitalized with COVID-19. But as demonstrated previously, the risk is still low, especially with healthy persons without other comorbidities. As noted by Israel's Ministry of Health during the FDA Advisory Board meeting on September 17, 2021, **Israel reports they are experiencing mortality rates of 40% in the unvaccinated group and 54% amongst individuals with 2 vaccine doses and have had some mortality amongst individuals with a 3<sup>rd</sup> dose.** A person's decision to receive the vaccine should remain a PERSONAL CHOICE.

J. At the September 8, 2021 Board Meeting of Lake Whatcom Water and Sewer District a conversation ensued regarding boosters. The conversation was generally as follows:

Commissioner 1: Discusses that a vaccine mandate could open Pandora's Box on what future items we could be firing people for when there are other issues where employees are making personal choices. He then directs a question to a fellow Commissioner asking "would we be letting people go if they don't get the booster shot?"

Commissioner 2: "Yes, yes."

Commissioner 1: "So if they ended up with 6 booster shots in the next 3 years...?"

Commissioner 2: "Yes...everybody has to be vaccinated".

Despite having already shown that healthy workers in the 18-64 age group are at low risk from this disease, and are actually at higher risk due to vaccine injury or death, how can the Board think it prudent to mandate a vaccine and boosters, with shown proven risks from side effects, widely demonstrated waning effectiveness and a booster that at this stage is rejected by the FDA with a 16-2 vote? In 6 months time from their booster, will all triple-shot vaccinated employees be classified 'unvaccinated'?

A vaccine mandate for any employee and the potential for life-long mandated vaccines and boosters should be a red flag for all staff. A person's decision to receive the vaccine should remain a PERSONAL CHOICE.

K. Throughout the pandemic the CDC and FDA have been focused on masking, social distancing and vaccination but have ignored the topic of TREATMENTS, immune health, fighting a COVID-19 infection with our body's natural immunity which is robust in healthy individuals, or even benefitting from a previous COVID-19 exposure and acquired immunity.

Some doctors are openly discussing that boosting a person's Vitamin D levels can reduce the chance of a COVID-19 infection and are putting their patients on a program to get up Vitamin D levels before then going on a maintenance Vitamin D plan. Similarly, supplements such as Quercetin, Zinc and Vitamin C have been shown in other countries to shorten COVID-19 sickness and even prevent infections. Vitamin IV drips are available to boost immunity.

Other vitamins and supplements that are important considerations for preventing COVID-19 or increasing intake if infected, as personally recommended to me by my own physician, are: Berkley Life Nitric Oxide Support, NAC (N-Acetyl-L-Cysteine), Thera-Curmin HP, Melatonin, Detoxification Factors Integrative Therapeutics, Two per Day by Life Extension, daily nebulizer treatments per a doctor prescribed protocol, etc.

One such vitamin protocol for prevention and early outpatient treatment is provided by Front Line COVID-19 Critical Care Alliance and provided in their I-MASK+ protocol, link below and attachment herein:

<https://covid19criticalcare.com/wp-content/uploads/2020/11/FLCCC-Alliance-I-MASKplus-Protocol-ENGLISH.pdf>

It is also recommended that employees read and refer to a book titled “The One Minute Cure” by Madison Cavanaugh. Information in this book is helpful for prevention and treatment of disease. A free download is available: [https://archive.org/details/TheOneMinuteCure\\_201806](https://archive.org/details/TheOneMinuteCure_201806)

If a person is infected with COVID-19 and the illness progresses beyond mild to moderate it’s important for the person to have health protocols and a plan of action in place. Therapeutics are available, such as Ivermectin and monoclonal antibodies that have proven effective in fighting COVID-19. We personally have friends and neighbors who have recovered from COVID-19 on doctor prescribed medication such as Ivermectin.

Washington State has set up a web link for patients in need of monoclonal antibodies to quickly find a treatment location. The Department of Health letter stating the benefits of this effective treatment is here: <https://wmc.wa.gov/sites/default/files/public/COVID-19/Monoclonal%20Antibodies.pdf>

We should all have this resource bookmarked and printed for quick reference, monoclonal antibody treatment locations throughout Washington:  
<https://www.doh.wa.gov/Emergencies/COVID19/TherapeuticTreatmentLocations#region4>

Ivermectin is another treatment available for COVID-19. It’s concerning to me that with many published, peer reviewed studies on the benefit of Ivermectin, that the US media continues to ridicule its use while doctors and patients are showing great success with its use. The Seattle Times even went so far as to call it a “snake oil cure”. The role of our media should be to encourage healthy debate and discussions and talk about the studies that are available.

Some Ivermectin highlights follow:

- Ivermectin is FDA approved.
- Many countries are now using Ivermectin as a prophylactic to stop the spread of variants.  
<https://www.thegatewaypundit.com/2021/09/huge-uttar-pradesh-india-announces-state-covid-19-free-proving-effectiveness-deworming-drug-ivermectin/>
- Ivermectin won a Noble Peace Prize in 2015, for human consumption.
- Ivermectin is cheap, readily available, highly effective and has been known as one of the safest drugs in history.
- Ivermectin is being used to successfully treat COVID-19 patients.  
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7709596/>  
<https://pubmed.ncbi.nlm.nih.gov/34145166/>  
<https://www.newswise.com/coronavirus/nih-revises-treatment-guidelines-for-ivermectin-for-the-treatment-of-covid-19>
- [https://www.thedesertreview.com/opinion/letters\\_to\\_editor/ivermectin-wins-in-court-again-for-human-rights/article\\_98d26958-a13a-11eb-a698-37c06f632875.html](https://www.thedesertreview.com/opinion/letters_to_editor/ivermectin-wins-in-court-again-for-human-rights/article_98d26958-a13a-11eb-a698-37c06f632875.html)
- Ivermectin has been administered 4 billion times over the last 40 years and is listed by the World Health Organization as an essential medicine.

A person with a previous infection of COVID-19 may have powerful immune response generated from the previous infection. An article in The Washington Post published September 15, 2021 states that there are more than 15 studies showing this powerful acquired immunity. It also states that Israel recently conducted a 700,000 person study and found “that those who had experienced prior infections were 27 times less likely to get a second symptomatic covid infection than those who were vaccinated.”

L. The nasal viral load of a COVID-19 infected individual remains similar for vaccinated and unvaccinated individuals. <https://pubmed.ncbi.nlm.nih.gov/34176397/>

The conclusion of the above study “found a similar viral load in vaccinated and non-vaccinated HCWs infected by SARS-CoV-2 variant B.1.1.7, suggesting potentially reduced efficacy...in preventing transmission...”

A logical question should be if a vaccinated person becomes infected, but isn’t showing signs or symptoms of having COVID-19, but is carrying a similar viral load as an unvaccinated individual, then couldn’t these persons be putting coworkers and the community at a greater risk for spreading disease because they don’t know they are sick? If a vaccinated individual is infected and the symptoms are more obvious, this person would offer better community protection because the person would know to test and quarantine.

In fact, a doctor on the FDA Advisory Board made this statement during the September 17, 2021 meeting: “The most dangerous thing is the risk of asymptomatic infection. If you get infected with covid and you don’t know you have it, you’re more likely to spread it, and that is what the doubly vaccinated people are at most risk as having” (asymptomatic infection).

