#### LAKE WHATCOM WATER & SEWER DISTRICT



1220 Lakeway Drive Bellingham, WA, 98229 (360) 734-9224 Fax 738-8250

#### **MEMORANDUM**

Date: October 7, 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 <u>Proclamation No. 20-28.3</u>, 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 October 13, 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.

#### October 13, 2021 Regular Board Meeting

Wed, Oct 13, 2021 6:30 PM - 9:00 PM (PDT)

Join the meeting from your computer, tablet or smartphone.

https://global.gotomeeting.com/join/857338933

You can also dial in using your phone.

United States: +1 (571) 317-3112

Access Code: 857-338-933

New to GoToMeeting? Get the app now and be ready

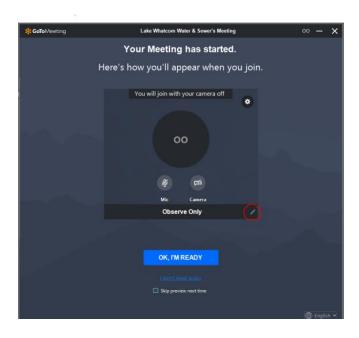
when the meeting starts:

https://global.gotomeeting.com/install/857338933

#### 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.





#### LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive Bellingham, WA 98229

# REGULAR MEETING OF THE BOARD OF COMMISSIONERS AGENDA

October 13, 2021 6:30 p.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. Resolution No. 877—Requiring COVID-19 Vaccinations for District Staff, Volunteers, and On-site Indoor Contractors
  - B. Dellesta and Edgewater Sewer Lift Stations Improvements Project Public Works Contract Close-out
  - C. Beaver and Flatcar Sewer Lift Stations Controls Project Public Works Contract Close-out
  - D. Division 7 Reservoir Replacement Project Design Award
  - E. Preliminary 2022 Budget Presentation
- 8. OTHER BUSINESS
- 9. STAFF REPORTS
  - A. General Manager
- 10. PUBLIC COMMENT OPPORTUNITY
- 11. ADJOURNMENT

whatcom 15	ENDA BILL em 6	Consent Ag	enda	
DATE SUBMITTED:	October 7, 2021	MEETING DATE:	October 13, 2	2021
TO: BOARD OF COMMI	SSIONERS	FROM: Rachael H	Норе	
GENERAL MANAGER AI	PPROVAL	Sotol Clay		
ATTACHED DOCUMENT	-S	1. See below		
TYPE OF ACTION REQU	ESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER

#### **BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the September 29, 2021 Regular Board Meeting
- Payroll for Pay Period #20 (09/28/2021 through 10/01/2021) totaling \$49,362.38
- Payroll Benefits for Pay Period #20 totaling \$52,658.28
- 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."

<sup>\*\*</sup>TO BE UPDATED 10.13.2021\*\*



#### LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive Bellingham, WA 98229

#### REGULAR SESSION OF THE BOARD OF COMMISSIONERS

#### Minutes

September 29, 2021

Board President Laura Abele called the Regular Session to order at 8:02 a.m.

**Attendees:** Commissioner Laura Abele General Manager Justin Clary

Commissioner Todd Citron District Engineer/Assistant GM Bill Hunter

Commissioner John Carter Current Finance Manager/Treasurer Jenny Signs

Commissioner Bruce Ford Operations Manager Brent Winters
Commissioner Leslie McRoberts Recording Secretary Rachael Hope

Bob Carmichael, District Legal Counsel Melanie Mankamyer, Wilson Engineering

Keith Stewart, Gray & Osborne Brian Smith, Wilson Engineering Kristin Hemenway, District Staff Jason Dahlstrom, District Staff

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, excluding one anonymous attendee who followed District procedure for attending as an observer only.

#### **Changes to Agenda**

Commissioner Citron suggested that Item 7D be moved to immediately after the Consent Agenda in order to release attending staff back to regular duties in a timely manner. The Board agreed.

#### **Consent Agenda**

#### **Action Taken**

Ford moved, McRoberts seconded, approval of:

- 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 totaling \$635,298.15

Motion passed.

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

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. At the September 8 regular board meeting, discussion of multiple topics and considerations took place. The Board explored topics such as staffing redundancy, exemptions, and current and available protective measures; as well as hearing input from several District employees.

Clary introduced the topic for further discussion, including the presentation of a potential draft resolution mandating vaccination for District employees. District employees were invited to contribute to the discussion. The dialogue elicited several questions from the Board, who requested that District staff return with further information at the October 13, 2021 regular meeting, with a goal of making a final decision on that date.

#### <u>Customer Appeal – Request for Extension of Voluntary Billing Suspension Period</u>

Clary explained that 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 notified those accounts under voluntary billing suspension of the pending resumption of service.

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 here sole recourse was to appeal her situation to the board. The District received an email from Ms. Kozak on September 21, 2021 requesting consideration of extension of the voluntary billing suspension associated with her account.

#### **Action Taken**

Citron moved, Ford seconded, 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. Motion passed.

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

Hunter recalled that at the August 11, 2021 Board 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.

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.

Staff presented the Board with worksheets summarizing the component costs for each of the three configurations as well as a narrative for each configuration to facilitate discussion.

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

Clary recounted that in early 2021, the District embarked on completion of a rate study that will 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.

To-date, due to magnitude and complexity of discussion, 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 must be considered in concert, with Board policy set on which should be prioritized based upon acceptable rate impacts. Discussion followed, including preliminary plans for a future work session retreat for Staff to gain overall direction on Board priorities to be built into the rate study and future operating budgets.

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

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic, a recent trespass at the District 22 reservoir, and the District's receipt as a 20 year recipient of the DOH's Treatment Optimization Program (TOP) Award. Discussion followed.

#### **Engineering Department Report**

Hunter highlighted several areas, including supply chain issues affecting the closeout of several district projects, a request for interested commissioners to participate on the review committee for Division 7 Seismic Upgrade Requests for Qualifications, and progress on a Hazard Mitigation Grant the District has applied for. Discussion followed.

#### **Finance Department Report**

Signs reported that as of August 31, 67% of the fiscal year has passed and expenditures are tracking consistent with expectations. Revenues are coming in ahead of schedule largely due to permit purchases.

#### **Operations & Maintenance Department Report**

Winters gave a brief report on field crew operations, including ongoing safety training, recent service line leaks, and lots of development activity leading into the busiest month of inspections and installation of new water services. Discussion followed.

With no further business, Abele adjourned the	Regular Session 10:19 a.m.
Board President, Laura Abele	_
Attest: Recording Secretary, Rachael Hope	_ Minutes approved by motion at ☐ Regular ☐ Special Board Meeting on
0 //	Date Minutes Annroyed

