



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: December 2, 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 December 8, 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.

December 08, 2021 Regular Board Meeting

Wed, Dec 08, 2021 6:30 PM – 8:30 PM (PST)

Join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/165569653>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 165-569-653

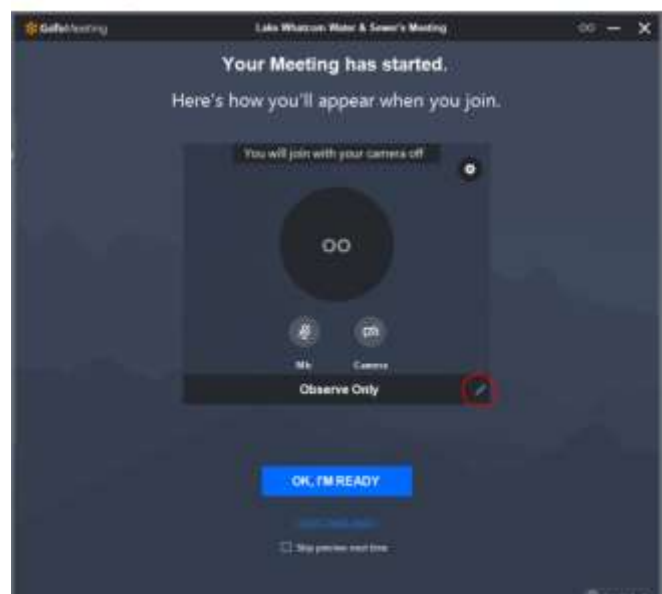
New to GoToMeeting? Get the app now and be ready when the meeting starts:

<https://global.gotomeeting.com/install/165569653>

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 or 360-734-9224.

Page 1 of 193



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

December 8, 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. Fiscal Year 2022 Budget Adoption
 - B. 2022-2027 Six-year Strategic Business Plan Adoption
 - C. Water Use Efficiency Plan Update Adoption
 - D. 2022-2024 Collective Bargaining Agreement with AFSCME Council 2 Local 114WD Approval
 - E. Non-union Employees 2022 Salary Cost-of-Living-Adjustment Approval
 - F. Wilson Engineering 2022 On-call Rates Approval
8. OTHER BUSINESS
9. STAFF REPORTS
 - A. General Manager
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA
BILL
Item 6**

Consent Agenda

DATE SUBMITTED:	December 2, 2021	MEETING DATE:	December 8, 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 12.08.2021****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the November 10, 2021 Regular Board Meeting
- Minutes for the November 24, 2021 Regular Board Meeting
- Payroll for Pay Period #24 (11/13/2021 through 11/26/2021) totaling \$55,226.31
- Payroll Benefits for Pay Period #24 totaling \$56,770.42
- Accounts Payable Vouchers total to be added

FISCAL IMPACT

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2021 Budget.

RECOMMENDED BOARD ACTION

Staff recommends the Board approve the Consent Agenda.

PROPOSED MOTION

A recommended motion is:

“I move to approve the Consent Agenda as presented.”



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

November 10, 2021

Board President Laura Abele called the Regular Session to order at 6:30 p.m.

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

Also in attendance was Catherine Moore of Carmichael Clark. 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

Citron moved, Ford seconded, approval of:

- Minutes for the October 13, 2021 Regular Board Meeting
- Minutes for the October 25, 2021 Special Work Session
- Minutes for the October 27, 2021 Regular Board Meeting
- Payroll Taxes for 3rd Quarter 2021 totaling \$8,044.72
- Payroll for Pay Period #22 (10/16/2021 through 10/29/2021) totaling \$45,246.21
- Payroll Benefits for Pay Period #22 totaling \$50,623.16
- Accounts Payable Vouchers totaling \$262,072.18

Motion passed.

Resolution No. 878 Whatcom County Natural Hazards Mitigation Plan

Clary explained that the District, in partnership with Whatcom County and a number of other local governments in the county, first developed a county-specific natural hazard mitigation plan in 2005, which has

been updated every five years since in accordance with FEMA review requirements. The COVID-19 pandemic delayed the County's initiation of the most recent update until earlier this year. Since that time, the County and participating agencies, with the assistance of the Western Washington University Resilience Institute, has gone through a systematic process of reviewing and updating the plan.

On October 20, 2021, FEMA granted Plan Approvable Pending Adoption status to the updated plan. With receipt of FEMA's Plan Approvable Pending Adoption status, the next step in the plan finalization process is the adoption of the plan by each of the participating agencies. Discussion followed, including recognition by Commissioner Citron of the District's staff for improvement and progress in relation to hazard mitigation and emergency response planning over the last decade.

Action Taken

Citron moved, Carter seconded, to adopt Resolution No. 878 as presented. Motion passed.

Rate Study Discussion

Clary recalled that 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.

Following the October 25 Board retreat, the Investment Committee met with Jim Nelson of DA Davidson to discuss alternatives for bond debt service structuring associated with the Post Point WWTP project that would mitigate rate impacts. Additionally, the management team identified means of paring back the cost impacts of the Six-year Strategic Business Plan and the impacts of planning for the Minimum alternative for the SVWTP, which were incorporated into the rate model by FCS Group, and presented to the Board for consideration of integration into the draft 2022 Budget and the District's Master Fees and Charges Schedule during a future Board meeting. Discussion followed.

Draft 2022 Budget Presentation

Signs introduced the most recent draft of the District's 2022 Budget, with the goal of review and approval by the Board of Commissioners 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 presented the draft budget for Board discussion. Discussion followed.

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 staff efforts pertaining to delinquent accounts, correspondence with Whatcom County Council Member Byrd pertaining to the American Rescue Plan Act, and a request for interest from any commissioners who would like to attend virtual meetings with legislators in December. Discussion followed.

Executive Session Per RCW 42.30.140(4)(a) Collective Bargaining – 30 Minutes

Abele recessed the Regular Session to Executive Session at 7:45 p.m. It was estimated that the Executive Session would take 30 minutes, and action was anticipated. The purpose of the Executive Session was to consider issues related to collective bargaining with a labor union. Abele recessed the Executive Session and reconvened the Regular Session at 8:12 p.m.

Action Taken

Ford moved, Citron seconded, to authorize the general manager to execute the memorandum of understanding with AFSCME Council 2 Local 114WD associated with accommodating represented employee impacts from receiving the COVID-19 vaccination, as presented. Motion passed.

Executive Session Per RCW 42.30.110(1)(g) Reviewing the Performance of a Public Employee – 5 Minutes

Abele recessed the Regular Session to Executive Session at 8:15 p.m. It was estimated that the Executive Session would take 5 minutes. The purpose of the Executive Session was to discuss the General Manager's annual performance appraisal by the Board. Abele recessed the Executive Session and reconvened the Regular Session at 8:20 p.m. No action was taken.

With no further business, Abele adjourned the Regular Session 8:30 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

November 24, 2021

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

Also in attendance were Melanie Mankamyer of Wilson Engineering and Dan Burwell of RH2 Engineering. They and all above attendees participated remotely by phone or video conferencing.

In physical attendance were Kevin Cook, District Water Treatment Plant Operator, and from the Washington State Department of Health, Jolyn Leslie, Regional Engineer, NW Regional Office; Laura McLaughlin, Regional Engineer, NW Regional Office; and Sheri Miller, Field Operations Manager, Office of Drinking Water Headquarters.

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

Citron moved, Ford seconded, approval of:

- **Payroll for Pay Period #23 (10/30/2021 through 11/12/2021) totaling \$47,726.86**
- **Payroll Benefits for Pay Period #23 totaling \$51,656.35**
- **Accounts Payable Vouchers totaling \$150,031.96**

Motion passed.