M. In the early 2000’s the District was faced with the debate and subsequent customer vote over fluoridation of its water supply. The website <http://noforcedfluoride.org> remains in place and summarizes some opinion, polls and quotes from the debate during that time. Their website quotes a current District Commissioner and then District Board of Commissioner President as stating:

*“Using the public water supply as a conduit of public health policy is government over-reaching, and too clearly contradicts the overriding goal of distributing clean, pure water. Even if there is no debate about the hazards of fluoride, there is still the element of choice that should not get drowned out.”*

██████████, October 2005, as provided on the website [noforcedfluoride.org](http://noforcedfluoride.org).

The premise of wanting to provide clean, pure water, without fluoridation is a direct correlation with a person not wanting to take a vaccine that poses a risk for adverse reaction or death for a disease that is not risky for the person’s age and health. A person has a choice to preserve their clean, pure body.

Fast forward to 2021, this same commissioner at the September 8, 2021 board meeting stated that a vaccine mandate is really just a “personal choice” and not a mandate. The commissioner said that the

person could choose to receive a vaccine and keep his employment, or he could choose not to receive the vaccine and lose his employment, but that's his choice.

N. Pandora's Box of issues that could result from a District employee vaccine mandate would result in numerous short term and long term cost impacts to manage the program and potential litigation. Requiring a vaccine for employees, to keep the vaccinated employees safe, would then require that all employee interactions with companies and services be only with vaccinated individuals. Examples of the services that would also need to be vaccine mandated would be all contractors, all contractor's subcontractors, all consultants on District premises or projects (including engineers, testing agencies, suppliers, service technicians for all forms of service such as on site equipment repair, maintenance, trouble shooting, programming), all service calls to District owned buildings (HVAC, electrical, cleaning companies, carpet cleaners, window cleaners, postal and delivery personnel, etc.) and all person-to-person interaction within the building.

The vaccine mandate would mean that the Board of Commissioners puts the stop of the virus above all else and just one cough or one sneeze or one conversation within a building would be putting all vaccinated employees at risk so there would need to be a zero tolerance policy in place. Such policy would need to be enforced, auditable and proven through public records requests.

Forcing the vaccine could also mean District liability for the costs of an employee having adverse side effects, potentially long term, and associated medical bills and other costs.

O. Pandora's Box of issues could result in loss of a knowledge base of the District's systems, additional time needed to complete projects and tasks with a shortage of workers and a lower level of customer service with reduced staff to address issues, questions and provide customer assistance. There are also associated costs to post job openings, interview, train (without anyone to train the replacement in some positions) and a costly learning curve to get a new hire up to par and to understand the system and their job.

P. The board of commissioners could be acting outside of their authority as identified in the Revised Code of Washington (RCW) for Water-Sewer Districts under Title 57 RCW, Water-Sewer District. Proclamation 21-14 defines the persons affected by the proclamation and in addition to state employees and its contractors it extends the proclamation to every agency under the authority of a board, council, or commission listed at:  
[https://ofm.wa.gov/sites/default/files/public/publications/2021\\_State\\_Org\\_Chart.pdf](https://ofm.wa.gov/sites/default/files/public/publications/2021_State_Org_Chart.pdf). Water-Sewer Districts are not listed on the referenced chart.

With the exclusion from the Proclamation 21-14 requirements, a Water-Sewer District's powers remain within the RCW, the compilation of all permanent laws now in force as enacted by the Washington State Legislature, and signed by the Governor, or enacted via the initiative process. These powers are the specific and limited, black and white written powers, and are written in Chapter 57.08, Powers,  
<https://app.leg.wa.gov/RCW/default.aspx?cite=57.08.005>.

An abbreviated summary of these specific powers follows. The numbered items represent specific power allowed by a Water-Sewer District. These are listed in the RCW under the chapter heading, Powers, followed by this statement: “A district shall have the following powers”:

1. To acquire lands, property and property rights, water and water rights, necessary for its purpose...
2. To lease real or personal property for its purposes for a term it may be reasonably needed....
3. To construct, add to, maintain and supply waterworks to supply water as well as to own buildings, regulate water use and price.
4. To purchase and take water from any municipal corporation, private person or entity.
5. To construct, add to, maintain and provide an adequate system of sewers.
6. To construct, add to, maintain and operate a system for reclaimed water.
7. To construct, add to, maintain and operate systems of drainage for the benefit and use of the district.
8. To construct, condemn acquire and own buildings and other necessary district facilities.
9. Compel connections to the district sewer under penalty (as the commissioners shall prescribe by resolution).
10. Provide for the reduction, minimization or elimination of pollutants from waterways and enact bonds for this purpose.
11. Per Section 7 above, to fix rates and charges for supplied services, charge connection fees, at rates the board of commissioners shall determine to be proper and under very specific guidelines and terms outlined in the RCW.
12. To contract with individuals, associations and corporations, the State of Washington, and the United States.
13. **“To employ such persons as are needed to carry out the district’s purposes and fix salaries and any bond requirements for those employees.”**
14. To contract for the provision of engineering, legal and other professional services.
15. To sue and be sued.
16. To loan, borrow funds and issue bonds.
17. To transfer funds, real or personal property or property interests.
18. To levy taxes.
19. To provide for making local improvements and to levy and collect special assessments on benefitted properties.
20. To establish street lighting systems.
21. Other powers as are granted to water-sewer districts by title or other laws.
22. To exercise any of the power granted to cities and counties with respect to the acquisition, construction, maintenance, operation of, and fixing rates and charges for waterworks and systems of sewerage and drainage.

As shown above, a Water-Sewer District has specific and limited authority under the RCW. The only authority specified for employees is listed under item 13 which is quoted in its entirety. The board of

commissioners has a right to employ but no other powers concerning employee's personal health decisions are stated thereafter.

A Water-Sewer District's powers are separate and different within the RCW for City and County powers, so we should not be using their policies for comparison (such as City of Bellingham or Whatcom County). Likewise, if the MRSC provides policy opinion that does not differentiate between such, the opinion would not necessarily be relevant. It's also important to note that any MRSC opinion is just that, an opinion, and not law. A court of law could be pursued to challenge over reaching power use by the board.

Q. The Board of Commissioners have folly in their thinking that they have a right to meddle in employee personal health choices by pushing their own biases, fears and their personal choice for their own health decisions onto others. The Board of Commissioner's public service is appreciated but the misuse of a position of public service is unlawful. We think it's over-reaching for the board to think they can MANDATE a vaccine on a healthy person, with a risk that the healthy person could suffer vaccine injury or death.

R. It is also requested that the Board of Commissioners discontinue and bar all discussion on this issue (for a board mandate of a vaccine) and that the Board of Commissioners defer all policy on this issue solely to enforceable laws that which may, or may not, be put forth top-down by Washington State lawmakers and as may be applicable to the District's workplace.

S. Every person must base make their own balanced, evidence based, informed decision regarding their health and health care, and our society and workplace must respect these informed decisions

It is our hope that we all respect an individual's personal health choices and that our workplace can unify despite having differing and divisive opinions on the subject. And may God keep us all in good health.

# I-MASK+

## PREVENTION & EARLY OUTPATIENT TREATMENT PROTOCOL FOR COVID-19

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### PREVENTION PROTOCOL (for Delta variant)

#### ANTI-VIRALS & ANTISEPTICS

##### Ivermectin<sup>1</sup>

##### Chronic Prevention

0.2 mg/kg per dose (take with or after a meal) — twice a week for as long as disease risk is elevated in your community.

##### Post COVID-19 Exposure Prevention<sup>2</sup>

0.4 mg/kg per dose (take with or after a meal) — one dose today, repeat after 48 hours.

##### Gargle mouthwash

2 x daily – gargle (do not swallow) antiseptic mouthwash with cetylpyridinium chloride (e.g. Scope™, Act™, Crest™), 1% povidone/iodine solution or Listerine™ with essential oils.