#### **CHECK REGISTER**

10/07/2021 To: 10/07/2021

Lake Whatcom W-S District

Time. 14.25.9 Late: 10/05/2021

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Trans	Date	Type	Acct #	Chk#	Claimant	Amount	Memo
3011	10/07/2021	Payroll	5	EFT		3,638,50	09/18/2021 - 10/01/2021 PR 20
3012	10/07/2021	Payroll	5	EFT			09/18/2021 - 10/01/2021 PR 20
3013	10/07/2021	Payroll	5	EFT		•	09/18/2021 - 10/01/2021 PR 20
3014	10/07/2021	Payroll	5	EFT		3,011.87	09/18/2021 - 10/01/2021 PR 20
3016	10/07/2021	Payroll	5	EFT		1,638.36	09/18/2021 - 10/01/2021 PR 20
3017	10/07/2021	Payroll	5	EFT		1,698.74	09/18/2021 - 10/01/2021 PR 20
3018	10/07/2021	Payroll	5	EFT			09/18/2021 - 10/01/2021 PR 20
3019	10/07/2021	Payroll	5	EFT		2,076.50	09/18/2021 - 10/01/2021 PR 20
3020	10/07/2021	Payroll	5	EFT			09/18/2021 - 10/01/2021 PR 20
3021	10/07/2021	Payroll	5	EFT		2,373.61	09/18/2021 - 10/01/2021 PR 20
3022	10/07/2021	Payroll	5	EFT			09/18/2021 - 10/01/2021 PR 20
3023	10/07/2021	Payroll	5	EFT		•	09/18/2021 - 10/01/2021 PR 20
3024	10/07/2021	Payroll	5	EFT			09/18/2021 - 10/01/2021 PR 20
3025	10/07/2021	Payroll	5	EFT			09/18/2021 - 10/01/2021 PR 20
3026	10/07/2021	Payroll	5	EFT			09/18/2021 - 10/01/2021 PR 20
3027	10/07/2021	Payroll	5	EFT			09/18/2021 - 10/01/2021 PR 20
3028	10/07/2021	Payroll	5	EFT			09/18/2021 - 10/01/2021 PR 20
3029	10/07/2021	Payroll	5	EFT			09/18/2021 - 10/01/2021 PR 20
3015	10/07/2021	Payroll	5	12063		1,463.60	09/18/2021 - 10/01/2021 PR 20
		401 Wate	r Fund			16,066.99	
		402 Sewe	er Fund			33,295.39	
						49,362.38	Payroll: 49,362.38
and the Sign _	General Man	ager, Justi	ertify this cl	oard for t	he above is an unpaid, just, and  Date 10/5/2021  this district has reviewed the cla	·	
Board			e , Rachael Ho	ope			
Appro	ved by motio	on at	_ Regular _	Spec	ial Board Meeting on		

**Date Approved** 

# **BENEFITS**

#### **CHECK REGISTER**

Lake Whatcom W-S District

10/07/2021 To: 10/07/2021

Time: 14:38:47 Date: 10/05/2021

Page: 1

Trans	Date	Туре	Acct #	Chk#	Claimant	Amount	Memo
3030	10/07/2021	Payroll	5	EFT	UNITED STATES TREASURY	18,627.58	941 Deposit for Pay Cycle(s) 10/07/2021 - 10/07/2021
3031	10/07/2021	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTERY	208.34	Pay Cycle(s) 10/07/2021 To 10/07/2021 - SUP ENF
3032	10/07/2021	Payroll	5	12064	AFLAC	354.85	Pay Cycle(s) 10/07/2021 To 10/07/2021 - AFLAC Pre-Tax; Pay Cycle(s) 10/07/2021 To 10/07/2021 - AFLAC Post-Tax
3033	10/07/2021	Payroll	5	12065	AFSCME LOCAL	367.56	Pay Cycle(s) 10/07/2021 To 10/07/2021 - Union Dues; Pay Cycle(s) 10/07/2021 To 10/07/2021 - Union Fund
3034	10/07/2021	Payroll	5	12066	DEPARTMENT OF RETIREMENT SYSTEMS	4,169.50	Pay Cycle(s) 10/07/2021 To 10/07/2021 - DCP
3035	10/07/2021	Payroll	5	12067	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 10/07/2021 To 10/07/2021 - VEBA
3036	10/07/2021	Payroll	5	12068	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 10/07/2021 To 10/07/2021 - ICMA
3037	10/07/2021	Payroll	5	12069	WA ST HEALTH CARE AUTHORITY	16,061.98	Pay Cycle(s) 10/07/2021 To 10/07/2021 - PEBB Medical; Pay Cycle(s) 10/07/2021 To 10/07/2021 - PEBB ADD LTD; Pay Cycle(s) 10/07/2021 To 10/07/2021 - PEBB SMK Surcharge; Pay Cycle(s) 10/07/2021 To 10/07
3038	10/07/2021	Payroll	5	12070	WA ST PUBLIC EMP RET PLAN 2	9,283.36	Pay Cycle(s) 10/07/2021 To 10/07/2021 - PERS 2
3039	10/07/2021	Payroll	5	12071	WA ST PUBLIC EMP RET PLAN 3	2,895.11	Pay Cycle(s) 10/07/2021 To 10/07/2021 - PERS 3
		401 Water Fu 402 Sewer F				39,196.80 13,461.48	
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52,658.28

52,658.28 Payroll:

# **BENEFITS**

#### **CHECK REGISTER**

Lake Whatcom W-S District

Time: 14:38:47 Date: 10/05/2021

				]	10/07/2021 To: 10/0	7/2021	Page:
Trans	Date	Туре	Acct #	Chk#	Claimant	Amount Mer	mo
l do h and th	ereby cert at I am au	ify, under per uthorized to c	nalty of perj ertify this c	jury, that laim.	the above is an unpaid,	just, and due obligation as d	escribed herein,
Sign (	General N	Manager, Justi	ir Clary		Date <u>/0/ 5/202</u>	<u> </u>	
		ation - The du tion at the me			this district has review	ed the claims listed and appro	oved the
Board	d Presider	nt, Laura Abel	e	<del></del>			
Attest		ing Secretary	, Rachael H	lope			
Appro				•	cial Board Meeting on _		
••	,				<del>-</del>	ate Approved	_



## AGENDA BILL Item 7.A

# Resolution No. 871 Mandatory Vaccination of District Staff, Volunteers and On-site Contractors

DATE SUBMITTED:	October 5, 2021	MEETING DATE:	October 13,	2021	
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager			
GENERAL MANAGER APPROVAL		Sotol Clay			
ATTACHED DOCUMENTS		1. Draft Resoluti	ion No. 877		
TYPE OF ACTION REQU	JESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER	

#### **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, 72% of staff have submitted documentation indicating that they 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 and 29 meetings. During the September 29 meeting, the Board requested the draft Resolution No. 877 be reviewed for legal compliance, as well as had specific questions relative to eligibility for unemployment and COBRA health insurance for staff whose employment is discontinued due to failure to comply with the resolution, if adopted by the Board, as well as how the District will administer a vaccination exemption process.

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 the level of compliance of District staff with the resolution.

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

**Enterprise Resiliency** 

#### RECOMMENDED BOARD ACTION

The general manager recommends that the Board adopt Resolution No. 877 as presented.

#### **PROPOSED MOTION**

Recommended motion is:

"I move to adopt Resolution No. 877 as presented."

# 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

Resolution No. 877 Page 1 of 5

cases and hospitalizations to rise sharply among unvaccinated populations across the country 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 COVID-19 vaccinations available in the United States, 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 Proclamation 21-14 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 issued two executive orders requiring that all federal employees and contractors be vaccinated, and directed the Department of Labor's Occupational Safety and Health Administration ("OSHA") to draft a rule requiring 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

Resolution No. 877 Page 2 of 5

**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 each other and 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,** the District's authority to establish conditions of employment and contract terms for services is "necessary or fairly implied in or incident to the powers expressly granted" in RCW 57.08.005; and

**WHEREAS,** the operation of utilities is a proprietary function of government, allowing for a broader construction of District powers consistent with its statutory purposes; and

**WHEREAS,** adoption and implementation of a vaccine mandate for all District employees, volunteers, and on-site indoor contractors is not contrary to any express statutory or constitutional provision; 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 findings of the Board and 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 Onsite 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 24, 2021. All volunteers and on-site indoor contractors (defined below) are required to be fully vaccinated against the COVID-19 virus by December 24, 2021, in order to perform work for the District. 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. Employees

Resolution No. 877 Page 3 of 5

seeking reasonable accommodations for legitimate medical reasons or sincerely held religious beliefs may apply for an accommodation no later than close of business on November 5, 2021. 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. Contactors 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 be December 24, 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 24, 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 24, 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 and volunteers shall provide proof of full vaccination against COVID-19 to the General Manager no later than the close of business on December 27, 2021. Acceptable proof is:

- 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;
- C. Washington State immunization information system record; or
- D. For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.

**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

Resolution No. 877 Page 4 of 5

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 13<sup>th</sup> day of October, 2021.