Resolution No. 879 Update to Master Fees and Charges Schedule

Clary explained that from time-to-time the Board of Commissioners reviews and updates the District's fees and charges to ensure that the District receives appropriate payment for services rendered. The current revision of the Master Fees & Charges Schedule (Schedule 27) was adopted by the Board under Resolution No. 860 during its regularly scheduled meeting on September 11, 2019.

A key component of the Master Fees and Charges Schedule are the District's rates for water sales and sewer service. Historically, the District performs a comprehensive analysis every five years to ensure rates are sufficient to fund current capital and operational cost projections; typically adopting multi-year rate increases for each utility that "smooth" the necessary increases throughout the five year planning horizon.

Additional revisions to the Master Fees and Charges Schedule proposed through Resolution No. 879 consist of cleanup of the schedule (e.g., deletion of fees that are no longer applicable due to their expiration) and accounting for inflation. Of note is the addition of the definition of the maximum allowable credit that a qualifying customer may receive for installation of a private water booster pump. This credit was defined to be listed within the Master Fees and Charges Schedule by adoption of Resolution No. 778, but was never previously incorporated. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to adopt Resolution No. 879, as presented. Motion passed.

Resolution No. 880 Affirmation of the General Manager's Emergency Declaration associated with the November Flood

Clary recalled that on or around November 12, 2021, a significant rain event began that caused flooding throughout Whatcom County and specifically within the District's service area. The flood event exceeded the capacity of the District's infrastructure, resulting in the need to procure assistance from external sources to assist the District in mitigating damage and other impacts.

In accordance with applicable sections of the Revised Code of Washington, the General Manager declared an emergency associated with the flood event on November 15, 2021, and executed a public works contract with multiple sewage tanker transport contractors to assist the District in its response. Per District Administrative Code Section 2.16.3(3), if an emergency contract is awarded without competitive bidding, the Board of Commissioners or its designee must enter a written finding of an emergency into the public record no later than two (2) weeks following the contract award." Resolution No. 880 has been developed to meet statutory and District requirements associated with public works contracting for the emergency repairs.

Action Taken

Citron moved, Carter seconded, to adopt Resolution No. 880 as presented. Motion passed.

Draft 2022 Budget Presentation

Signs introduced the most recent draft of the District's 2022 Budget, and highlighted updates to the draft budget since the November 10 Regular Board Meeting, with the goal of review and approval by the Board of Commissioners prior to the end of December in advance of the budget year. Discussion followed.

Division 7 Reservoir Replacement Project Professional Services Agreement

Hunter recounted that as reported by BHC in December 2016, significant deficiencies exist in the Division 7 Reservoir's ability to meet existing earthquake code requirements. The 2017 Water System Plan also analyzed the capacity of the Division 7 reservoir and found it to be significantly oversized. After investigating several options, staff recommended replacing the existing welded steel 1-million gallon Division 7 reservoir with two smaller concrete 185,000 gallon reservoirs.

The project has been split into two phases: Phase 1 – Design/Permitting; and Phase 2 – Construction. Phase 1 is in progress with the goal to complete in 2022. The Phase 1 scope of work covers project management, pre-design, engineering design, and bid process and the 2021 Budget included \$63,000, intended to be a small

amount of funding to begin preliminary design, permitting, easement acquisition, and grant/loan application support.

In 2018, the District submitted a FEMA Hazard Mitigation Grant application to replace the Division 7 Reservoir with two new reservoirs constructed to meet seismic standards, and to implement ShakeAlert (earthquake early warning system) on the new reservoirs. The grant application is still under consideration by the federal and state governments.

As of November 18, 2021, \$15,403.15 of the budgeted amount had been spent, with \$47,596.85 remaining. Since the District has not yet received an official notice of a grant award, staff recommended authorizing the proposed scope of work, but limiting the time and material expenses to \$47,000. When Wilson reaches that threshold, the project will be suspended until grant funds are guaranteed, or the District allocates additional funding from other sources. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to authorize the general manager execute a professional services agreement with Wilson Engineering, LLC for Phase 1 – Design/Permitting Scope of Work for time and materials not-to-exceed \$47,000; and that the authorized not-to-exceed amount may be increased by future amendment as additional funds are allocated by the Board of Commissioners. Motion passed.

Rocky Ridge and Lakewood Sewer Lift Stations Improvements Project Professional Services Agreement

Hunter detailed that as part of Lake Whatcom Water and Sewer District's long-term capital improvement plan, the Rocky Ridge and Lakewood Sewer Lift Stations, constructed in the late 1970's, are scheduled for renewal or replacement. Following the request for qualifications and consultant selection process, the Board authorized the General Manager to enter into negotiations with RH2 Engineering for a professional services agreement for design and permitting services. District and RH2 staff met virtually to coordinate the scope of work for the initial Phase 1 – Predesign.

The 2021 approved budget includes \$140,000 for predesign and permitting for the Rocky Ridge and Lakewood Sewer Pump Station Improvements Project. The draft 2022 budget presented at the November 10, 2021 board meeting includes an additional \$40,000 of funding which increases the total predesign and permitting budget to \$180,000. With the upcoming adoption of the 2022 budget, predesign and permitting work will be fully funded. The majority of this scope of work will be completed (and costs incurred) in 2022. Discussion followed.

Action Taken

Citron moved, Ford seconded, to authorize the general manager execute a professional services agreement with RH2 Engineering for Phase 1 – Predesign Scope of Work for time and materials not to exceed \$176,085 as presented. Motion passed.

Washington State Department of Health Treatment Optimization Program 20-year Award Presentation

The Lake Whatcom Water and Sewer District's South Shore Water System, which serves the Geneva and Sudden Valley communities, is supplied by the Sudden Valley Water Treatment Plant. The plant uses rapid filtration technology to treat water drawn from Lake Whatcom prior to distribution throughout the South Shore Water System. In 2001, the Washington State Department of Health created its Treatment Optimization Program (TOP) to recognize rapid rate filtration plants throughout Washington State for compliance with regulatory compliance. Of the 59 rapid rate filtration plants in operation in the State, the District's Sudden Valley WTP is one of four that has met regulatory requirements since the TOP's inception (20 consecutive years).

Clary turned over the discussion to the Department of Health representatives who were in attendance to present a TOP 20-year Award to Water Treatment Plant Operator Kevin Cook and the District. Each spoke to highlight the District's accomplishments in maintaining strict adherence to state regulations.

General Manager's Report

Clary opened discussion of the District's response to the November Flood Event with a summary of issues and the District's response to those issues. This included discussion of damaged pumps at the North Point Sewer Pump Station, inflow of storm water into other pump stations, sewer releases and subsequent mitigation, and ongoing recovery efforts. Discussion followed.

Clary also acknowledged the dedication of District staff during the emergency, during which the crew and Engineering department were on hand 24 hours a day working in the storm and monitoring SCADA systems, damage control, logistics, and contracting of additional tanker trucks.

Engineering Department Report

Hunter highlighted several areas, including research into replacing the District's internal server, Department of Health approval for the Eagle Ridge Booster Pump Station Conversion, and alternatives for managing reverse sewage flow at the Flat Car Pump Station.

Finance Department Report

Signs reported on revenues and expenditures through the end of October, a 20% reduction in past due accounts, and the success of the financial department in reducing the number of potential shut-offs by communicating options for payment plans and local assistance organizations.