#### IMMUNE FORTIFYING / SUPPORTIVE THERAPY

**Vitamin D3** 1,000–3,000 IU/day

**Vitamin C** 500–1,000 mg 2 x daily

**Quercetin** 250 mg/day

**Zinc** 30–40 mg/day (elemental zinc)

**Melatonin** 6 mg before bedtime (causes drowsiness)

### EARLY TREATMENT PROTOCOL → see page 2

#### Efficacy of Ivermectin

Ivermectin is a medication uniquely suited to treat COVID-19 given its now well-described, potent anti-viral and anti-inflammatory properties.

Efficacy of ivermectin in the prevention of COVID-19 disease is based on a series of 13 randomized and observational controlled trials which consistently find that single or repeated ivermectin use strongly reduces the risk of contracting COVID-19.

The efficacy of ivermectin in treatment is based on dozens of trials reporting large reductions in time to recovery, hospitalizations and death. Further, increasing numbers of health ministries have initiated mass treatment and/or distribution programs that have led to population-wide decreases in hospitalizations and death.

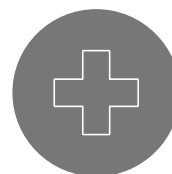
The FLCCC Alliance published a narrative review paper which summarized the evidence base as of January 2021 in the American Journal of Therapeutics: [journals.lww.com/americantherapeutics/Full-text/2021/06000/Review\\_of\\_the\\_Emerging\\_Evidence\\_Demonstrating\\_the.4.aspx](https://journals.lww.com/americantherapeutics/Full-text/2021/06000/Review_of_the_Emerging_Evidence_Demonstrating_the.4.aspx)

The most up-to-date summary of the totality of the supportive evidence for ivermectin in COVID-19 can be found here: [flccc.net/summary-of-the-evidence-base-final/](https://flccc.net/summary-of-the-evidence-base-final/)

For an overview of the developments in prevention and treatment of COVID-19, please visit [flccc.net/covid-19-protocols](https://flccc.net/covid-19-protocols)



Please check our homepage regularly for updates of our COVID-19 Protocols. New medications may be added and/or dose changes to existing medications may be made as further scientific studies emerge!



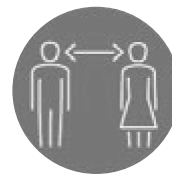
#### CONSULT HEALTH CARE PROVIDER

Discuss all protocol elements as well as the role of vaccination.<sup>7</sup>



#### WEAR MASKS

Wear a cloth, surgical, or N95 mask when in confined, poorly ventilated, crowded indoor spaces with non-household members.



#### KEEP DISTANCE

Until the end of the COVID-19 crisis, we recommend keeping a minimum distance of approx. 2 m/6 feet in public from people who are not from your own household.



#### WASH HANDS

We recommend, after a stay during and after outings from home (shopping, subway etc.), a thorough hand cleaning (20–30 sec. with soap), or also to use a hand disinfectant in between



# I-MASK+

## PREVENTION & EARLY OUTPATIENT TREATMENT PROTOCOL FOR COVID-19

Page 2/3

### EARLY TREATMENT PROTOCOL<sup>3</sup> (for Delta variant)

#### 1. First line agents (use any or all medicines; listed in order of priority/importance)

##### ANTI-VIRALS

###### Ivermectin<sup>1</sup>

0.4–0.6 mg/kg per dose (take with or after a meal) — one dose daily, take for 5 days or until recovered. Use upper dose if: **1)** in regions with aggressive variants (e.g. Delta); **2)** treatment started on or after day 5 of symptoms or in pulmonary phase; or **3)** multiple comorbidities/risk factors.

###### and/or Nitazoxanide

500 mg 2 x daily for 5 days after meals. Combine with ivermectin (preferred) or substitute if ivermectin is not available. (Nitazoxanide is often unavailable or high-priced in the USA)

##### ANTI-SEPTIC ANTI-VIRALS

**Antiviral mouthwash:** Gargle 3 x daily (do not swallow; must contain chlorhexidine, povidone-iodine, or cetylpyridinium chloride). **Iodine nasal spray/drops:** Use 1% povidone-iodine commercial product as per instructions 2–3 x daily. If 1%-product not available, must first dilute the more widely available 10%-solution<sup>4</sup> and apply 4–5 drops to each nostril every 4 hours. (No more than 5 days in pregnancy.)

##### ANTI-COAGULANTS + IMMUNE FORTIFYING

**Aspirin** 325 mg daily (unless contraindicated)  
**Vitamin D** Vitamin D3 5,000 IU daily. Preferred form if available:  
Calcitriol 0.5 mcg on day 1, then 0.25 mcg daily for 7 days  
**Melatonin** 10 mg before bedtime (causes drowsiness)

##### ADJUNCTIVE / SYNERGISTIC THERAPIES

**Quercetin** 250 mg 2 x daily  
**Zinc** 100 mg/day (elemental zinc)  
**Vitamin C** 500–1,000 mg 2 x daily

##### PULSE OXIMETER

Monitoring of oxygen saturation is recommended (for instructions see page 3)

#### 2. Second line agents (listed in order of priority/importance)

Add to first line therapies above if:

1) ≥5 days of symptoms; 2) Poor response to therapies above; 3) Significant comorbidities.

##### DUAL ANTI-ANDROGEN THERAPY

- Spiroglactone** 100 mg 2 x daily for ten days.
- Dutasteride** 2 mg on day 1, followed by 1 mg daily for 10 days.  
If dutasteride not available, use **Finasteride** 10 mg daily for 10 days.

##### FLUVOXAMINE

50 mg 2 x daily for 10 days<sup>5</sup>  
Consider fluoxetine 30 mg daily for 10 days as an alternative (it is often better tolerated).  
Avoid if patient is already on an SSRI.

##### MONOCLONAL ANTIBODY THERAPY

###### Casirivimab/imdevimab<sup>6</sup>

600 mg each in a single subcutaneous injection. Antibody therapy is for patients within 7 days of first symptoms and one or more risk factors as: Age > 65y; BMI > 25; pregnancy; chronic lung, heart, or kidney disease; diabetes; immunosuppressed; developmental disability; chronic tracheostomy; or feeding tube.

#### Notes

**1** The dosing may be updated as further scientific studies emerge. The safety of ivermectin in pregnancy has not been definitively established. Use in the 1st trimester should be discussed with your doctor.

**2** To use if a household member is COVID-19 positive, or you have prolonged exposure to a COVID-19 positive patient without wearing a mask.

**3** For late phase – hospitalized patients – see the FLCCC's "MATH+ Hospital Treatment Protocol for COVID-19" on [www.flccc.net](http://www.flccc.net)

**4** To make 1% povidone/iodine concentrated solution from 10% povidone/iodine solution, it must be diluted first. One dilution method is as follows:

- First pour 1½ tablespoons (25 ml) of 10% povidone/iodine solution into a nasal irrigation bottle of 250 ml.
- Then fill to top with distilled, sterile or previously boiled water.
- Tilt head back, apply 4–5 drops to each nostril. Keep tilted for a few minutes, let drain.

**5** Some individuals who are prescribed fluvoxamine experience acute anxiety which needs to be carefully monitored for and treated by the prescribing clinician to prevent rare escalation to suicidal or violent behavior.