Laura Abele, President, Board of Commissioners
Attest:
Rachael Hope, Recording Secretary
Approved as to form:
Robert Carmichael, Attorney for the District

Resolution No. 877 Page 5 of 5



## **AGENDA** BILL Item 7.B

# **Dellesta and Edgewater Sewer Lift Stations Improvements Public Works Contract Close-out**

DATE SUBMITTED:	October 6, 2021	MEETING DATE:	October 13,	2021	
TO: BOARD OF COMM	IISSIONERS	FROM: Bill Hunter, District Engineer			
GENERAL MANAGER	APPROVAL	Sotolley			
ATTACHED DOCUMEN	ITS	1. Letter fro	m RH2 Engineerin	g	
TYPE OF ACTION REQUESTED		RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER	

#### BACKGROUND / EXPLANATION OF IMPACT

The Board of Commissioners approved the contract award of the Dellesta and Edgewater Sewer Pump Station Improvements public works contract (District Capital Project No. C1802-CON) to RAM Construction General Contractors LLC (RAM) during its regularly scheduled meeting on June 10, 2020. RAM has completed all contract requirements.

#### **FISCAL IMPACT**

Below is a summary of the construction contract and change orders. Construction was completed with 2.45% (\$14,196.64) of additional change order work.

Original Construction Contract (RAM Construction)	\$579,500.00
Change Order 1	\$16,937.46
Change in scope of work due to PSE power service design change that relocates the underground power run from the new PSE pole on the south shoulder of Northshore Drive to the Edgewater site.	
Change Order 2	\$1,792.95
Add chemical grout repair of infiltration found in Edgwater wet well at west gravity inlet pipe, extra work to modify piping around an unknown buried storm drain system at	
Dellesta, additional piping work to tie into existing force main at Dellesta.	40.00
Change Order 3	\$0.00
No cost time extension of 70 calendar days due to material procurement delays due to COVID-19.	
Change Order 4	\$0.00
No cost time extension of 40 calendar days to accommodate District's schedule of other system startups to avoid overlap with this project.	
Change Order 5	\$6,160.96
Additional length of power conduit to due to PSE design change at Dellesta,	
Ethernet-Serial modems for Edgewater and Dellesta, field fit of concrete block	
wall and existing storm piping at Dellesta, credit for reduced amount of traffic	

bollards at Edgewater and Dellesta, additional saw cutting of asphalt.

#### Change Order 6 - Credit

(\$10,694.73)

Credit for elimination of exterior aluminum plate access hatch coatings, addition of lump sum asphalt cutting, credit for generator receptacles, and credit for deletion of unused unit price items.

Total	\$644,173.06	
8.6% Sales Tax (\$12,210.27 work performed July 1, 2021 and after)	\$1,050.08	
8.5% Sales Tax (\$581,486.37 work performed prior to July 1, 2021)	\$49,426.34	
Subtotal	\$593,696.64	

Note that the sales tax rate changed from 8.5% to 8.6% on July 1, 2021, hence the reason for two separate sales tax line items. The applicable sales tax rate depends on when the work was completed by the contractor.

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

Infrastructure Strategy and Performance

#### **RECOMMENDED BOARD ACTION**

Staff recommends accepting the Dellesta and Edgewater Sewer Pump Station Improvements construction contract as complete.

#### **PROPOSED MOTION**

Recommended motion is:

"I move to accept the Dellesta and Edgewater Sewer Pump Stations Improvements construction contract as complete and authorize staff to close-out the public works contract."





4164 Meridian Street, Suite 302 Bellingham, WA 98226 1.800.720.8052 / rh2.com

#### **September 30, 2021**

Mr. Barry Dikeman General Manager RAM Construction General Contractors 4290 Pacific Highway Suite B Bellingham, WA 98226

Sent via: Email

Subject: C1802-CON Edgewater and Dellesta Sewer Pump Station

**Improvements** 

**Final Completion Met** 

Dear Mr. Dikeman:

As of September 30, 2021, Ram has reached final completion for the Edgewater and Dellesta Sewer Pump Station Improvements project. RH2 Engineering, Inc., (RH2) appreciates your and Pete's follow through and cooperativeness. We are now in the warranty period as described in the Specifications.

Please contact me at 360 684-1548 or dburwell@rh2.com if you have any questions. Thank you for a successful project.

Sincerely,

Dan Burwell, PE Project Manager

DB/ms

WASHINGTON LOCATIONS

Bellingham Bothell (Corporate) East Wenatchee Issaquah Richland

# OREGON

Medford Portland

Tacoma



## AGENDA BILL Item 7.C

# Beaver and Flat Car Lift Stations PLC and UPS Improvements Public Works Contract Close-out

DATE SUBMITTED:	October 6, 2021	MEETING DATE:	October 13,	2021
TO: BOARD OF COMM	IISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER	APPROVAL	Sotollar		
ATTACHED DOCUMENTS		1. Letter fro	om RH2 Engineerin	g
TYPE OF ACTION REQUESTED		RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER

#### **BACKGROUND / EXPLANATION OF IMPACT**

The Board of Commissioners approved the contract award of the Beaver and Flat Car PLC and UPS Improvements contract (District Capital Project No. M1917) to Quality Controls Corporation (QCC) during its regularly scheduled meeting on October 28, 2020. QCC has completed all contract requirements.

#### FISCAL IMPACT

Below is a summary of the construction contract and change orders. Construction was completed with 2.84% (\$1,700.00) of additional change order work.

Original Construction Contract (QCC)	\$59,950.00
Change Order 1	\$0.00
No cost time extension of 62 calendar days.	44 700 00
Change Order 2	\$1,700.00
Add UL field inspection and recertification of electrical panels.	
Subtotal	\$61,650.00
8.5% Sales Tax (\$59,950.00 work performed prior to July 1, 2021)	\$5,095.75
8.6% Sales Tax (\$1,700.00 work performed July 1, 2021 and after)	\$146.20

Note that the sales tax rate changed from 8.5% to 8.6% on July 1, 2021, hence the reason for two separate sales tax line items. The applicable sales tax rate depends on when the work was completed by the contractor.

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

Operational Optimization

#### **RECOMMENDED BOARD ACTION**

Staff recommends accepting the Beaver and Flat Car Sewer Lift Stations PLC and UPS Improvement construction contract as complete.

#### **PROPOSED MOTION**

Recommended motion is:

"I move to accept the Beaver and Flat Car Sewer Lift Stations PLC and UPS Improvements construction contract as complete and authorize staff to close-out the public works contract."





4164 Meridian Street, Suite 302 Bellingham, WA 98226 1.800.720.8052 / rh2.com

#### October 5, 2021

Mr. Nathan DeBoldt Quality Controls Corporation 5015 208th St SW Lynnwood, WA 98036

Sent via: Email

Subject: M1917 Beaver & Flat Car Sewer Pump Station PLC and UPS

**Improvements** 

**Final Completion Met** 

Dear Mr. DeBoldt:

As of October 5, 2021, Quality Controls Corporation (QCC) has reached final completion for the Beaver and Flat Car Sewer Pump Station PLC and UPS Improvements project. RH2 Engineering, Inc., (RH2) appreciates your follow through and cooperativeness. We are now in the warranty period as described in the Specifications.

Please contact me at 360.510.4350 or mbraaksma@rh2.com if you have any questions. Thank you for a successful project.