Operations & Maintenance Department Report

Winters gave a brief report on field crew operations, including focus on employee safety, water treatment plant operations and lake turbidity, and ongoing monitoring of saturated ground.

The Board commended Winters and the staff for their work and leadership through the storm emergency.

Executive Session Per RCW 42.30.140(4)(a) Collective Bargaining – 15 Minutes

Abele recessed the Regular Session to Executive Session at 9:57 a.m. It was estimated that the Executive Session would take 15 minutes, and action was not anticipated. The purpose of the Executive Session was to consider issues related to collective bargaining with a labor union. Abele recessed the Executive Session and reconvened the Regular Session at 10:07 a.m.

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

Abele recessed the Regular Session to Executive Session at 10:07 a.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. Abele recessed the Executive Session and reconvened the Regular Session at 10:26 a.m. No action was taken.

With no further business, Abele adjourned the Regular Session 10:26 a.m.

Board President, Laura Abele

Attest: _____
Recording Secretary, Rachael Hope

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

CHECK REGISTER

PAYROLL

Lake Whatcom W-S District

Time: 15:54:23 Date: 11/30/2021

12/02/2021 To: 12/03/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3624	12/02/2021	Payroll	5	EFT		4,587.17	11/13/2021 - 11/26/2021 PR 24
3625	12/02/2021	Payroll	5	EFT		5,040.90	11/13/2021 - 11/26/2021 PR 24
3626	12/02/2021	Payroll	5	EFT		4,966.32	11/13/2021 - 11/26/2021 PR 24
3627	12/02/2021	Payroll	5	EFT		2,492.87	11/13/2021 - 11/26/2021 PR 24
3629	12/02/2021	Payroll	5	EFT		1,781.86	11/13/2021 - 11/26/2021 PR 24
3630	12/02/2021	Payroll	5	EFT		2,192.27	11/13/2021 - 11/26/2021 PR 24
3631	12/02/2021	Payroll	5	EFT		2,919.42	11/13/2021 - 11/26/2021 PR 24
3632	12/02/2021	Payroll	5	EFT		2,077.09	11/13/2021 - 11/26/2021 PR 24
3633	12/02/2021	Payroll	5	EFT		4,112.35	11/13/2021 - 11/26/2021 PR 24
3634	12/02/2021	Payroll	5	EFT		3,305.53	11/13/2021 - 11/26/2021 PR 24
3635	12/02/2021	Payroll	5	EFT		4,094.29	11/13/2021 - 11/26/2021 PR 24
3636	12/02/2021	Payroll	5	EFT		2,489.44	11/13/2021 - 11/26/2021 PR 24
3637	12/02/2021	Payroll	5	EFT		1,351.77	11/13/2021 - 11/26/2021 PR 24
3638	12/02/2021	Payroll	5	EFT		2,104.17	11/13/2021 - 11/26/2021 PR 24
3639	12/02/2021	Payroll	5	EFT		3,178.42	11/13/2021 - 11/26/2021 PR 24
3640	12/02/2021	Payroll	5	EFT		2,865.27	11/13/2021 - 11/26/2021 PR 24
3641	12/02/2021	Payroll	5	EFT		2,958.15	11/13/2021 - 11/26/2021 PR 24
3642	12/03/2021	Payroll	5	EFT		380.88	Emergency response
3643	12/03/2021	Payroll	5	EFT		263.66	Emergency response
3644	12/03/2021	Payroll	5	EFT		181.70	Emergency response
3628	12/02/2021	Payroll	5	12277		1,882.78	11/13/2021 - 11/26/2021 PR 24
401 Water Fund						17,959.10	
402 Sewer Fund						37,267.21	
						55,226.31	Payroll: 55,226.31

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 11/30/2021
General Manager, Justin Clary

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

Board President, Laura Abele

Attest : _____
Recording Secretary, Rachael Hope

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

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District

Time: 15:56:52 Date: 11/30/2021

12/02/2021 To: 12/03/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3645	12/03/2021	Payroll	5	EFT	UNITED STATES TREASURY	21,035.33	941 Deposit for Pay Cycle(s) 12/02/2021 - 12/02/2021; 941 Deposit for Pay Cycle(s) 12/03/2021 - 12/03/2021
3646	12/03/2021	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 12/02/2021 To 12/02/2021 - SUP ENF
3647	12/03/2021	Payroll	5	12278	AFLAC	354.85	Pay Cycle(s) 12/02/2021 To 12/02/2021 - AFLAC Pre-Tax; Pay Cycle(s) 12/02/2021 To 12/02/2021 - AFLAC Post-Tax
3648	12/03/2021	Payroll	5	12279	AFSCME LOCAL	367.56	Pay Cycle(s) 12/02/2021 To 12/02/2021 - Union Dues; Pay Cycle(s) 12/02/2021 To 12/02/2021 - Union Fund
3649	12/03/2021	Payroll	5	12280	DEPARTMENT OF RETIREMENT SYSTEMS	4,766.00	Pay Cycle(s) 12/02/2021 To 12/02/2021 - DCP
3650	12/03/2021	Payroll	5	12281	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 12/02/2021 To 12/02/2021 - VEBA
3651	12/03/2021	Payroll	5	12282	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 12/02/2021 To 12/02/2021 - ICMA
3652	12/03/2021	Payroll	5	12283	WA ST HEALTH CARE AUTHORITY	16,061.98	Pay Cycle(s) 12/02/2021 To 12/02/2021 - PEBB Medical; Pay Cycle(s) 12/02/2021 To 12/02/2021 - PEBB ADD LTD; Pay Cycle(s) 12/02/2021 To 12/02/2021 - PEBB SMK Surcharge; Pay Cycle(s) 12/02/2021 To 12/02/2021
3653	12/03/2021	Payroll	5	12284	WA ST PUBLIC EMP RET PLAN 2	10,231.67	Pay Cycle(s) 12/03/2021 To 12/03/2021 - PERS 2; Pay Cycle(s) 12/02/2021 To 12/02/2021 - PERS 2
3654	12/03/2021	Payroll	5	12285	WA ST PUBLIC EMP RET PLAN 3	3,054.69	Pay Cycle(s) 12/02/2021 To 12/02/2021 - PERS 3
401 Water Fund						42,696.89	
402 Sewer Fund						14,073.53	
						56,770.42	Payroll: 56,770.42

CHECK REGISTER

Lake Whatcom W-S District

Time: 15:56:52 Date: 11/30/2021

12/02/2021 To: 12/03/2021

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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 11/30/2021
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**

**2022
Budget Presentation**

DATE SUBMITTED:	December 1, 2021	MEETING DATE:	December 8, 2021
TO: BOARD OF COMMISSIONERS	FROM: Jenny Signs, Finance Manager/Treasurer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. 2022 Fiscal Year Budget		
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 the powers granted under [Revised Code of Washington Title 57](#) (Water-Sewer Districts) and codified under the District's [Administrative Code](#) 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 adopted by resolution number 879 (4.5% and 3.75% 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 budget for Board consideration. Earlier revisions of the budget were presented during regularly scheduled meetings of the Board held on November 10, 2021, and November 24, 2021. Comments provided by the Board during those meetings have been incorporated into the attached Fiscal Year 2022 Budget.

FISCAL IMPACT

The budget for 2022 proposes a budget of approximately \$3.3 million for the water utility, and budget of approximately \$4.6 million for the sewer utility, resulting in a total budget of approximately \$7.9 million.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

The 2022 Budget funds District support to all ten EUM attributes at various levels.

RECOMMENDED BOARD ACTION

Staff recommends adoption of the 2022 Fiscal Year Budget as presented.