**6** This medication requires an infusion center. To find the nearest location in the U.S., visit [www.infusioncenter.org](http://www.infusioncenter.org) or call for eligibility and location 1-877-332-6585 for English and 1-877-366-0310 for Spanish

**7** The I-MASK+ protocol is a bridge to vaccines and a safety net for those who cannot or have not been vaccinated; or are vaccinated and have concerns regarding declining protection against emerging variants. Vaccines have shown efficacy in preventing the most severe outcomes of COVID-19 and are an important part of a multi-modal strategy that must also include early treatment. The decision to get a vaccine should be made in consultation with your health care provider.

# I-MASK+

## PREVENTION & EARLY OUTPATIENT TREATMENT PROTOCOL FOR COVID-19

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### Additional information

#### Pulse Oximeter (usage instructions)

In symptomatic patients, monitoring with home pulse oximetry is recommended (due to asymptomatic hypoxia). The limitations of home pulse oximeters should be recognized, and validated devices are preferred. Multiple readings should be taken over the course of the day, and a downward trend should be regarded as ominous. Baseline or ambulatory desaturation < 94% should prompt hospital admission. The following guidance is suggested:

- Use the index or middle finger; avoid the toes or ear lobe.
- Only accept values associated with a strong pulse signal.
- Observe readings for 30–60 seconds to identify the most common value.
- Remove nail polish from the finger on which measurements are made.
- Warm cold extremities prior to measurement.

#### Calculation for ivermectin dose (0.2 mg per kg)

Body weight Conversion: 1 kg ≈ 2.2 lbs (doses calculated per upper end of weight range)		Dose 0.2 mg/kg ≈ 0.09 mg/lb (Each tablet = 3 mg; doses rounded to nearest half tablet above)	
70–90 lb	32–40 kg	8 mg	(3 tablets=9 mg)
91–110 lb	41–50 kg	10 mg	(3.5 tablets)
111–130 lb	51–59 kg	12 mg	(4 tablets)
131–150 lb	60–68 kg	13.5 mg	(4.5 tablets)
151–170 lb	69–77 kg	15 mg	(5 tablets)
171–190 lb	78–86 kg	16 mg	(5.5 tablets)
191–210 lb	87–95 kg	18 mg	(6 tablets)
211–230 lb	96–104 kg	20 mg	(7 tablets=21 mg)
231–250 lb	105–113 kg	22 mg	(7.5 tablets=22.5 mg)
251–270 lb	114–122 kg	24 mg	(8 tablets)
271–290 lb	123–131 kg	26 mg	(9 tablets=27 mg)
291–310 lb	132–140 kg	28 mg	(9.5 tablets=28.5 mg)

For higher doses used in our I-MASK+ Protocol please multiply the value found in the table for 0.2 mg/kg, e.g.:

- **0.4 mg/kg:** double the 0.2 mg/kg dose
- **0.6 mg/kg:** triple the 0.2 mg/kg dose

Tablets can be halved for more accurate dosing. Then round to nearest half tablet above.

Note that Ivermectin is available in different tablet strengths (e.g. with 3, 5 or 6 mg) and administration forms (tablets, drops) depending on the country (please refer to the package information).

In our table we calculate doses using 3 mg tablets (the most common dose per tablet in the U.S.).

If your tablets contain a different amount of ivermectin than 3 mg, you must calculate the number of tablets to equal the dose of ivermectin required.

#### Disclaimer

The **I-MASK+ Prevention & Early Outpatient Treatment Protocol for COVID-19** is solely for educational purposes regarding potentially beneficial therapies for COVID-19. Never disregard professional medical advice because of something you have read on our website and releases. It is not intended to be a substitute for professional medical advice, diagnosis, or treatment in regards to any patient. Treatment for an individual patient should rely on the judgement of your physician or other qualified health provider. Always seek their advice with any questions you may have regarding your health or medical condition. Please note our full disclaimer at: [www.flccc.net/about/disclaimer](http://www.flccc.net/about/disclaimer)



Please check our homepage regularly for updates of our COVID-19 Protocols.  
New medications may be added and/or dose changes to existing medications may be made as further scientific studies emerge!

**Powers.**

A district shall have the following powers:

(1) To acquire by purchase or condemnation, or both, all lands, property and property rights, and all water and water rights, both within and without the district, necessary for its purposes. The right of eminent domain shall be exercised in the same manner and by the same procedure as provided for cities and towns, insofar as consistent with this title, except that all assessment or reassessment rolls to be prepared and filed by eminent domain commissioners or commissioners appointed by the court shall be prepared and filed by the district, and the duties devolving upon the city treasurer are imposed upon the county treasurer;

(2) To lease real or personal property necessary for its purposes for a term of years for which that leased property may reasonably be needed;

(3) To construct, condemn and purchase, add to, maintain, and supply waterworks to furnish the district and inhabitants thereof and any other persons, both within and without the district, with an ample supply of water for all uses and purposes public and private with full authority to regulate and control the use, content, distribution, and price thereof in such a manner as is not in conflict with general law and may construct, acquire, or own buildings and other necessary district facilities. Where a customer connected to the district's system uses the water on an intermittent or transient basis, a district may charge for providing water service to such a customer, regardless of the amount of water, if any, used by the customer. District waterworks may include facilities which result in combined water supply and electric generation, if the electricity generated thereby is a by-product of the water supply system. That electricity may be used by the district or sold to any entity authorized by law to use or distribute electricity. Electricity is deemed a by-product when the electrical generation is subordinate to the primary purpose of water supply. For such purposes, a district may take, condemn and purchase, acquire, and retain water from any public or navigable lake, river or watercourse, or any underflowing water, and by means of aqueducts or pipeline conduct the same throughout the district and any city or town therein and carry it along and upon public highways, roads, and streets, within and without such district. For the purpose of constructing or laying aqueducts or pipelines, dams, or waterworks or other necessary structures in storing and retaining water or for any other lawful purpose such district may occupy the beds and shores up to the high water mark of any such lake, river, or other watercourse, and may acquire by purchase or condemnation such property or property rights or privileges as may be necessary to protect its water supply from pollution. For the purposes of waterworks which include facilities for the generation of electricity as a by-product, nothing in this section may be construed to authorize a district to condemn electric generating, transmission, or distribution rights or facilities of entities authorized by law to distribute electricity, or to acquire such rights or facilities without the consent of the owner;

(4) To purchase and take water from any municipal corporation, private person, or entity. A district contiguous to Canada may contract with a Canadian corporation for the purchase of water and for the construction, purchase, maintenance, and supply of waterworks to furnish the district and inhabitants thereof and residents of Canada with an ample supply of water under the terms approved by the board of commissioners;