Sincerely,

Mark Braaksma, PE Project Manager



# WASHINGTON LOCATIONS

Bellingham Bothell (Corporate) East Wenatchee Issaquah Richland

# OREGON

Medford Portland

Tacoma



### AGENDA BILL Item 7.D

# Division 7 Reservoir Replacement Project Design Award

DATE SUBMITTED:	October 6, 2021	MEETING DATE:	October 13,	2021	
TO: BOARD OF COMM	IISSIONERS	FROM: Bill Hunter, District Engineer			
GENERAL MANAGER APPROVAL		Sotolay			
ATTACHED DOCUMEN	ITS	none			
TYPE OF ACTION REQU	JESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER	

#### **BACKGROUND / EXPLANATION OF IMPACT**

The Division 7 reservoir is a 1.0 million gallon, welded-steel reservoir constructed in 1970 by the developer of the Sudden Valley development. A structural analysis of the reservoir in 2016 identified significant deficiencies in the reservoir's ability to meet current earthquake code requirements. The District's current Water System Plan also indicates that its capacity is oversized and recommended an alternatives analysis be conducted associated with renovating the reservoir with seismic upgrades and replacing the interior and exterior coatings, which are beyond their useful life, vs. replacing the reservoir with a more appropriately sized reservoir(s). The alternatives analysis was completed in 2018, and reviewed/confirmed in 2020, which selected replacement of the existing reservoir with two smaller reservoirs to provide system redundancy and resiliency (185,000 gallon capacity per reservoir). In 2018, the District submitted an application for a FEMA Hazard Mitigation Grant to replace the existing reservoir, as well as to install ShakeAlert (earthquake early warning system) on all District reservoirs, water pumps and water treatment plants. Though the District was notified of grant award (77.5% external funding with 12.5% District match), an official funding agreement has yet to be received. However, based upon communication with FEMA and Washington State officials, funding approval is proceeding with the goal of construction in 2023.

Based upon the current grant funding/construction schedule, the District issued request for qualifications (RFQ) for design, permitting, and services during construction associated with this project through publication in the Bellingham Herald (the District's newspaper of record) on September 13, 2021. The District received responses from three consultants that were due September 30, 2021.

A consultant selection committee comprised of Commissioner Citron, the general manager, assistant general manager/district engineer, construction engineer, engineering technician/safety officer, and water treatment plant operator was created to review the

submittals and select the most qualified consultant for the project. At the time of issuance of this agenda bill, the selection committee had not met to identify a preferred consultant team.

#### **FISCAL IMPACT**

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

#### <u>APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)</u>

Product Quality
Infrastructure Strategy & Performance
Enterprise Resiliency

#### RECOMMENDED BOARD ACTION

The consultant selection committee will provide a recommendation at the October 13 meeting.

#### PROPOSED MOTION

Recommended motion is:

"I move to authorize the general manager to enter into negotiations of a professional services agreement with \_\_\_\_\_\_ for design, permitting, and services during construction associated with the Division 7 Reservoir Replacement Project."



## AGENDA BILL Item 7.E

# Preliminary 2022 Budget Presentation

DATE SUBMITTED:	October 5, 2021	MEETING DATE:	October 13,	2021			
TO: BOARD OF COMM	ISSIONERS	FROM: Jenny Sign	ns, Finance Manag	ger/Treasurer			
GENERAL MANAGER APPROVAL							
ATTACHED DOCUMEN	TS	1. Preliminary 20	022 Budget				
TYPE OF ACTION REQU	ESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER			

#### **BACKGROUND / EXPLANATION OF IMPACT**

Through the powers granted under <u>Revised Code of Washington Title 57</u> (Water-Sewer Districts) and codified under the District's <u>Administrative Code</u> Title 2, Chapter 2.2 (1):

The General Manager shall develop an operating and capital improvement budget annually for both the water and sewer systems. The annual budget shall provide for the forecasting of revenues and expenditures for the following year. The budget shall be presented to the Board of Commissioners for review and approval prior to the end of December in advance of the budget year.

Using projected revenues based upon rate increases recommended in the preliminary rate study (6% and 5% water and sewer rates, respectively), actual 2021 operating expenses and projects defined in the District's water and sewer capital improvement plans, District staff have developed the attached preliminary draft budget for Board discussion.

#### **FISCAL IMPACT**

The preliminary budget for 2022 proposes a budget of approximately \$3.1 for the water utility, and budget of approximately \$4.6 million for the sewer utility, resulting in a total budget of approximately \$7.1 million.

#### RECOMMENDED BOARD ACTION

No action is recommended at this time.

#### **PROPOSED MOTION**

Not applicable.



# Lake Whatcom Water and Sewer District Finance Department

Detailed Narrative – 2022 Preliminary Budget Draft

Presented at Regular Meeting – Wednesday October 13, 2021 – 6:30 PM

## Revenue Assumptions

- Water rate revenues were based on an increased 6% to align with the preliminary rate study should the board elect the Medium Scenario as presented by FCS Group
- Sewer rate revenues were based on an increased 5% to align with the preliminary rate study should the board elect the Scenario 2 as presented by FCS Group
- Building permits for both water and sewer were based conservatively on 10 new connections at fees defined in Resolution 860
- Late fees were increased from the 2021 budget to reflect historical collection trends prior to 2020
- Interest revenues were budgeted conservatively in both the water and sewer funds to account for continued low-interest rates

# > Expenditure Assumptions

- Payroll & Benefits
  - Payroll in both water and sewer funds budgeted for a 3% COLA plus step increases. This is subject to change based on the outcome of the final AFSCME contract being negotiated
  - Benefits were budgeted at a 5% increase to account for the increased cost of medical premiums. All other benefits remained and current levels of contributions
  - No additional positions have been budgeted for in 2022
- Operating expenditures in most cases were increased by 3% over 2021 to account for inflation
- Water Fund System Reinvestment Capital Expenditures in the amount of \$250,000 and Project Carryover from 2021 in the amount of \$167,900
- Sewer Fund System Reinvestment Capital Expenditures in the amount of \$810,000 and Project Carryover from 2021 in the amount of \$828,788

#### > Fund Balance Summaries

- System reinvestment funded per rate study recommendations
  - The District has a policy of setting aside a certain amount of rate revenue each year for system reinvestment. Funding depreciation expense meets several standards for reasonable rates: financial integrity, rate equity, and adequacy of capital.
    - Water \$250,000
    - Sewer \$810,000

- Operating reserves maintained per rate study recommendations at the following:
  - An operating reserve is designed to provide a liquidity cushion; it protects the utility from the risk of short-term variation in the timing of revenue collection or payment of expenses. Like other types of reserves, operating reserves also serve another purpose; they help smooth rate increases over time. In the 2022 budget our operating reserve goal is \$1,060,000. This is on the conservative end of the industry standard of 45-60 days for sewer utilities and 60-90 days for water utilities. In any year where operating reserves exceed the maximum days of O&M expenses at year-end, the excess cash is "swept" into the capital account to help pay for capital projects.
    - Water \$590,000
    - Sewer \$470,000
- Contingency funds maintained per rate study recommendations 1% of fixed asset replacement value.
  - In addition to protecting against variations in the timing of operating costs and revenues, it is prudent to maintain a capital contingency reserve to meet unexpected emergency capital outlays. We have used replacement costs to derive the targeted reserve dollar amount which equates to 1% of the replacement cost of fixed assets. In the 2022 budget we have \$815,000 sewer reserve and \$460,000 water reserve.
    - Water \$460,000
    - Sewer \$815,000
- Rate Study Operating Surplus Recommendations
  - In the 2021 Rate Study conducted by FCS Group, recommendations are made to grow the operating surplus in the first 8 years of the new rates for the water fund to account for debt funding to begin in 2031 and in the first 3 years of the new rates for the sewer fund to account for debt funding to begin in 2025.
    - Water \$136,000
    - Sewer \$277,000