PROPOSED MOTION

A recommended motion is:

“I move to adopt the 2022 Fiscal Year Budget, as presented.”

2022 ANNUAL BUDGET

LAKE WHATCOM WATER & SEWER DISTRICT



LAKE WHATCOM WATER & SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WASHINGTON 98229

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

2022 ANNUAL BUDGET



LAKE WHATCOM WATER & SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WASHINGTON 98229

APPROVED December 8, 2021

Laura Abele, President, Board of Commissioners

Justin Clary, General Manager

CONTENTS

1	GENERAL MANAGER'S MESSAGE	1
2	SUMMARY OF FUNDS	3
2.1	WATER UTILITY FUND (FUND 401)	3
2.2	SEWER UTILITY FUND (FUND 402)	4
2.3	BOND RESERVE FUND (FUND 460)	4
3	2022 REVENUE PROJECTIONS	5
4	2022 EXPENDITURES	7
4.1	WATER UTILITY FUND (FUND 401)	7
4.2	SEWER UTILITY FUND (FUND 402)	10
4.3	BOND RESERVE FUND (FUND 460)	12
APPENDIX A		
2022 BUDGET		
APPENDIX B		
2022 SYSTEM REINVESTMENT PLAN		
APPENDIX C		
2022 REVENUE BOND AND LOANS SUMMARY		

1 GENERAL MANAGER'S MESSAGE

The 2022 Budget represents the proposed fiscal plans for the Lake Whatcom Water & Sewer District for the 2022 calendar year (please refer to Appendix A for a comprehensive presentation of the 2022 Budget). This budget is the culmination of a collaborative effort between the Board of Commissioners and staff, and aligns with the District's mission to provide the best possible water and sewer services to District customers in a cost efficient manner, and in a way that contributes to protecting Lake Whatcom water quality. This budget was developed around touchstones of the District's financial policies, which embody the principles that guide District budgeting and long-term financial management, reinforcing the key values of fiscal prudence, pay-as-you-go financing to the extent practicable, and strong stewardship through asset management.

The District's unwavering adherence to its conservative fiscal policies has allowed it to enter 2022 with stable revenue projections while continuing to preserve its fully funded operations and contingency reserves, as well as create a surplus reserve in each utility earmarked for specific future large capital projects. As a special purpose district authorized under state statute, the District's primary functions are the operation of water and sewer utilities, which create relatively forecastable revenues by being funded primarily by rates associated with water sales and sewer services. With 2021 being the final year of the District's most-recently adopted multi-year rate structure, the District completed a comprehensive review of its operational and capital expenditure projections over the five-year planning horizon, and adopted a new multi-year rate structure that smooths necessary increases over the five-year period while ensuring the long-term fiscal health of the organization. Though new home starts in 2021 (36) were well above those witnessed in 2020 (25), development-related revenue projections have been budgeted at 10 new connections as a conservative approach and to limit District budgetary reliance on these onetime revenues.

During the past year, the District Board and staff developed the District's first six-year strategic business plan, which incorporates the outcome of the 2020 service assessment and prioritization efforts completed through the USEPA-defined Effective Utility Management process, and defines department-specific initiatives to be completed during the planning horizon. Through the strategic planning process, each department developed a department-specific mission; goals to pursue over the six-year planning horizon that align with the District's and departmental missions; schedule, and budgetary and staffing impacts necessary to attain each goal; and performance measures to monitor goal attainment. Integrated into the 2022 Budget are costs necessary to accomplishment some of these goals (records management system overhaul to increase operational efficiencies and mitigate liabilities, and funding an additional maintenance worker position to increase preventative maintenance resources).

The budget includes approximately \$9 million in expenditures, which is comprised of allocations of approximately \$3.5 million and \$5.5 million for the water utility and sewer utility, respectively, while maintaining a restricted bond reserve of \$772,000. The water utility budget includes \$2.56 million dedicated to operations, a capital reinvestment budget of approximately \$720,000, and a debt service budget of approximately \$226,000, as well as a contingency reserve of \$460,000 and an operating

reserve of \$590,000. In addition and new to the District's budget, the 2022 Budget also reserves \$136,000 in surplus water utility revenues to mitigate financing impacts associated with future capital improvements at the Sudden Valley Water Treatment Plant. The sewer utility budget includes \$3.02 million dedicated to operations, a capital reinvestment budget of approximately \$1.86 million, and a debt service budget of approximately \$637,000, as well as a contingency reserve of \$815,000 and an operating reserve of \$470,000. Like the Water Fund, the Sewer Fund also allocates \$277,000 in surplus sewer utility revenues to begin saving for the District's share of the City of Bellingham's Resource Recovery Project at the Post Point Wastewater Treatment Plant that is anticipated in 2026.

The 2022 Budget reflects an 11% increase over the 2021 Budget. Much of the increase may be attributed to significant capital reinvestment program carryover for projects that were not completed in 2021, which when combined with 2022 system reinvestment allocations, results in approximately \$2.58 million projected in capital expenditures between the two utilities in 2022. In addition, the creation of the surplus fund reserves for specific future capital projects adds an additional \$413,000 that was not allocated in the 2021 Budget. Also contributing to the year-over-year increase are operational increases, including salary cost-of-living-adjustments and step increases, and health insurance increases for District staff, as well as the addition of the maintenance worker position consistent with the strategic business plan. Another notable increase is for City of Bellingham utility services (water purchased for the Eagleridge water system and treatment of all District-collected wastewater).

The budget has been carefully crafted to emphasize the Board's service priorities while deploying resources in a manner that assures a firm foundation that maintains a positive cash balance at yearend. As a result, the 2022 Budget funds reserves at levels defined by District financial policies, while preserving adequate operating capital and investing in critical infrastructure improvements that are aimed at prolonging the life of our assets and protecting the environment. The 2022 capital reinvestment program reflects a pay-as-you-go approach funded through a combination of one-time and ongoing resources consistent with the District's asset management philosophy and the recently completed utility rate study. The fact that the 2022 investments can be made without reliance on debt can be attributed to the ongoing commitment to disciplined adherence to fiscal policies and sound asset management.

Forecasting resources, preparing the budget, monitoring its implementation, and assuring accountability and transparency, all while completing day-to-day work functions, takes an exceptional group of professionals. I want to thank District staff, all of whom had a hand in development of the 2022 Budget. I also want to thank the Board of Commissioners, whose leadership and policy direction has placed the District in a position that enables many of the progressive investments found in this budget. Lastly, I thank the District's customers that make up the Lake Whatcom community, without whom we would not have a purpose.

Sincerely,



Justin L. Clary
General Manager

2 SUMMARY OF FUNDS

The Lake Whatcom Water & Sewer District (District) is a special purpose local government authorized under [Title 57 Revised Code of Washington](#) (Water-Sewer Districts). Originally formed in 1968 as Whatcom County Water District No. 10, the District's primary function is to provide water and sewer service to customers in an 18-square mile area encompassing much of the Lake Whatcom watershed, including Geneva, Sudden Valley and the North Shore of Lake Whatcom. The District is governed by a five member Board of Commissioners (Board) who set the policies and rates of the District, and who adopt an annual budget. The annual budget defines the operational and capital improvement programs for that year, as well as maintenance of operating and contingency reserves to respond to unanticipated events, should they occur. The following summarizes each of the District's funds.