(5) To construct, condemn and purchase, add to, maintain, and operate systems of sewers for the purpose of furnishing the district, the inhabitants thereof, and persons outside the district with an adequate system of sewers for all uses and purposes, public and private, including but not limited to on-site sewage disposal facilities, approved septic tanks or approved septic tank systems, on-site sanitary sewerage systems, inspection services and maintenance services for private and public on-site systems, point and nonpoint water pollution monitoring programs that are directly related to the sewerage facilities and programs operated by a district, other facilities, programs, and systems for the collection, interception, treatment, and disposal of wastewater, and for the control of pollution from wastewater with full authority to regulate the use and operation thereof and the service rates to be charged. Under this

chapter, after July 1, 1998, any requirements for pumping the septic tank of an on-site sewage system should be based, among other things, on actual measurement of accumulation of sludge and scum by a trained inspector, trained owner's agent, or trained owner. Training must occur in a program approved by the state board of health or by a local health officer. Sewage facilities may include facilities which result in combined sewage disposal or treatment and electric or methane gas generation, except that the electricity or methane gas generated thereby is a by-product of the system of sewers. Such electricity or methane gas may be used by the district or sold to any entity authorized by law to distribute electricity or methane gas. Electricity and methane gas are deemed by-products when the electrical or methane gas generation is subordinate to the primary purpose of sewage disposal or treatment. The district may also sell surplus methane gas, which may be produced as a by-product. For such purposes a district may conduct sewage throughout the district and throughout other political subdivisions within the district, and construct and lay sewer pipe along and upon public highways, roads, and streets, within and without the district, and condemn and purchase or acquire land and rights-of-way necessary for such sewer pipe. A district may erect sewage treatment plants within or without the district, and may acquire, by purchase or condemnation, properties or privileges necessary to be had to protect any lakes, rivers, or watercourses and also other areas of land from pollution from its sewers or its sewage treatment plant. For the purposes of sewage facilities which include facilities that result in combined sewage disposal or treatment and electric generation where the electric generation is a by-product, nothing in this section may be construed to authorize a district to condemn electric generating, transmission, or distribution rights or facilities of entities authorized by law to distribute electricity, or to acquire such rights or facilities without the consent of the owners;

(6) The authority to construct, condemn and purchase, add to, maintain, and operate systems of reclaimed water as authorized by chapter 90.46 RCW for the purpose of furnishing the district and the inhabitants thereof with reclaimed water for all authorized uses and purposes, public and private, including with full authority to regulate the use and operation thereof and the service rates to be charged. In compliance with other sections of this chapter, a district may also provide reclaimed water services to persons outside the district;

(7)(a) To construct, condemn and purchase, add to, maintain, and operate systems of drainage for the benefit and use of the district, the inhabitants thereof, and persons outside the district with an adequate system of drainage, including but not limited to facilities and systems for the collection, interception, treatment, and disposal of storm or surface waters, and for the protection, preservation, and rehabilitation of surface and underground waters, and drainage facilities for public highways, streets, and roads, with full authority to regulate the use and operation thereof and, except as provided in (b) of this subsection, the service rates to be charged.

(b) The rate a district may charge under this section for storm or surface water sewer systems or the portion of the rate allocable to the storm or surface water sewer system of combined sanitary sewage and storm or surface water sewer systems shall be reduced by a minimum of ten percent for any new or remodeled commercial building that utilizes a permissive rainwater harvesting system. Rainwater harvesting systems shall be properly sized to utilize the available roof surface of the building. The jurisdiction shall consider rate reductions in excess of ten percent dependent upon the amount of rainwater harvested.

(c) Drainage facilities may include natural systems. Drainage facilities may include facilities which result in combined drainage facilities and electric generation, except that the electricity generated thereby is a by-product of the drainage system. Such electricity may be used by the district or sold to any entity authorized by law to distribute electricity. Electricity is deemed a by-product when the electrical generation is subordinate to the primary purpose of drainage collection, disposal, and treatment. For such purposes, a district may conduct storm or surface water throughout the district and throughout other political subdivisions within the district, construct and lay drainage pipe and culverts along and upon public highways, roads, and streets, within and without the district, and condemn and purchase or acquire land and rights-of-way necessary for such drainage systems. A district may provide or erect facilities and improvements for the treatment and disposal of storm or surface water within or without the

district, and may acquire, by purchase or condemnation, properties or privileges necessary to be had to protect any lakes, rivers, or watercourses and also other areas of land from pollution from storm or surface waters. For the purposes of drainage facilities which include facilities that also generate electricity as a by-product, nothing in this section may be construed to authorize a district to condemn electric generating, transmission, or distribution rights or facilities of entities authorized by law to distribute electricity, or to acquire such rights or facilities without the consent of the owners;

(8) To construct, condemn, acquire, and own buildings and other necessary district facilities;

(9) To compel all property owners within the district located within an area served by the district's system of sewers to connect their private drain and sewer systems with the district's system under such penalty as the commissioners shall prescribe by resolution. The district may for such purpose enter upon private property and connect the private drains or sewers with the district system and the cost thereof shall be charged against the property owner and shall be a lien upon property served;

(10) Where a district contains within its borders, abuts, or is located adjacent to any lake, stream, groundwater as defined by RCW 90.44.035, or other waterway within the state of Washington, to provide for the reduction, minimization, or elimination of pollutants from those waters in accordance with the district's comprehensive plan, and to issue general obligation bonds, revenue bonds, local improvement district bonds, or utility local improvement bonds for the purpose of paying all or any part of the cost of reducing, minimizing, or eliminating the pollutants from these waters;

(11) Subject to subsection (7) of this section, to fix rates and charges for water, sewer, reclaimed water, and drain service supplied and to charge property owners seeking to connect to the district's systems, as a condition to granting the right to so connect, in addition to the cost of the connection, such reasonable connection charge as the board of commissioners shall determine to be proper in order that those property owners shall bear their equitable share of the cost of the system. For the purposes of calculating a connection charge, the board of commissioners shall determine the pro rata share of the cost of existing facilities and facilities planned for construction within the next ten years and contained in an adopted comprehensive plan and other costs borne by the district which are directly attributable to the improvements required by property owners seeking to connect to the system. The cost of existing facilities shall not include those portions of the system which have been donated or which have been paid for by grants. The connection charge may include interest charges applied from the date of construction of the system until the connection, or for a period not to exceed ten years, whichever is shorter, at a rate commensurate with the rate of interest applicable to the district at the time of construction or major rehabilitation of the system, or at the time of installation of the lines to which the property owner is seeking to connect. In lieu of requiring the installation of permanent local facilities not planned for construction by the district, a district may permit connection to the water and/or sewer systems through temporary facilities installed at the property owner's expense, provided the property owner pays a connection charge consistent with the provisions of this chapter and agrees, in the future, to connect to permanent facilities when they are installed; or a district may permit connection to the water and/or sewer systems through temporary facilities and collect from property owners so connecting a proportionate share of the estimated cost of future local facilities needed to serve the property, as determined by the district. The amount collected, including interest at a rate commensurate with the rate of interest applicable to the district at the time of construction of the temporary facilities, shall be held for contribution to the construction of the permanent local facilities by other developers or the district. The amount collected shall be deemed full satisfaction of the proportionate share of the actual cost of construction of the permanent local facilities. If the permanent local facilities are not constructed within fifteen years of the date of payment, the amount collected, including any accrued interest, shall be returned to the property owner, according to the records of the county auditor on the date of return. If the amount collected is returned to the property owner, and permanent local facilities capable of serving the property are constructed thereafter, the property owner at the time of construction of such permanent local facilities shall pay a proportionate share of the cost of such permanent local facilities, in addition to reasonable connection charges and other charges authorized by this section. A district may permit payment of the cost of connection and the reasonable connection charge to be paid with interest in



installments over a period not exceeding fifteen years. The county treasurer may charge and collect a fee of three dollars for each year for the treasurer's services. Those fees shall be a charge to be included as part of each annual installment, and shall be credited to the county current expense fund by the county treasurer. Revenues from connection charges excluding permit fees are to be considered payments in aid of construction as defined by department of revenue rule. Rates or charges for on-site inspection and maintenance services may not be imposed under this chapter on the development, construction, or reconstruction of property.

Before adopting on-site inspection and maintenance utility services, or incorporating residences into an on-site inspection and maintenance or sewer utility under this chapter, notification must be provided, prior to the applicable public hearing, to all residences within the proposed service area that have on-site systems permitted by the local health officer. The notice must clearly state that the residence is within the proposed service area and must provide information on estimated rates or charges that may be imposed for the service.