#### **LAKE WHATCOM WATER AND SEWER FUND SUMMARIES 2022**

	DRAFT			
	401	402		460 BOND RESERVE
	WATER	SEWER	TOTAL	(RESTRICTED)
2022 Projected Beginning Fund Balance	\$1,106,251	\$1,717,599	\$2,823,851	\$772,334
2022 Revenues	\$3,128,562	\$4,607,673	\$7,736,235	-
2022 Expenditures	(\$3,098,198)	(\$5,249,062)	(\$8,347,260)	
2022 Projected Year End Balance	\$1,136,615	\$1,076,211	\$2,212,826	\$772,334
2022 Allocated to Operating Reserve	-\$590,000	-\$470,000	-\$1,060,000	
2022 Allocated to Contingency Fund	\$0	\$0	\$0	
2022 Rated Study Surplus Assigned	-\$137,000	-\$277,000	-\$414,000	
2022 Projected Unassigned Year End Fund Balance	\$409,615	\$329,211	\$738,826	\$772,334
2022 Contingency Reserve Funds 1%	\$460,000	\$815,000	\$1,275,000	-

# Lake Whatcom Water and Sewer District 2022 Preliminary Budget Draft Water Fund

					2019		2020		2021		2021		2022
Fund	Dept.	Account	Title		Actual	ļ	Actual		Budget		Projected	F	roposed
			Charges For Services										
401	340	343 40 10 00	Water Sales Metered	\$	2,502,734	\$ 2	,677,336	Ś	2,770,313	\$	2,798,016	\$	2,936,532
401	340	343 40 20 01	DEA Permits - Water	\$	-	\$	(9,311)		-	\$	(9,311)		-
401	340	343 41 10 01	Building Permits - Water	\$	-	\$	212,678	\$	96,000	\$	295,520	\$	84,030
401	250	359 81 10 00	Fines & Penalties		27.000	<u>,                                     </u>	16.064		17.500		11 500		20,000
401 401	350 350	359 90 00 00	Combined Fees Late Fees	\$ \$	27,908 55,332	\$ ¢	16,064 14,597		17,500 27,500		11,590 6,000		28,000 58,000
401	330	339 90 00 00	Late rees	Ą	33,332	Ą	14,557	Ą	27,300	Ą	0,000	Ą	38,000
			Miscellaneous Revenues										
401	360	361 11 00 00	Investment Interest	\$	-	\$	15,501	\$	20,000	\$	48,447		20,000
401	360	369 10 00 00	Sale Of Surplus	\$	9,680	\$	115	\$	1,000	\$	•	\$	1,000
401	360	369 10 01 00	Miscellaneous	\$	21,588	\$ ¢	916	\$	1,000	\$	186	\$	1,000
401 401	360 360	369 40 00 00 369 80 00 00	Project Reimbursement Over/Under	۶ \$	(10)	\$ \$	-	۶ \$	-	۶ \$	-	\$ \$	-
401	300	309 80 00 00	Over/ officer	Ą	(10)	Ą		٦		Ą		٦	
			Other Financing Sources										
401	390	395 10 00 00	Sale Of Capital Assets	\$	11,220	\$	-	\$	-	\$	-	\$	-
401	390	395 20 00 00	Deposits	\$	1,500	\$	-	\$	-	\$	-	\$	-
401	390	395 20 00 01	Insurance Recoveries	\$ ¢	-	\$ ¢	-	\$	-	\$ ¢	137,564	\$ ¢	-
401	390	398 20 00 01 nd Revenues	Insurance Recoveries	\$ \$	11,221 2,641,173		,982,212	\$	2,933,313	\$	3,292,188	\$	3,128,562
Total vv	rater rui	id Neverides		7	2,041,173	<b>γ</b> 2	,902,212	٧	2,933,313	٧	3,232,100	٧	3,128,302
			Water Fund Expenditures										
401	534	534 10 10 00	Water - Gen Admin Payroll	\$	331,296	\$	365,351	\$	355,000	\$	362,647	\$	367,538
401	534	534 10 20 00	Water - Gen Admin Personnel Benefits	\$	141,907		149,641	\$	163,000	\$	153,371		171,611
401	534	534 10 31 00	Water - Gen Admin Supplies	\$	15,430		18,847		25,000	\$	13,117	\$	15,000
401	534	534 10 31 01	Water - Meetings/Team building	\$	2,493	\$	1,011	\$	2,000	\$	2,221		2,000
401	534 534	534 10 40 00	Water - Merchant Services Fees Water - Bank Fees	\$ 6	20,522	\$ \$	11,804	\$ ¢	10,000 750	\$ ¢	10,275 646	\$	11,500
401 401	534 534	534 10 40 01 534 10 41 00	Water - Quality Assurance Programs	Ş ¢	- 59,184	۶ \$	635 224,401	\$ \$	65,000	\$ \$	58,320	\$ \$	800 81,300
401	534	534 10 41 01	Water - Gen Admin Prof Srvc	\$	158,742	\$	107,796	\$	136,350	\$	130,823	\$	142,000
401	534	534 10 41 02	Water- Engineering Srvc	\$	-	\$	19,075	\$	20,000	\$	12,980	\$	20,000
401	534	534 10 41 03	Water - Legal Srvc	\$	_	\$	15,752	\$	20,000	\$	21,297	\$	22,000
401	534	534 10 41 04	Water - DEA Expenditures	\$	-	\$	2,200	\$	-	\$	-	\$	-
401	534	534 10 41 20	Water - 20 Year SVWTP Plan	\$	-	\$	69,199	\$	64,350	\$	53,541	\$	-
401	534	534 10 42 00	Water - Admin Communication	\$	26,706	\$	29,948	\$	30,000	\$	-	\$	31,000
401	534	534 10 45 00	Water - Gen Admin Lease	\$	5,078	\$	5,371	\$	5,000	\$	-	\$	5,500
401	534	534 10 46 00	Water - Gen Admin Insurance	\$	71,480	\$	89,029	\$	90,000	\$	90,000	\$ \$	103,500
401	534	534 10 49 00	Water - Gen Admin Misc.	\$ 6	40 8 601	\$ ¢	134		500	\$ ¢		\$	200
401 401	534 534	534 10 49 01 534 10 49 02	Water- Memberships/Dues/Permits Water - Taxes	Ş ¢	8,601 115,871	•	15,177 114,117	\$ \$	15,000 115,000	\$ \$	15,000 121,339	\$ \$	17,250 122,000
401	534	534 40 43 00	Water - Admin Training &Travel	\$	17,744	\$	5,934	•	10,000			\$	10,000
401	534	534 40 43 01	Water- Tuition Reimbursement	\$		\$	-	\$	500	\$	-	\$	500
401	534	534 50 31 00	Water - Maintenance Supplies	\$	104,079	\$	117,107	\$	120,000	\$	110,593	\$	135,000
401	534	534 50 31 01	Water- Small Assets	\$	21,346	\$	43,351	\$	40,000	\$	38,552	\$	40,000
401	534	534 50 48 00	Water - Repair & Maint	\$	58,687	\$	30,983	\$	177,063	\$	187,696	\$	60,000
401	534	534 50 49 00	Water - Insurance Claims	\$	-	\$	-	\$	2,500	\$	-	\$	2,500
401	534	534 60 41 00	Water - Operations Contracted (Edge Analytical)	\$	6,619	\$	10,933	\$	12,500	\$	11,716	\$	15,500
401 401	534	534 60 47 00	Water - City of Bellingham	\$ *	,	\$ ¢	•	\$ ¢	40,000		51,748 584,046	\$ ¢	52,000
401 401	534 534	534 80 10 00 534 80 20 00	Water - Operations Payroll Water - Operations Personnel Benefits	\$ د	580,184 255,323	\$ \$	607,240 253,255	\$ \$	570,500 245,000		584,046 246,872	\$ \$	604,589 258,746
401 401	534 534	534 80 20 00	Water - Operations Fuel  Water - Operations Fuel	۶ \$	13,584	•	10,682		10,000	\$ \$	12,150	•	12,500
401	534	534 80 35 00	Water - Safety Supplies	\$	11,340	\$	12,551		10,000	\$	3,885	\$	10,000
401	534	534 80 35 01	Water - Safety Boots	\$	816	\$	767	\$	1,250	\$	917	\$	1,250
401	534	534 80 35 02	Water - Emergency Preparedness	\$	5,169	\$	3,189	\$	5,000	\$		\$	5,000
401	534	534 80 43 00	Water - Operation Training/Travel/Certifications	\$	-	\$	560	\$	10,000	\$	6,837	\$	10,000
401	534	534 80 47 00	Water - Ops Utilities	\$	101,725	\$	113,979	\$	115,000	\$	117,645	\$	121,200
401		534 80 49 00	Water - Operations Laundry	\$		\$	1,579	\$	2,000	\$	1,336		2,000
Total W	rater Fur	nd Expenditures		\$	2,178,134	\$ 2	,476,534	\$	2,488,263	\$	2,462,635	\$	2,453,984
			Debt Service										
401	591	591 34 77 01	Geneva AC Mains Principal	\$	-	\$	119,938	\$	119,937	\$	119,937	\$	119,938
401 401	591 591	591 34 77 01 591 34 77 02		\$ \$	-	\$ \$	119,938 65,475	-	119,937 65,475	\$ \$	119,937 65,475	\$ \$	119,938 65,475
			Geneva AC Mains Principal	\$ \$ \$	- - -			\$		\$ \$	-		