2.1 Water Utility Fund (Fund 401)

This fund serves as the primary operating fund of the District's water utility. The majority of revenue is derived from rates charged to water customers. Other revenue sources are grants, interest income, late payment fees, recording fees, permit fees, and miscellaneous charges and fees. All fees and charges are set by the Board. Funds collected are used to pay for operations and maintenance, and capital improvement program-related (system reinvestment) expenditures of the water utility in accordance with the Board-approved annual budget.

Managed within the water utility fund are operating reserve, contingency reserve, and debt service funds:

- Operating Reserve - The operating reserve serves as a liquidity cushion providing protection from risk of short-term variation in the timing of revenue collection relative to payment of expenses and is maintained consistent with District financial policies at the cost to operate the utility for 90 days.
- Surplus Reserve – The surplus reserve was established as a result of the District's formal review of rates, along with operational and capital programs that took place in 2021. This reserve anticipates the costs associated with the Sudden Valley Water Treatment Plant improvements. The reserve is intended to grow in the coming years to offset those costs and lower the amount of debt to be incurred as a result of those necessary improvements that will take place in 2027.
- Contingency Reserve - The contingency reserve ensures that unanticipated projects related to water system expenditures will be funded, subsequent to Board approval, and is established through the District's financial policies at one percent of the water utility infrastructure replacement cost.

- Debt Service - This fund provides redemption of long-term loans that financed past water utility projects. Principal and interest on those loans are paid entirely from water utility revenues. Debt service payments for principal and interest are paid annually.

2.2 Sewer Utility Fund (Fund 402)

This fund serves as the primary operating fund of the District's sewer utility. The majority of revenue is derived from rates charged to sewer customers. Other revenue sources are interest income, recording fees, permit fees, payments associated with an existing utility local improvement district (ULID), and miscellaneous charges and fees. All fees and charges are set by the Board. Funds collected are used to pay for operations, maintenance, and capital improvement program-related (system reinvestment) expenditures of the sewer utility in accordance with the Board-approved annual budget.

Managed within the sewer utility fund are operating reserve, contingency reserve, and debt service funds:

- Operating Reserve - The operating reserve serves as a liquidity cushion providing protection from risk of short-term variation in the timing of revenue collection relative to payment of expenses and is maintained consistent with District financial policies at the cost to operate the utility for 60 days.
- Surplus Reserve – The surplus reserve was established as a result of the District's formal review of rates, along with operational and capital programs that took place in 2021. This reserve anticipates the costs associated with the District's share of the City of Bellingham's Post Point wastewater treatment plant project. The reserve is intended to grow in the coming years to offset those costs and lower the amount of debt to be incurred as a result of that project which is scheduled to take place in 2026.
- Contingency Reserve - The contingency reserve ensures that unanticipated projects related to sewer system expenses will be funded, subsequent to Board approval, and is established through the District's financial policies at one percent of the sewer utility infrastructure replacement cost.
- Debt Service - The debt service allocation provides redemption of outstanding debt incurred associated with a bond that was issued to finance past sewer utility projects. Bond interest is paid semi-annually and the principal is paid annually from sewer utility revenues.

2.3 Bond Reserve Fund (Fund 460)

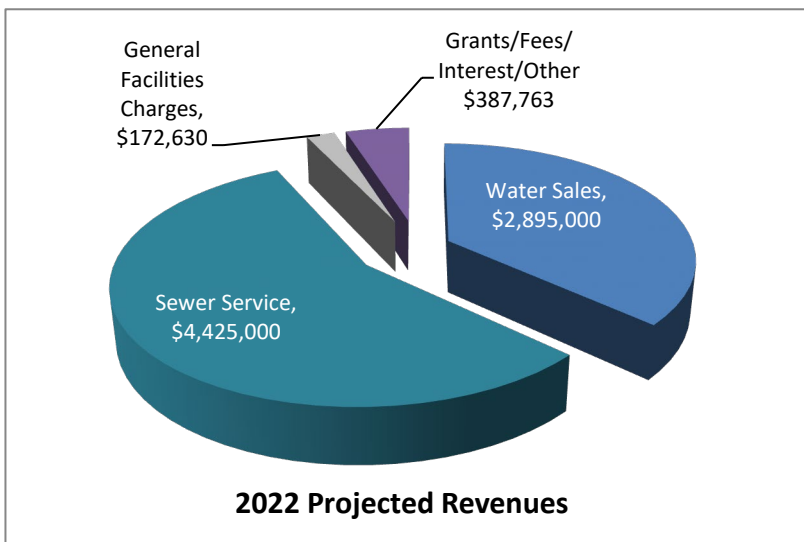
The Bond Reserve Fund was established by the covenants of the 2016 bond sale and is restricted by definition. A reserve limitation is required to be held in this fund until the outstanding 2016 bond payment obligations are paid in full (currently scheduled for 2035).

3 2022 REVENUE PROJECTIONS

District functions are funded primarily through revenues received through water sales and sewer service fees, with the relatively small remainder of revenues coming from other fees and charges, as well as grants, permits and other miscellaneous revenues.

Since the District's last formal review of rates, along with operational and capital programs, expired in 2021, the District hired a utility financing consultant firm to perform a review. In the spring of 2021, the District engaged the services of FCS Group to review the District's operational and capital programs relative to revenue projections. The outcome of the study provided a multi-year approach of incremental increases to water and sewer rates through 2026 to ensure sufficient funding for operations, outstanding debt service, proposed future debt service, and system reinvestment through capital improvement projects and scheduled equipment replacement. Per the Board-approved multi-year rate schedule, the 2022 budget revenues have been based upon water and sewer rate increases of 4.5% and 3.75% percent, respectively, over 2021 rates. This will result in rate revenue projections of approximately \$2.9 million in the water utility fund and \$4.4 million in the sewer utility fund.

The other relatively significant revenue stream is fees the District receives for the connection of new development to its water and sewer systems. These *general facility charges* have been developed based upon the new customer's proportionate share of the cost of constructing the system to which they are connecting, as well as the proportionate share for future system expansion to accommodate that connection's capacity impact. Development within the District continues to



trend higher each year. In 2021, new home connections totaled 35, which were 40 percent higher than new homes in 2020 and 75 percent higher than new homes in 2019. Although current indications are that 2022 will witness similar levels of new development, development-related revenues have been based upon a more conservative number of 10 new homes. This results in revenue projections of \$84,000 and \$88,600 to the water utility and sewer utility, respectively.

The increase in Other revenues, totaling approximately \$388,000, are higher than that in years past due to anticipated federal grant funding in the water utility fund. This grant is associated with a potential FEMA Hazard Mitigation grant in the amount of \$239,000. This grant is being pursued in

2022 for the Phase 1 (design, easements, permitting) of the Division 7 Reservoir capital project. The remaining revenues are comprised of latecomer and other miscellaneous fees, investment interest, and revenues associated with ULID 18, that have been based upon 2021 revenues with the exception of late fees returning to the pre- COVID 19 pandemic levels.

Therefore, based upon adopted rate increases and conservative projections of other revenues, the 2022 Budget reflects total revenue from external sources of approximately \$7,880,000 (\$3,326,000 water utility and \$4,554,000 sewer utility), which is an approximate seven percent increase over revenues projected in the 2021 Budget, but is within one percent of actual revenues projected through 2021 year-end.