A water-sewer district shall not provide on-site sewage system inspection, pumping services, or other maintenance or repair services under this section using water-sewer district employees unless the on-site system is connected by a publicly owned collection system to the water-sewer district's sewerage system, and the on-site system represents the first step in the sewage disposal process.

Except as otherwise provided in RCW 90.03.525, any public entity and public property, including the state of Washington and state property, shall be subject to rates and charges for sewer, water, stormwater control, drainage, and street lighting facilities to the same extent private persons and private property are subject to those rates and charges that are imposed by districts. In setting those rates and charges, consideration may be made of in-kind services, such as stream improvements or donation of property;

(12) To contract with individuals, associations and corporations, the state of Washington, and the United States;

(13) To employ such persons as are needed to carry out the district's purposes and fix salaries and any bond requirements for those employees;

(14) To contract for the provision of engineering, legal, and other professional services as in the board of commissioner's discretion is necessary in carrying out their duties;

(15) To sue and be sued;

(16) To loan and borrow funds and to issue bonds and instruments evidencing indebtedness under chapter 57.20 RCW and other applicable laws;

(17) To transfer funds, real or personal property, property interests, or services subject to RCW 57.08.015;

(18) To levy taxes in accordance with this chapter and chapters 57.04 and 57.20 RCW;

(19) To provide for making local improvements and to levy and collect special assessments on property benefited thereby, and for paying for the same or any portion thereof in accordance with chapter 57.16 RCW;

(20) To establish street lighting systems under RCW 57.08.060;

(21) To exercise such other powers as are granted to water-sewer districts by this title or other applicable laws; and

(22) To exercise any of the powers granted to cities and counties with respect to the acquisition, construction, maintenance, operation of, and fixing rates and charges for waterworks and systems of sewerage and drainage.

[ 2009 c 253 § 1; 2007 c 31 § 8; 2004 c 202 § 1; 2003 c 394 § 5; 1999 c 153 § 2; 1997 c 447 § 16; 1996 c 230 § 301.]

## NOTES:

**Part headings not law—1999 c 153:** See note following RCW [57.04.050](#).


**Finding—Purpose—1997 c 447:** See note following RCW [70.05.074](#).

**Part headings not law—Effective date—1996 c 230:** See notes following RCW [57.02.001](#).



**AGENDA  
BILL  
Item 9.A**

**General Manager's  
Report**

DATE SUBMITTED:	September 23, 2021	MEETING DATE:	September 29, 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, September 29, 2021 – 8:00 a.m.

#### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Oct 13, 2021	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu Oct 14, 2021	8:00 a.m.	Remote Attendance Commissioner Ford to attend
Investment Comm. Meeting	Wed Oct 27, 2021	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Oct 21, 2021	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Policy Group Meeting	Wed Dec 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 Oct 20, 2021	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Oct 13, 2021	3:00 p.m.	Remote Attendance

#### 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
- Preliminary 2022 Budget presentation
- Whatcom County Natural Hazards Mitigation Plan update adoption
- General Manager annual performance evaluation

## 2021 Initiatives Status

### Administration and Operations

#### Six-Year Strategic 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 Board conducted a work session on the first revision of the strategic plan on September 8.*

#### 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, 2021 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 as the new Finance Manager 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, 2021, and subsequent meetings were held on August 2 and 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.*
- Develop a USEPA-compliant emergency response plan by December 31, 2021.  
*The District's emergency response plan update was certified on September 21.*

## **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), July 8 (Jenny Signs hire) and August 20 (Justin Clary appointment to Public Works Board).*

### Intergovernmental Relations

- *J Clary chaired the Whatcom Water Alliance meeting on September 9.*
- *J Clary attended the Washington State Public Works Board meeting on September 10.*
- *J Clary, J Signs, and Commissioner McRoberts attended the WASWD fall conference on September 15-17.*

### 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.*

## **Lake Whatcom Water Quality**

### Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary attended the Data Group meeting on September 9.*


### 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:	September 23, 2021	MEETING DATE:	September 29, 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 September 29, 2021 Board Meeting  
Data Compiled 9/22/21 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	81	2
Connected ERUs	3917	70	44	2
Remaining Capacity (ERUs)	**	15	37	0
Permitted ERUs Under Construction	38	0	0	0
Pre-paid Connection Certificates & Expired Permit	13	0	5	0
Water Availabilities (trailing 12 months)	51	0	0	0
Subtotal - Commitments not yet connected	102	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

Annual Reports		
Name Of Report	Deadline	Completed
Report Number of Sewer ERUs to City of Bellingham Prepared by: Bill Hunter	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 9/21/2021

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	\$1,098,716	\$591,888												
C 1814	Agate Heights WTP and Opal Booster Upgrades	\$359,320	\$343,059	\$16,261												
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	\$107,232	\$52,478												
M 1917	Beaver & Flat Car PLC and UPS Improvements	\$118,191	\$84,412	\$33,779												
C 2003	Sewer System Rehab and Replacement Projects	\$116,640	\$124,884	\$8,244												
C 2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$15,045	\$4,955												
C 2007	Administrative Server Hardware	\$25,000	\$0	\$25,000												
C 2011	Convert Eagleridge Booster to Metering Station	\$30,000	\$25,541	\$4,459												
C 2012	Austin-Fremont PRV Rebuild	\$10,000	\$0	\$10,000												
C 2013	Geneva and Div 22 Res Impressed Current Cathodic Protection	\$40,000	\$43,351	\$3,351												
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 2024	AWIA Risk Assessment and Emergency Response Plans	\$10,000	\$0	\$10,000												
A 2025	Rate Study	\$30,000	\$14,760	\$15,240												
A 2104	General Engineering Services - 5 Year Contract			\$0												
C 2102	Annual Asphalt Patching	\$35,000	\$20,805	\$14,195												
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	\$1,882	\$8,118												
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 Insert Valve for Emergency Isolation	\$25,000		\$25,000												
C 2110	Division 30 Booster PLC and UPS Improvements	\$60,000		\$60,000												
C 2111	Div 7 Reservoir Predesign, Esmts & Permitting	\$63,000	\$15,193	\$47,807												
C 2112	Rocky Ridge & Lakewood Predesign and Shoreline Permitting	\$140,000	\$221	\$139,779												
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	\$14,900	\$5,018	\$9,882												
A 2116	Commissioner District Boundary Census Update															
M 2117	Janitorial Services															
M 2118	Div 30 Transmission Line Break	\$143,449	\$143,449	\$0												
A 2119	Sewer Capacity Analysis	\$10,000	\$1,909													

## 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:	September 22, 2021	MEETING DATE:	September 29, 2021
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. August 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 8/31/2021

Petty Cash	\$ 1,600	
Cash	\$ 1,190,481	0.00%
Public Funds Account	<u>\$ 503,021</u>	0.35%
<b>WA Federal</b>	<b>\$ 1,695,102</b>	
<b>Local Gov't Investment Pool</b>	<b>\$ 236,455</b>	0.18%

		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		<u>(\$27,406)</u>		
<b>US Bank Safekeeping</b>		<b>\$ 3,310,514</b>		
<b>TOTAL</b>		<b><u>\$ 5,242,071</u></b>		

#### USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating - Unassigned	\$ 970,000
Unassigned	\$ 2,224,737
	<b><u>\$ 5,242,071</u></b>