# Lake Whatcom Water and Sewer District 2022 Preliminary Budget Draft Water Fund

<b>5</b>	<b>5</b> 1	A	<del></del>	2019		2020	2021	2021		2022
Fund	Dept.	Account	Title	Actual	۲.	Actual	Budget	rojected		roposed
Total v	vater Fui	nd Debt Service			\$	231,875	\$ 229,094	\$ 229,094	\$	226,314
System	Reinves	tments								
			Capital Expenditures							
401	594	594 34 60 01	Capital Outlay - Budget Only	\$ -	\$	-	\$ 606,650		\$	250,000
401	594	594 34 62 01	Capital Projects - Water Structures	\$ -	\$	145,513	\$ -	\$ 355,487		
401	594	594 34 63 01	Capital Projects - Water System	\$ -	\$	60,869	\$ -	\$ 140,375		
401	594	594 34 64 01	Capital Outlay - Water Equipment	\$ -	\$	13,991	\$ -	\$ 40,410		
401	594	594 34 65 01	Capital Outlay - Small Water Projects	\$ -	\$	-	\$ -	\$ -		
			Capital Outlay 2021 Carryover Projects	\$ -	\$	-	\$ -	\$ -	\$	167,900
Total V	Vater Fui	nd Capital Expenditur	es		\$	220,373	\$ 606,650	\$ 536,272	\$	417,900
			Other Financing Sources							
401	597	597 10 00 20	Transfers Out To Fund 420	\$ 830,235	\$	-	\$ -	\$ -	\$	-
401	597	597 10 00 25	Transfers Out To Fund 425	\$ 359,408	\$	-	\$ -	\$ -	\$	-
401	597	597 10 00 26	Transfers Out To Fund 426	\$ 20,000	\$	-	\$ -	\$ -	\$	-
401	597	597 10 00 40	Transfer Out To Fund 440	\$ -	\$	-	\$ -	\$ -	\$	-
401	597	597 10 00 50	Transfers Out To Fund 450	\$ 660,988	\$	-	\$ -	\$ -	\$	-
401	597	597 10 00 70	Transfers Out To Fund 450	\$ 219,694	\$	-	\$ -	\$ -	\$	-
Total V	Vater Fui	nd Other Financing So	ources	\$ 2,090,325	\$	-	\$ -	\$ -	\$	-
Total V	Vater Fui	nd Expenditures							\$ :	3,098,198
Fund G	iain/Loss						\$ (390,694)	\$ 64,187	\$	30,364
Fund B	alance S	ummary								
	2021 B	eginning Fund Baland	ce	\$ 1,042,064						
		2021 Projected Gai	n/Loss	\$ 64,187						
	2021 P	rojected Fund Balanc	ce	\$ 1,106,251						