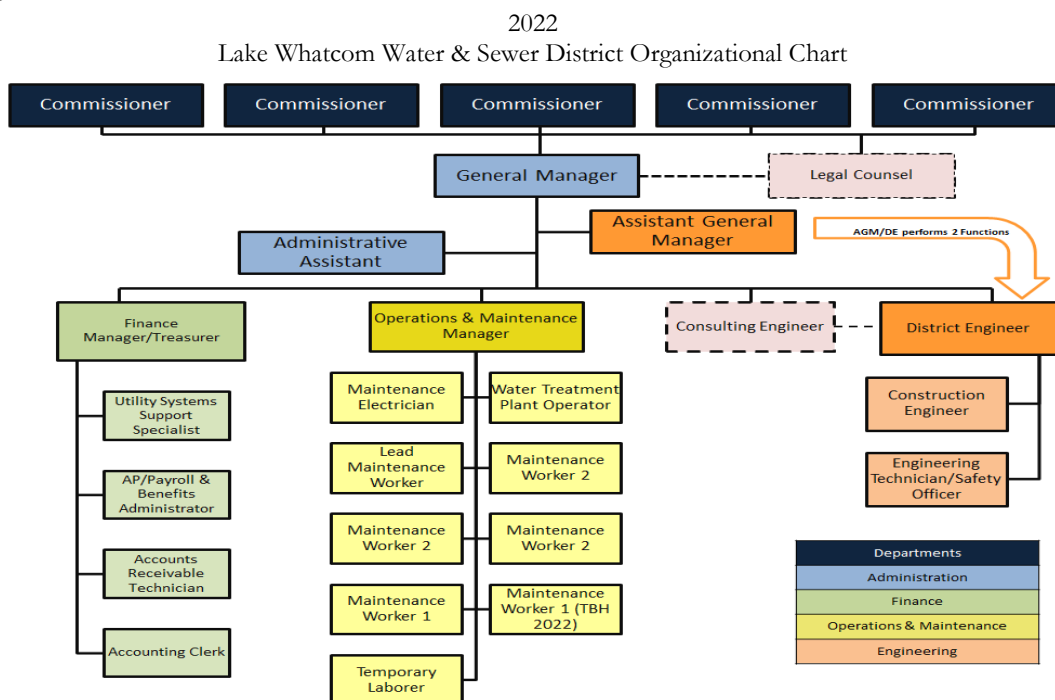
4 2022 EXPENDITURES

4.1 Water Utility Fund (Fund 401)

The Water Utility Fund is the primary fund through which the District conducts water utility-related business. It should be noted that many administrative expenses are shared with the Sewer Utility Fund equally. The following sections provide summaries of primary components of the fund expenses.

4.1.1 Operating Expenses

Personnel. Being a service-oriented organization, staff salary and associated benefits make up a large portion of the Water Utility Fund budget. Salary- and benefit-related expenses are shared with the Sewer Utility Fund, with exception to the Water Treatment Plant Operator position, which is wholly funded by the Water Utility Fund. For 2022, the District will add a 0.5 full-time equivalent (FTE) above 2021 staffing, which will fund another Maintenance Worker I employee to assist the Operations Department. This results in a total of 18.5 FTE positions in 2022. Also of note, the current Maintenance/Operations Manager will retire at the end of 2022; the budget therefore reflects 0.17 FTE at the mid-range of the current employee's salary to account for some overlap to accommodate transfer of duties consistent with the District's staffing succession plan. Beyond the slight staffing revisions, personnel-related cost increases from the 2021 Budget are primarily associated with union contract-required cost-of-living adjustments to salaries (four percent) and increases to healthcare and related benefits (approximately five percent). The 2022 Organizational Chart is:



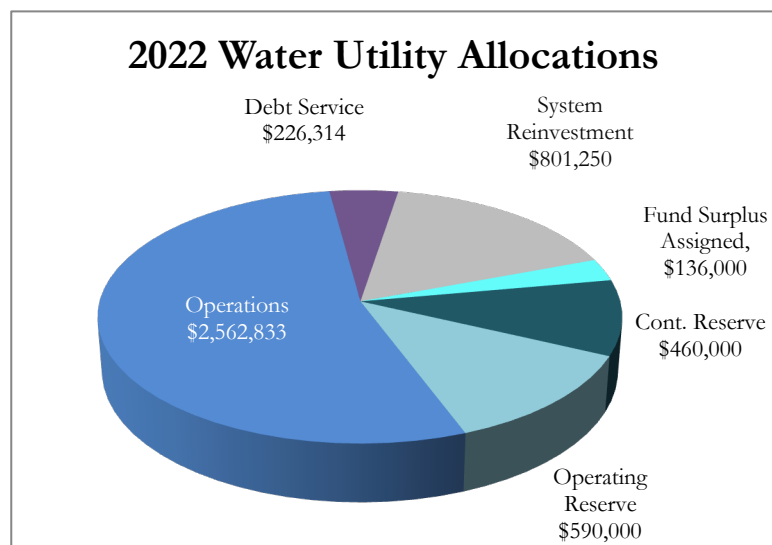
Professional Services. The District relies on a number of professional- and vendor-related services to efficiently and effectively carry out the business of the District. Such providers include contracting with the District's legal counsel and on-call consulting engineer, support services associated with asset management, infrastructure control, administrative systems, and general services (e.g., custodial, landscape maintenance, security, etc.). Many of these services are shared evenly between the water and sewer utilities. The combined professional services for 2022 are projected at \$438,000, which is an increase from the 2021 Budget (\$345,200), and is primarily attributed to services related to a general facilities fees study, implementation of a records management system, and an increase in the District's asset management software for additional system components.

City of Bellingham Fees. The District does not have a drinking water source that is connected to the Eagleridge residential neighborhood located on the Lake Whatcom north shore. Therefore, the District purchases water from the City of Bellingham to serve Eagleridge. The total projected cost for water fees from the City of Bellingham for 2022 is budgeted at \$52,000, which reflects an increase due to anticipated rate increases from the City of Bellingham.

Water Quality Partnerships. With Lake Whatcom as the primary source of drinking water within the District, protection of its water quality is crucial. In 2022, the District will continue its partnership with Whatcom County and the City of Bellingham for water quality monitoring and invasive species inspection programs (\$81,300).

Utilities. Electricity to treat and distribute water to District customers, and to pump sewage to the City of Bellingham makes up a significant portion of the District's operating budget. Combined water and sewer utility electricity costs, together with other utilities, are budgeted at \$231,000 for 2022 which are slightly above those projected through 2021 yearend.

Fund Carryover. Due to competing workload obligations and the impacts of the COVID-19 pandemic, approximately \$273,000 in water utility operating monies was not used under system reinvestment because the associated capital projects were not completed. As a result, these funds will be carried over to 2022 when the associated projects will be completed. As part of the rate study conducted in 2021, the District will begin assigning portions of the excess, unassigned fund balance to build up reserves over the next five years to offset the costs of future capital projects and associated debt service for those projects. In 2022 the amount of fund balance assigned for future capital projects is \$136,000 per the guidance of the rate study.



4.1.2 Operating Reserve

In accordance with District financial policies, an operating reserve is maintained equivalent to the cost of operating the water utility for 90 days (\$590,000).

4.1.3 Contingency Reserve

A contingency reserve is maintained in accordance with the District's financial policies at one percent of the water utility infrastructure replacement cost (\$460,000). As this is contingency fund, no expenditures are budgeted for 2022.