# Monthly Trial Balance

Lake Whatcom W-S District

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## 401 Water Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
308 Beginning Balances					
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%
340 Charges For Services					
343 40 10 00 Water Sales Metered	2,770,313.00	247,217.95	1,744,644.23	1,025,668.77	37.0%
343 40 20 01 DEA Permits - Water	0.00	300.00	(8,711.00)	8,711.00	100.0%
343 41 10 01 Building Permits - Water	96,000.00	33,612.00	244,908.64	(148,908.64)	0.0%
340 Charges For Services	2,866,313.00	281,129.95	1,980,841.87	885,471.13	30.9%
350 Fines & Forfeitures					
359 81 10 00 Combined Fees	17,500.00	1,081.70	7,726.35	9,773.65	55.8%
359 90 00 00 Late Fees	27,500.00	0.00	157.44	27,342.56	99.4%
350 Fines & Forfeitures	45,000.00	1,081.70	7,883.79	37,116.21	82.5%
360 Misc Revenues					
361 11 00 00 Investment Interest	20,000.00	7.92	48,363.34	(28,363.34)	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	106.98	293.29	706.71	70.7%
360 Misc Revenues	22,000.00	114.90	51,332.68	(29,332.68)	0.0%
<b>Fund Revenues:</b>	<b>3,853,313.00</b>	<b>282,326.55</b>	<b>3,082,122.19</b>	<b>771,190.81</b>	<b>20.0%</b>

Expenditures	Amt Budgeted	August	YTD	Remaining	
534 Water Utilities					
534 10 10 00 Water - Gen Admin Payroll	355,000.00	27,218.23	241,764.76	113,235.24	31.9%
534 10 20 00 Water - Gen Admin Personnel Benefits	163,000.00	12,149.72	102,247.31	60,752.69	37.3%
534 10 31 00 Water - Gen Admin Supplies	25,000.00	1,076.95	8,994.57	16,005.43	64.0%
534 10 31 01 Water - Meetings/Team building	2,000.00	24.11	1,480.65	519.35	26.0%
534 10 40 00 Water - Merchant Services Fees	10,000.00	2,533.65	9,383.14	616.86	6.2%
534 10 40 01 Water - Bank Fees	750.00	110.97	541.72	208.28	27.8%
534 10 41 00 Water - Quality Assurance Programs	65,000.00	0.00	12,409.56	52,590.44	80.9%
534 10 41 01 Water - Gen Admin Prof Svc	136,350.00	15,901.93	128,830.01	7,519.99	5.5%
534 10 41 02 Water- Engineering Svc	20,000.00	0.00	7,752.37	12,247.63	61.2%
534 10 41 03 Water - Legal Svc	20,000.00	510.25	14,131.50	5,868.50	29.3%
534 10 41 20 Water - 20 Year SVWTP Plan	64,350.00	0.00	35,693.79	28,656.21	44.5%
534 10 42 00 Water - Admin Communication	30,000.00	2,803.28	20,167.58	9,832.42	32.8%
534 10 45 00 Water - Gen Admin Lease	5,000.00	392.33	3,642.11	1,357.89	27.2%
534 10 46 00 Water - Gen Admin Insurance	90,000.00	1,914.37	2,176.87	87,823.13	97.6%
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	1,201.32	14,736.50	263.50	1.8%
534 10 49 02 Water - Taxes	115,000.00	15,169.01	91,786.18	23,213.82	20.2%
534 40 43 00 Water - Admin Training & Travel	10,000.00	810.92	2,059.19	7,940.81	79.4%
534 40 43 01 Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%

# Monthly Trial Balance

Lake Whatcom W-S District

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## 401 Water Fund

Expenditures		Amt Budgeted	August	YTD	Remaining	
<b>534 Water Utilities</b>						
534 50 31 00	Water - Maintenance Supplies	120,000.00	3,611.87	41,250.59	78,749.41	65.6%
534 50 31 01	Water- Small Assets	40,000.00	145.93	17,317.06	22,682.94	56.7%
534 50 48 00	Water - Repair & Maint	177,063.00	4,854.40	175,490.38	1,572.62	0.9%
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	1,375.00	5,934.00	6,566.00	52.5%
534 60 47 00	Water - City of Bellingham	40,000.00	0.00	26,896.50	13,103.50	32.8%
534 80 10 00	Water - Operations Payroll	570,500.00	46,658.40	389,363.99	181,136.01	31.8%
534 80 20 00	Water - Operations Personnel Benefits	245,000.00	19,240.67	164,581.58	80,418.42	32.8%
534 80 32 00	Water - Operations Fuel	10,000.00	3,675.92	8,100.10	1,899.90	19.0%
534 80 35 00	Water - Safety Supplies	10,000.00	80.77	2,123.55	7,876.45	78.8%
534 80 35 01	Water - Safety Boots	1,250.00	0.00	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	0.00	4,656.16	5,343.84	53.4%
534 80 47 00	Water - Ops Utilities	115,000.00	10,295.77	78,430.09	36,569.91	31.8%
534 80 49 00	Water - Operations Laundry	2,000.00	110.18	890.49	1,109.51	55.5%
<b>534 Water Utilities</b>		<b>2,488,263.00</b>	<b>171,865.95</b>	<b>1,613,468.67</b>	<b>874,794.33</b>	<b>35.2%</b>
<b>580 Non Expenditures</b>						
589 99 99 99	Payroll Benefit Liabilities	0.00	(724.12)	703.59	(703.59)	0.0%
<b>580 Non Expenditures</b>		<b>0.00</b>	<b>(724.12)</b>	<b>703.59</b>	<b>(703.59)</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	9,652.15	271,049.64	(271,049.64)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	0.00	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>9,652.15</b>	<b>451,834.80</b>	<b>154,815.20</b>	<b>25.5%</b>
<b>Fund Expenditures:</b>		<b>3,324,007.00</b>	<b>180,793.98</b>	<b>2,066,007.06</b>	<b>1,257,999.94</b>	<b>37.8%</b>
<b>Fund Excess/(Deficit):</b>		<b>529,306.00</b>	<b>101,532.57</b>	<b>1,016,115.13</b>		

# Monthly Trial Balance

Lake Whatcom W-S District

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## 402 Sewer Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
308 Beginning Balances					
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%
340 Charges For Services					
343 50 11 00 Sewer Service Residential	4,256,228.00	348,829.38	2,849,666.87	1,406,561.13	33.0%
343 50 19 00 Sewer Service Other	4,500.00	543.18	3,163.37	1,336.63	29.7%
343 50 80 00 Latecomers Fee ULID #18	0.00	250.00	250.00	(250.00)	0.0%
343 51 10 02 Building Permits - Sewer	142,500.00	35,540.00	262,381.50	(119,881.50)	0.0%
340 Charges For Services	4,403,228.00	385,162.56	3,115,461.74	1,287,766.26	29.2%
360 Misc Revenues					
361 11 00 02 Investment Interest	20,000.00	50.64	48,363.34	(28,363.34)	0.0%
361 40 00 02 ULID 18 Interest/Penalties	2,500.00	0.00	2,386.82	113.18	4.5%
368 10 00 02 ULID 18 Principal Payments	8,000.00	180.06	9,839.81	(1,839.81)	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	106.97	1,232.52	(232.52)	0.0%
369 40 00 02 Project Reimbursement	4,141.00	4,140.96	4,640.96	(499.96)	0.0%
360 Misc Revenues	36,641.00	4,478.63	67,473.05	(30,832.05)	0.0%
<b>Fund Revenues:</b>	<b>5,569,869.00</b>	<b>389,641.19</b>	<b>4,697,990.23</b>	<b>871,878.77</b>	<b>15.7%</b>