# 2022 Budgeted Water Fund Revenues

2022 Projected Gain/Loss

2021 Projected Gain/Loss

2022 Projected Gain/Loss

2022 Projected Fund Balance

2021 Beginning Fund Balance

2021 Projected Fund Balance

2022 Projected Fund Balance

Water Contingency Fund Balance Summary

# Water Sales GFC Permit Sales Fines & Penalties Misc. Revenues

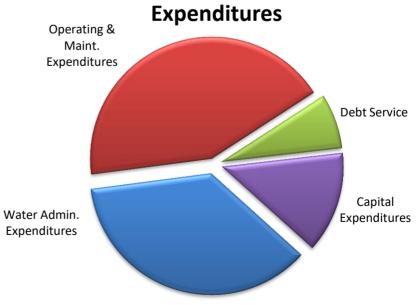
# 2022 Budgeted Water Fund

\$ 1,136,615

460,000

460,000

460,000



# Lake Whatcom Water and Sewer District 2022 Preliminary Budget Draft Sewer Fund

					2019		2020		2021		2021		2022
Fund	Dept.	Account	Title		Actual		Actual		Budget	Pro	ojected		Proposed
402	240	242 40 20 02	Charges For Services	<u></u>									
402	340	343 40 20 02	DEA Permits - Sewer	\$	4 069 571	\$	- 4 174 271	\$	4 256 229	\$	4 265 264	۲	4 470 622
402 402	340 340	343 50 11 00 343 50 19 00	Sewer Service Residential Sewer Service Other	Ş ¢	4,068,571 4,550	\$ \$	4,174,271 4,714	\$ \$	4,256,228 4,500	\$ \$	4,265,364 4,745	\$ \$	4,478,632 4,500
402		343 50 80 00	Latecomers Fee ULID #18	Ş ¢	4,550	۶ \$	4,714	ې د	4,300		4,745 250		4,300
402	340 340	343 51 10 02		Ş ¢	350,323	۶ \$	- 253,484	ې د	142,500	\$ \$	295,181	\$ ¢	- 88,600
402	340	343 31 10 02	Building Permits - Sewer	Ş	330,323	Ą	255,464	\$	142,500	Ş	295,161	Ş	88,000
			Miscellaneous Revenues										
402	360	361 11 00 02	Investment Interest	\$	70,763	\$		\$		\$	48,447		20,000
402	360	361 40 00 02	ULID 18 Interest/Penalties	\$	4,822		7,264		2,500		2,387	\$	1,800
402	360	368 10 00 02	ULID 18 Principal Payments	\$	17,407	\$	16,272		8,000	\$	9,840	\$	8,000
402	360	369 10 00 02	Sale Of Surplus	\$	-	\$	96	\$	1,000	\$	1,009	\$	1,000
402	360	369 10 01 02	Miscellaneous	\$	-	\$	436	\$	1,000		1,125	\$	1,000
402	360	369 40 00 02	Project Reimbursement	\$	-	\$	8,282	\$	4,141	\$	4,141	\$	4,141
			Other Financing Sources										
402	390	395 10 00 02	Sale Of Capital Assets	\$	-	\$	-	\$	-	\$	-	\$	-
402	397	397 10 00 02	Transfers In	\$	-	\$	-	\$	-	\$	-	\$	-
Total S	ewer Fur	nd Revenues		\$	4,516,435	\$	4,478,567	\$	4,439,869	\$	4,632,489	\$	4,607,673
			Sewer Fund Expenditures										
402	535	535 10 10 00	Sewer - Admin Payroll	\$	331,295	\$	365,350	\$	355,000	\$	362,646	\$	367,538
402	535	535 10 10 00	Sewer - Gen Admin Personnel Benefits	Ś	•	\$	149,637		155,000	\$	153,406		162,942
402	535	535 10 31 00	Sewer - Gen Admin Supplies	\$	16,069	\$	22,360	\$	25,000	\$	16,262	\$	16,800
402	535	535 10 31 01	Sewer - Meetings/Team Building	\$	2,833	\$	1,461	•	2,000	\$	2,055	\$	2,000
402	535	535 10 40 00	Sewer -Merchant Services Fees	\$	_,	\$	11,111		10,000	\$	10,274	\$	11,500
402	535	535 10 40 01	Sewer - Bank Fees	Ś	20,546	\$	525	\$	750	\$	646	\$	750
402	535	535 10 40 01	Sewer - Gen Admin Prof Srvc	\$	130,953	\$	95,914	\$	128,850	\$	147,274	Ś	162,500
402	535	535 10 41 02	Sewer - Engineering Srvc	\$	-	\$	14,892	\$	20,000	\$	14,495	\$	20,000
402	535	535 10 41 02	Sewer - Legal Srvc	\$	_	\$	19,643		20,000		21,197	\$	22,000
402	535	535 10 41 04	Sewer - DEA Expenditures	\$	_	\$		\$	20,000	\$		\$	-
402	535	535 10 41 25	Sewer Comp Plan	\$	_	\$	23,076	\$	_	\$	_	7	
402	535	535 10 42 00	Sewer - Admin Communication	\$	26,705	\$	29,985	\$	30,000	\$	30,251	\$	31,000
402	535	535 10 42 00	Sewer - Gen Admin Lease	\$	5,078	\$	5,370	\$	5,000	\$	5,463	\$	5,500
402	535	535 10 46 00	Sewer - Gen Admin Insurance	\$	71,480	\$	89,029	\$	90,000	\$	90,000	\$	103,500
402	535	535 10 49 00	Sewer - Gen Admin Misc.	\$	417	\$	129	\$	500	\$	75	\$	200
402	535	535 10 49 01	Sewer - Memberships/Dues/Permits	ς ς	6,045	\$	9,037	\$	10,000	\$	9,202	\$	10,000
402	535	535 10 49 02	Sewer - Taxes	\$	109,349	\$	114,928	\$	115,000	\$	118,375	\$	122,000
402	535	535 40 43 00	Sewer - Gen Admin Training &Travel	\$	-	\$	4,286	\$	10,000	\$	3,233	\$	10,000
402	535	535 40 43 01	Sewer - Tuition Reimbursement	\$	-	\$	-,200	\$	500	\$	-	\$	500
402	535	535 50 31 00	Sewer - Maintenance Supplies	\$	40,332	\$	33,281	\$	50,000	\$	23,570	\$	45,000
402	535	535 50 31 01	Sewer - Small Assets	\$	16,505	\$		\$	30,000	\$	37,124	\$	30,000
402	535	535 50 48 00	Sewer - Repair & Maint	Ś	57,617	\$	68,915	\$	95,000	\$	103,817	\$	125,000
402	535	535 50 49 00	Sewer - Insurance Claims	Ś		\$	1,480	\$	2,500	\$	5,440	\$	2,500
402	535	535 60 41 00	Sewer - Operations Contracted	Ś	-	\$	24,654	•	25,000	\$	25,000	\$	-
402	535	535 60 47 00	Sewer - City of Bellingham	\$	614,936	\$	705,188	\$	750,000	\$	781,004	\$	816,000
402	535	535 80 10 00	Sewer - Operations Payroll	Ś		\$		\$	476,500	\$	470,462	\$	507,775
402	535	535 80 20 00	Sewer - Operations Personnel Benefits	Ś	206,813	\$	202,057	\$	232,000	\$	196,414	\$	245,743
402	535	535 80 32 00	Sewer - Operations Fuel	\$	11,898	\$	12,066	\$	13,000	\$	12,156	\$	13,400
402	535	535 80 35 00	Sewer - Safety Supplies	Ś	•	\$	12,623	\$	10,000	\$	4,675	\$	10,000
402	535	535 80 35 01	Sewer - Safety Boots	\$	964	\$	767	\$	1,250	\$	917	\$	1,250
402	535	535 80 35 02	Sewer - Emergency Preparedness	Ś	374	\$	2,878	\$	5,000	\$	-	\$	5,000
402	535	535 80 43 00	Sewer - Operations Training/Travel/Certification	\$	-	\$	940	\$	10,000	\$	1,500	\$	10,000
402	535	535 80 47 00	Sewer - Ops Utilities	\$	92,329	Ś	101,943	\$	105,000	\$	106,499	\$	110,000
402	535	535 80 49 00	Sewer - Operations Laundry	\$	2,144	\$	2,377	\$	2,000	\$	2,035	\$	2,500
Total S	ewer Fur	nd Expenditures		\$	2,407,012	\$		\$	2,784,850	\$	2,755,467	\$	2,972,898
			Delation										
402	591	591 35 77 02	Debt Service  Bond 2016 Principal	\$		\$	425,000	\$	435,000	\$	435,000	\$	445,000
402	591	591 35 83 02	Bond 2016 Interest	ς ς	_	\$		\$	205,425	\$	205,425		192,376
402	591	592 35 83 02	Bond 2016 Interest	ب خ	-	\$	218,175	\$		۶ \$		Y	102,010
		nd Debt Service		\$		\$	643,175		640,425	<u> </u>	640,425	\$	637,376
402	E0.4	EQ4 2E 60.02	Capital Cutlay - Rudget Only	۲		٠,		۲	1 622 000			٠	910.000
402	594	594 35 60 02	Capital Projects - Sower Structures	<u>&gt;</u>	-	\$ ¢	204 277	\$ د	1,623,000	۲,	000 202	\$	810,000
402 402	594 594	594 35 62 02 594 35 63 02	Capital Projects - Sewer Structures Capital Projects- Sewer System	<b>&gt;</b> خ	-	\$ \$	384,377 113,529		-	\$ \$	889,363 84,695		
402	334	JJ <del>4</del> JJ U3 U2	Capitai Fiojects- Sewel System	Ş	-	ڔ	113,329	ڔ	-	ڔ	04,033		

# Lake Whatcom Water and Sewer District 2022 Preliminary Budget Draft Sewer Fund

				2	2019		2020		2021	021 2021			2022
Fund	Dept.	Account	Title	A	ctual		Actual		Budget	Pr	ojected	F	Proposed
402	594	594 35 64 02	Capital Outlay - Sewer Equipment	\$	-	\$	536,945	\$	-	\$	41,083		_
402	594	594 35 65 02	Capital Outlay - Small Sewer Projects	\$	-	\$	-	\$	-	\$	-		
402	594	594 35 65 02	Capital Outlay - 2021 Carry Over Projects	\$	-	\$	-	\$	-	\$	-	\$	828,788
Total So	ewer Fur	nd Capital Expenditures		\$	-	\$	1,034,851	\$	1,623,000	\$	1,015,141	\$	1,638,788

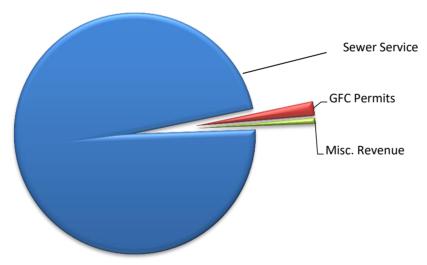
			Other Financing Sources					
402	597	597 10 00 25	Transfer Out To Sewer Contingency	\$ - \$	9,000 \$	19,000 \$	18,912	
<b>Total Ot</b>	Total Other Financing Sources		\$ - \$	9,000 \$	19,000 \$	18,912 \$	-	

Total Sewer Fund Expenditures	\$ 5,249,062

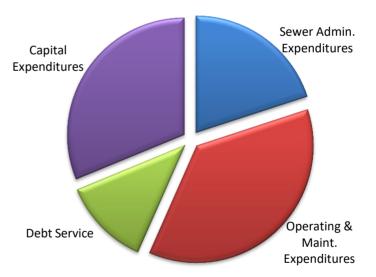
Fund Gain/Loss	\$	(627,406) \$	202,544	\$	(641,389)
----------------	----	--------------	---------	----	-----------