4.1.4 System Reinvestment

The 2022 *Capital System Reinvestment Plan*, included as Appendix B, provides a comprehensive description of the projects that will be completed using system reinvestment funds. Following are projects specific to the water utility:

Category	Project	Cost ¹
Capital Outlay Projects—General		
Water/Sewer	SCADA Telemetry-Managed Ethernet Switches (water portion; 2021 carryover)	\$2,500
Water/Sewer	Administrative Server Hardware (water portion; 2021 carryover)	\$12,500
Water/Sewer	Centimeter Grade GPS (water portion; 2021 carryover)	\$5,000
Water/Sewer	Miscellaneous General Outlay (water portion; 2021 carryover)	\$13,200
Water/Sewer	Replace Tool Truck	\$42,500
Water/Sewer	Miscellaneous General Outlay (water portion)	\$62,750
Subtotal		\$138,450
Capital Outlay Projects—Water Utility		
Water	Reservoir & WTP Site Security	\$50,000
Water	Miscellaneous Water Outlay	\$74,000
Subtotal		\$124,000
Capital Improvement Projects—Water Utility		
Water	Fire Flow Improvements (2021 carryover)	\$2,700
Water	Little Strawberry Bridge Water Main Predesign & Estimate (2021 carryover)	\$20,000
Water	Sudden Valley WTP (SVWTP) 20-year Facility Plan (2021 carryover)	\$48,000
Water	Convert Eagleridge Booster to Metering Station (2021 carryover)	\$3,500
Water	Austin-Fremont PRV Rebuild (2021 carryover)	\$10,000
Water	SVWTP Misc. Component Replacement (2021 carryover)	\$25,500
Water	Miscellaneous Projects (2021 carryover)	\$22,100
Water	Division 30 Booster PLC and UPS Improvements (2021 carryover)	\$60,000
Water	Division 7 Reservoir Predesign, Easements and Permitting (2021 carryover)	\$48,000
Water	South Geneva Booster Standby Generator & Auto Transfer Switch	\$60,000
Water	Division 7 Reservoir Phase 1 (Grant contingent)	\$239,000
Subtotal		\$538,800
TOTAL		\$801,250

¹ Costs presented in table are rounded, please refer to Appendices A and B for specific projected costs.

4.1.5 Debt Service

The District is obligated to annually set aside sufficient funds for debt service repayment associated with prior District capital improvements, which are summarized in the *Revenue Bonds and Loan Funds Summary* (Appendix C). Water utility-related 2022 expenditures to make principal and interest payments on District low interest loans will be associated with:

- Geneva AC Pipe Mains Replacement Project (\$145,125)
- Division 22 Water Reservoir Construction Project (\$81,189)

Please refer to Appendix C for the 2022 Revenue Bond and Loans Summary

4.2 Sewer Utility Fund (Fund 402)

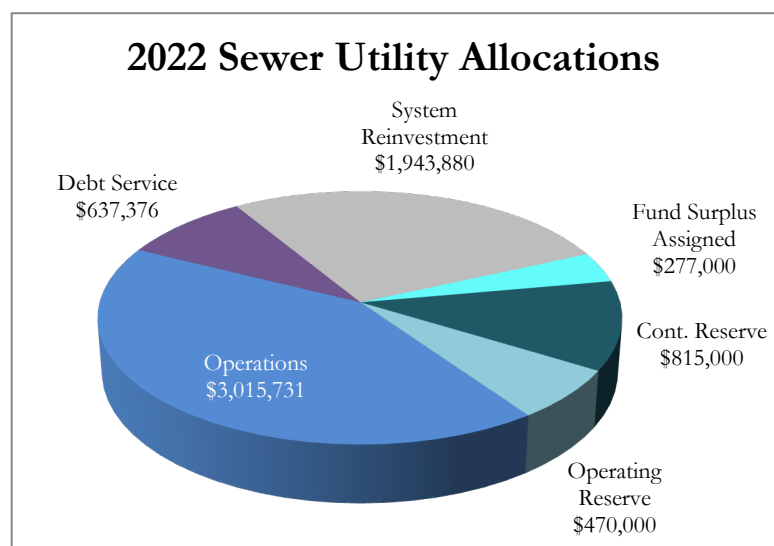
The Sewer Utility Fund is the primary fund through which the District conducts sewer utility-related business. It should be noted that many administrative expenses are shared with the Water Utility Fund. The following sections provide summaries of primary components of the fund expenses.

4.2.1 Operating Expenses

Personnel. As sewer utility-related expenses associated with personnel are largely consistent with those of the water utility, please refer to the personnel discussion in Section 4.1.1.

Professional Services. As sewer utility-related expenses associated with professional services are largely consistent with those of the water utility, please refer to the professional services discussion in Section 4.1.1.

City of Bellingham Fees. To protect the quality of Lake Whatcom, all sewage collected by the District is conveyed to the City of Bellingham's sanitary sewer system and treated at the City's Post Point wastewater treatment plant. As a result, the District pays the City for treatment of all sewage collected by the District. The total projected cost for sewer fees from the City of Bellingham for 2022 is budgeted at \$816,000, which is slightly above prior years' costs to account for city rate increases and additional flow added from new construction being brought on to the system.



Utilities. Please refer to the utilities discussion in Section 4.1.1.

Fund Carryover. Due to competing workload obligations and the impacts of the COVID-19 pandemic, \$1,138,000 in sewer utility operating monies was not used under system reinvestment because the associated capital projects were not completed. As a result, these funds will be carried over to 2022 when the associated projects will be completed. Similar to the water utility fund, as part of the rate study conducted in 2021, the District will begin assigning portions of the excess, unassigned fund balance to build up reserves over the next five years to offset the costs of future capital projects and associated debt service for those projects. In 2022, the amount of fund balance assigned for future capital projects is \$277,000 per the guidance of the rate study.

4.2.2 Operating Reserve

In accordance with District financial policies, an operating reserve is maintained equivalent to the cost of operating the sewer utility for 60 days (\$470,000).

4.2.3 Contingency Reserve

A contingency reserve is maintained in accordance with the District's financial policies at one percent of the sewer utility infrastructure replacement cost (\$815,000). As this is contingency fund, no expenditures are budgeted for 2022.

4.2.4 System Reinvestment

The *2022 Capital System Reinvestment Plan*, included as Appendix B, provides a comprehensive description of the projects that will be completed using system reinvestment funds. Following are projects specific to the sewer utility:

Category	Project	Cost ¹
Capital Outlay Projects—General		
Water/Sewer	SCADA Telemetry-Managed Ethernet Switches (sewer portion; 2021 carryover)	\$2,500
Water/Sewer	Administrative Server Hardware (sewer portion; 2021 carryover)	\$12,500
Water/Sewer	Centimeter Grade GPS (sewer portion; 2021 carryover)	\$5,000
Water/Sewer	Miscellaneous General Outlay (sewer portion; 2021 carryover)	\$16,700
Water/Sewer	Replace Tool Truck (sewer portion)	\$42,500
Water/Sewer	Miscellaneous General Outlay (sewer portion)	\$97,250
Sewer	Replace Camera Equipment	\$150,000
Subtotal		\$326,450
Capital Improvement Projects—Sewer Utility		
Sewer	Dellesta, Edgewater & Euclid Sewer Lift Stations Improvements (2021 carryover)	\$857,000
Sewer	Rocky Ridge Sewer Lift Station Improvement Predesign & Permitting (2021 carryover)	\$190,000
Sewer	Flat Car Sewer Lift Station Reverse Flow to SV Lift Station Predesign & Permitting	\$50,000
Sewer	Sewer System Capacity Analysis	\$7,700
Sewer	Rocky Ridge Pump Station Design & Bidding	\$46,350
Sewer	Lakewood Pump Station Design & Bidding	\$46,350
Sewer	Flat Car Reverse Flow to SVPS Construction	\$103,000
Sewer	Sudden Valley Sewer Pump Station PLC & UPS Improvements	\$77,250
Sewer	LBI CIPP Renewal Project	\$123,600
Sewer	Sewer System Rehab & Replacement Projects	\$113,000
Subtotal		\$1,614,250
TOTAL		\$1,940,700

¹ Costs presented in table are rounded, please refer to Appendices A and B for specific projected costs.