Expenditures	Amt Budgeted	August	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	355,000.00	27,218.20	241,764.26	113,235.74	31.9%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	155,000.00	12,149.47	102,270.42	52,729.58	34.0%
535 10 31 00 Sewer - Gen Admin Supplies	25,000.00	1,076.92	11,091.05	13,908.95	55.6%
535 10 31 01 Sewer - Meetings/Team Building	2,000.00	24.12	1,794.52	205.48	10.3%
535 10 40 00 Sewer - Merchant Services Fees	10,000.00	1,151.75	8,001.14	1,998.86	20.0%
535 10 40 01 Sewer - Bank Fees	750.00	110.96	541.71	208.29	27.8%
535 10 41 01 Sewer - Gen Admin Prof Svc	128,850.00	11,939.92	102,896.19	25,953.81	20.1%
535 10 41 02 Sewer - Engineering Svc	20,000.00	0.00	8,888.88	11,111.12	55.6%
535 10 41 03 Sewer - Legal Svc	20,000.00	510.25	14,131.50	5,868.50	29.3%
535 10 42 00 Sewer - Admin Communication	30,000.00	2,803.25	20,167.12	9,832.88	32.8%
535 10 45 00 Sewer - Gen Admin Lease	5,000.00	392.32	3,642.03	1,357.97	27.2%
535 10 46 00 Sewer - Gen Admin Insurance	90,000.00	1,914.38	2,176.88	87,823.12	97.6%
535 10 49 00 Sewer - Gen Admin Misc	500.00	0.00	10.79	489.21	97.8%
535 10 49 01 Sewer - Memberships/Dues/Permits	10,000.00	892.33	7,585.43	2,414.57	24.1%
535 10 49 02 Sewer - Taxes	115,000.00	11,248.23	65,851.66	49,148.34	42.7%
535 40 43 00 Sewer - Gen Admin TrainIng & Travel	10,000.00	810.92	1,755.19	8,244.81	82.4%
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	498.30	15,713.05	34,286.95	68.6%
535 50 31 01 Sewer - Small Assets	30,000.00	145.94	24,502.89	5,497.11	18.3%
535 50 48 00 Sewer - Repair & Maint	95,000.00	3,462.74	65,813.14	29,186.86	30.7%
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%

# Monthly Trial Balance

Lake Whatcom W-S District

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## 402 Sewer Fund

Expenditures		Amt Budgeted	August	YTD	Remaining	
<b>535 Sewer</b>						
535 60 47 00	Sewer - City of Bellingham	750,000.00	31,702.66	533,340.18	216,659.82	28.9%
535 80 10 00	Sewer - Operations Payroll	476,500.00	37,591.48	313,641.26	162,858.74	34.2%
535 80 20 00	Sewer - Operations Personnel Benefits	232,000.00	15,428.95	130,942.61	101,057.39	43.6%
535 80 32 00	Sewer - Operations Fuel	13,000.00	3,675.89	8,104.10	4,895.90	37.7%
535 80 35 00	Sewer - Safety Supplies	10,000.00	80.78	2,116.22	7,883.78	78.8%
535 80 35 01	Sewer - Safety Boots	1,250.00	0.00	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	0.00	667.56	9,332.44	93.3%
535 80 47 00	Sewer - Ops Utilities	105,000.00	6,620.15	77,098.01	27,901.99	26.6%
535 80 49 00	Sewer - Operations Laundry	2,000.00	165.30	1,356.84	643.16	32.2%
<b>535 Sewer</b>		<b>2,784,850.00</b>	<b>171,615.21</b>	<b>1,772,016.26</b>	<b>1,012,833.74</b>	<b>36.4%</b>
<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%
<b>591 Debt Service</b>		<b>640,425.00</b>	<b>0.00</b>	<b>102,712.50</b>	<b>537,712.50</b>	<b>84.0%</b>
<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	2,750.49	499,937.54	(499,937.54)	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%
<b>594 Capital Expenditures</b>		<b>1,623,000.00</b>	<b>2,750.49</b>	<b>625,727.45</b>	<b>997,272.55</b>	<b>61.4%</b>
<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%
<b>597 Interfund Transfers</b>		<b>19,000.00</b>	<b>0.00</b>	<b>18,911.83</b>	<b>88.17</b>	<b>0.5%</b>
<b>Fund Expenditures:</b>		<b>5,067,275.00</b>	<b>174,365.70</b>	<b>2,519,368.04</b>	<b>2,547,906.96</b>	<b>50.3%</b>
<b>Fund Excess/(Deficit):</b>		<b>502,594.00</b>	<b>215,275.49</b>	<b>2,178,622.19</b>		

## Monthly Trial Balance

Lake Whatcom W-S District

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### 425 Sewer Contingency Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
308 Beginning Balances					
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%
397 Interfund Transfers					
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

Lake Whatcom W-S District

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### 426 Water Contingency Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
308 Beginning Balances					
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

Lake Whatcom W-S District

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### 460 Bond Reserve Fund

Revenues	Amt Budgeted	August	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:	September 23, 2021	MEETING DATE:	September 29, 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 September 29, 2021 Board Meeting  
Data Compiled 9/23/21 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	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	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		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												

<b>Safety Program Summary</b>			
Completed by Rich Munson & Brent Winters			
<b>Summary of Annual Safety Training</b>			
<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%
<b>Overall</b>	<b>576</b>	<b>576</b>	<b>100%</b>

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	9/30/2021 (scheduled)				
2/23/2021	6/24/2021					
3/25/2021	7/29/2021					
4/22/2021	8/26/2021					
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: • 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**  
**9/29/2021 Board Meeting**

<b>Safety Activities</b>	
<ol style="list-style-type: none"> <li>1. No time-loss injuries or near misses.</li> <li>2. Daily safety reminders directly relevant to the day's tasks.</li> <li>3. Jobsite tailgate meetings by project lead.</li> </ol>	
<b>Water Utility Activities</b>	
<i>Water Treatment Plants</i> <ol style="list-style-type: none"> <li>1. Sudden Valley               <ol style="list-style-type: none"> <li>a. Plant is operating well, averaging 0.50 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> <i>Distribution System</i> <ol style="list-style-type: none"> <li>1. Completing New water service connections as contractors are ready for them.</li> <li>2. Continuing the annual pressure reducing valve maintenance program.</li> <li>3. Repaired 4 service lines leaks this reporting period.</li> </ol>	
<b>Sewer Utility Activities</b>	
<i>Lift Stations</i> <ol style="list-style-type: none"> <li>1. The first wind storm of the season took out power to most of the system for 18 hours. All generators ran well and kept the system running. The crew did a great job responding and keeping things running throughout the storm.</li> <li>2. All pumps are in normal operation.</li> </ol> <i>Collection System</i> <ol style="list-style-type: none"> <li>1. Televising proposed new sewer connections and inspecting core drill connections after they are completed.</li> </ol>	
<b>Fleet</b>	
<i>Vehicles</i> <ol style="list-style-type: none"> <li>1. All vehicles are ready to go to work.</li> </ol> <i>Equipment</i> <ol style="list-style-type: none"> <li>1. All equipment is ready to go to work.</li> </ol>	
<b>Facilities</b>	
<i>Shop Building</i> <ol style="list-style-type: none"> <li>1. Summer help is mowing, trimming and painting facilities.</li> </ol>	
<b>Training</b>	
<ol style="list-style-type: none"> <li>1. Alex Guitewise completed Trench Safety training.</li> <li>2.</li> </ol>	
<b>Development</b>	
<ol style="list-style-type: none"> <li>1. Inspector is actively working with nineteen (19) permit holders making connection to our system.</li> </ol>	