Fund Balance Summary	
2021 Beginning Fund Balance	\$ 1,515,055
2021 Projected Gain/Loss	\$ 202,544
2021 Projected Ending Fund Balance	\$ 1,717,599
2022 Projected Gain/Loss	\$ (641,389)
2022 Projected Ending Fund Balance	\$ 1,076,211
Sewer Contingency Fund Balance Summary	
2021 Beginning Fund Balance	\$ 796,088
2021 Projected Gain/Loss	\$ 18,912
2021 Projected Ending Fund Balance	\$ 815,000
2022 Projected Gain/Loss	_\$
2022 Projected Ending Fund Balance	\$ 815,000

# 2022 Budgeted Sewer Fund Revenues



# 2022 Budgeted Sewer Fund Expenditures



# Lake Whatcom Water and Sewer District 2022 Preliminary Budget Draft Sewer Contingency Fund

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	[	2021 Budget	Pro	2021 ojected	022 posed
		Miso	cellaneous Revenues							
425	360	361 11 00 2	25 Investment interest	\$ -	\$ -	\$	-	\$	-	\$ -
		Oth	er Financing Sources							
425	397	397 10 00 2	25 Transfer In From Sewer Fund	\$ 359,408	\$ 9,000	\$	19,000	\$	18,912	\$ -
Total Fu	ınd Revenu	ie		\$ 359,408	\$ 9,000	\$	19,000	\$	18,912	\$ -
		F	und Expenditures							
425	535	535 10 42 2	25 Misc. Inv Service Charges	\$ -	\$ -	\$	-	\$	-	\$ -
		Ca	pital Expenditures							
425	594	594 38 63 2	25 North Shore Sampling	\$ 122	\$ -	\$	-	\$	-	\$ -
		Oth	er Financing Sources							
425	597	597 10 20 0	00 Transfers Out To Fund 420	\$ 344,408	\$ -	\$	-	\$	-	\$ -
Total Fu	ınd Expend	litures		\$ 344,530	\$ -	\$	-	\$	-	\$ -
Fund Ga	ain/Loss			\$ 14,879	\$ 9,000	\$	19,000	\$	18,912	\$ -

Sewer Contingency Fund Balance Summary	
2021 Beginning Fund Balance	\$ 796,088
2021 Projected Gain/Loss	\$ 18,912
2021 Projected Ending Fund Balance	\$ 815,000
2022 Projected Gain/Loss	_\$
2022 Projected Ending Fund Balance	\$ 815,000

# Lake Whatcom Water and Sewer District 2022 Preliminary Budget Draft Water Contingency Fund

Fund	Dept.	Account	Title		2019 Actual		2020 Actual	2021 Budget		2021 Projected		2022 Proposed	
426	360		ellaneous Revenues 5 Investment Interest	 		\$	-	¢	_	\$	_	\$	
420	300	301 11 00 2	5 myestment merest	Ţ		Y		Ţ		Ÿ		Y	
		Othe	er Financing Sources										
426	397	397 10 00 2	5 Transfers In From Fund 401	\$	20,000	\$	-	\$	-	\$	-	\$	-
Total Fu	nd Revenu	ie		\$	20,000	\$	-	\$	-	\$	-	\$	-
		Ca	pital Expenditures										
426	594	594 38 63 2	6 Water Tank Stabilization Grant Matching	\$	-	\$	-	\$	-	\$	-	\$	-
Total Fund Expenditures			\$	-	\$	-	\$	-	\$	-	\$	-	

Water Contingency Fund Balance Summary	
2021 Beginning Fund Balance	\$ 460,000
2021 Projected Gain/Loss	\$ -
2021 Projected Fund Balance	\$ 460,000
2022 Projected Gain/Loss	\$ -
2022 Projected Fund Balance	\$ 460,000

# Lake Whatcom Water and Sewer District 2022 Preliminary Budget Draft Bond Reserve Fund

Fund Pro	gram	Dept. Sul	o Dept. Account Title	20 Act		202 Actu		2021 Budge		021 cted	22 osed
			Miscellaneous Revenues								
460	0	360	0 361 11 00 60 Investment interest	\$	-	\$	-	\$	- \$	-	\$ -
Total Fund	l Reven	ue		\$	-	\$	-	\$	- \$	-	\$ -
			Fund Expenditures								
460	0	535	0 535 10 41 60 Misc. Inv Service Charges	\$	-	\$	-	\$	- \$	-	\$ -
			Other Financing Sources								
460	0	597	0 597 10 00 60 Transfers Out	\$	-	\$	-	\$	- \$	-	\$ -
Total Fund	l Expen	ditures		\$	-	\$	-	\$	- \$	-	\$ -

Bond Reserve Fund Balance Summary							
2021 Beginning Fund Balance	\$ 772,334						
2021 Projected Gain/Loss	\$ -						
	<del></del>						
2021 Projected Fund Balance	\$ <b>772,334</b>						
2021 Projected Fund Balance 2022 Projected Gain/Loss	\$ 772,334 \$ -						

whatcom to	SENDA BILL m 9.A	General Manager's Report					
DATE SUBMITTED:	October 7, 2021	MEETING DATE:	October 13, 2021				
TO: BOARD OF COMM	ISSIONERS	FROM: Justin Clary, General Manager					
GENERAL MANAGER A	PPROVAL	Joseph Clay					
ATTACHED DOCUMENTS 1. General Manager's Report							
TYPE OF ACTION REQU	ESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER			

#### **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, October 13, 2021 – 6:30 p.m.

#### **Important Upcoming Dates**

Lake Whatcom Water & Sewer District								
Regular Board Meeting	Wed Oct 27, 2021	8:00 a.m.	Remote Attendance					
Employee Staff Meeting	Thu Oct 14, 2021	8:00 a.m.	Remote Attendance					
Employee Staff Weeting	111d Oct 14, 2021	8.00 a.m.	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 Nov 9, 2021	7:00 p.m.	Remote Attendance					
Whatcom Water Districts	Wed Oct 20, 2021	2:00 n m	Remote Attendance					
Caucus Meeting	vveu Oct 20, 2021	2:00 p.m.	Remote Attenuance					
Whatcom County Council of	Wed Oct 13, 2021	3:00 p.m.	Remote Attendance					
Governments Board Meeting	vveu Oct 13, 2021	3.00 μ.π.	Nemote Attendance					

#### **Committee Meeting Reports**

#### Safety Committee:

Committee met on September 30. Discussion included installation of fall protection anchors on each sewer lift station wet well, the status on review of District-specific safety programs, and status on scheduling various trainings (on-line and in person).

#### **Investment Committee:**

No committee meeting has been held since last board meeting.

#### **Upcoming Board Meeting Topics**

- > Draft 2022 Budget presentation
- ➤ Master Fees and Charges Schedule update
- Whatcom County Natural Hazards Mitigation Plan update adoption
- Water Use Efficiency Plan update adoption

#### **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.
Staff is in the process of scheduling a board retreat to discuss the strategic plan, rate study, and capital improvement program priorities.

#### 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 onhold until a board retreat can be held (see six-year strategic business plan discussion above).

#### **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 manger 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.
- ➤ J Clary, B Hunter and R Munson are scheduled to attend USEPA cybersecurity workshop on October 13-14.

#### **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) August 20 (Justin Clary appointment to Public Works Board), and September 27 (TOP Award receipt).

#### **Intergovernmental Relations**

- ➤ J Clary attended the Washington State Public Works Board retreat (September 29-October 1) and board meeting (October 1).
- > J Clary met with the recently appointed City of Lynden city administrator, John Williams, on October 6.
- J Clary attended the Washington State Infrastructure System Improvement Team (Sync) meeting on October 7.
- J Clary attended the WASWD general managers' meeting on October 7.
- ➤ J Clary scheduled to attend the WASWD Section III meeting on October 12.

#### **Public Works Board**

Pursue appointment as WASWD representative on the Washington State Public Works Board.
J Clary appointed to the Washington State 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 a Tributary Monitoring Contract meeting on October 5.

#### 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.