4.2.5 Debt Service

The District is obligated to annually set aside sufficient funds for debt service repayment associated with prior District capital improvements, which are summarized in the *Revenue Bonds and Loan Funds Summary* (Appendix C). Sewer utility-related 2022 expenditures to make principal and interest payments on District bond obligations are solely associated with the 2016 Bond (which consisted of financing the renovation of two sewer lift stations and the District's portion of upgrades to the City of Bellingham's Post Point wastewater treatment plant). The 2022 sewer utility debt service will be approximately \$637,376. Please refer to Appendix C for the 2022 Revenue Bond and Loans Summary.

4.3 Bond Reserve Fund (Fund 460)

No expenditures are anticipated in 2022 from this fund. A fund balance of approximately \$772,000 will be carried over from 2021.

APPENDIX A

2022 BUDGET



LAKE WHATCOM WATER AND SEWER FUND SUMMARIES 2022

	401	402		460
	WATER	SEWER	TOTAL	BOND RESERVE (RESTRICTED)
2022 Projected Beginning Fund Balance	\$1,055,026	\$2,071,972	\$3,126,998	\$772,334
2022 Revenues	\$3,326,007	\$4,554,356	\$7,880,363	-
2022 Expenditures	(\$3,590,397)	(\$5,596,987)	(\$9,187,384)	-
2022 Projected Year End Balance	\$790,636	\$1,029,342	\$1,819,977	\$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	-\$136,000	-\$277,000	-\$413,000	
2022 Projected Unassigned Year End Fund Balance	\$64,636	\$282,342	\$346,977	\$772,334
	426	425		
	Water	Sewer	Total	
2022 Contingency Reserve Funds	\$460,000	\$815,000	\$1,275,000	-

Lake Whatcom Water and Sewer District
2022 Budget
Water Utility Fund (401)

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Intergovernmental Revenue								
401	330	331 40 10 00	Federal Grants (FEMA)	\$ -	\$ -	\$ -	\$ -	\$ 239,000
Charges For Services								
401	340	343 40 10 00	Water Sales Metered	\$ 2,502,734	\$ 2,677,336	\$ 2,770,313	\$ 2,803,843	\$ 2,894,977
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	\$ 320,536	\$ 84,030
Fines & Penalties								
401	350	359 81 10 00	Combined Fees	\$ 27,908	\$ 16,064	\$ 17,500	\$ 11,590	\$ 28,000
401	350	359 90 00 00	Late Fees	\$ 55,332	\$ 14,597	\$ 27,500	\$ 6,000	\$ 58,000
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	\$ 4,176	\$ 1,000
401	360	369 10 01 00	Miscellaneous	\$ 21,588	\$ 916	\$ 1,000	\$ 186	\$ 1,000
401	360	369 40 00 00	Project Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
401	360	369 80 00 00	Over/Under	\$ (10)	\$ -	\$ -	\$ -	\$ -
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	Insurance Recoveries	\$ 11,221	\$ -	\$ -	\$ -	\$ -
Total Water Fund Revenues				\$ 2,641,173	\$ 2,982,212	\$ 2,933,313	\$ 3,323,031	\$ 3,326,007
Water Fund Expenditures								
401	534	534 10 10 00	Water - Gen Admin Payroll	\$ 331,296	\$ 365,351	\$ 355,000	\$ 362,647	\$ 371,770
401	534	534 10 20 00	Water - Gen Admin Personnel Benefits	\$ 141,907	\$ 149,641	\$ 163,000	\$ 153,371	\$ 161,024
401	534	534 10 31 00	Water - Gen Admin Supplies	\$ 15,430	\$ 18,847	\$ 25,000	\$ 26,993	\$ 25,000
401	534	534 10 31 01	Water - Meetings/Team building	\$ 2,493	\$ 1,011	\$ 2,000	\$ 2,221	\$ 2,000
401	534	534 10 40 00	Water - Merchant Services Fees	\$ 20,522	\$ 11,804	\$ 10,000	\$ 10,275	\$ 11,500
401	534	534 10 40 01	Water - Bank Fees	\$ -	\$ 635	\$ 750	\$ 789	\$ 800
401	534	534 10 41 00	Water - Quality Assurance Programs	\$ 59,184	\$ 224,401	\$ 65,000	\$ 58,320	\$ 81,300
401	534	534 10 41 01	Water - Gen Admin Prof Srvc	\$ 158,742	\$ 107,796	\$ 136,350	\$ 162,015	\$ 167,000
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	\$ 19,847	\$ 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	\$ 30,252	\$ 31,000
401	534	534 10 45 00	Water - Gen Admin Lease	\$ 5,078	\$ 5,371	\$ 5,000	\$ 5,501	\$ 5,500
401	534	534 10 46 00	Water - Gen Admin Insurance	\$ 71,480	\$ 89,029	\$ 90,000	\$ 101,300	\$ 103,500
401	534	534 10 49 00	Water - Gen Admin Misc.	\$ 40	\$ 134	\$ 500	\$ 150	\$ 200
401	534	534 10 49 01	Water - Memberships/Dues/Permits	\$ 8,601	\$ 15,177	\$ 15,000	\$ 16,716	\$ 17,250
401	534	534 10 49 02	Water - Taxes	\$ 115,871	\$ 114,117	\$ 115,000	\$ 143,086	\$ 147,500
401	534	534 40 43 00	Water - Admin Training & Travel	\$ 17,744	\$ 5,934	\$ 10,000	\$ 3,655	\$ 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	\$ 62,395	\$ 40,000
401	534	534 50 48 00	Water - Repair & Maint	\$ 58,687	\$ 30,983	\$ 177,063	\$ 189,116	\$ 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	\$ 8,081	\$ 15,500
401	534	534 60 47 00	Water - City of Bellingham	\$ 42,224	\$ 24,936	\$ 40,000	\$ 46,574	\$ 52,000
401	534	534 80 10 00	Water - Operations Payroll	\$ 580,184	\$ 607,240	\$ 570,500	\$ 584,046	\$ 629,236
401	534	534 80 20 00	Water - Operations Personnel Benefits	\$ 255,323	\$ 253,255	\$ 245,000	\$ 252,270	\$ 288,653
401	534	534 80 32 00	Water - Operations Fuel	\$ 13,584	\$ 10,682	\$ 10,000	\$ 12,402	\$ 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	\$ 1,400
401	534	534 80 35 02	Water - Emergency Preparedness	\$ 5,169	\$ 3,189	\$ 5,000	\$ 3,200	\$ 5,000
401	534	534 80 43 00	Water - Operation Training/Travel/Certifications	\$ -	\$ 560	\$ 10,000	\$ 6,960	\$ 10,000
401	534	534 80 47 00	Water - Ops Utilities	\$ 101,725	\$ 113,979	\$ 115,000	\$ 119,366	\$ 121,200
401	534	534 80 49 00	Water - Operations Laundry	\$ 1,943	\$ 1,579	\$ 2,000	\$ 1,336	\$ 2,000
Total Water Fund Expenditures				\$ 2,178,134	\$ 2,476,534	\$ 2,488,263	\$ 2,564,800	\$ 2,562,833

**Lake Whatcom Water and Sewer District
2022 Budget
Water Utility Fund (401)**

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Debt Service								
401	591	591 34 77 01	Geneva AC Mains Principal	\$ -	\$ 119,938	\$ 119,937	\$ 119,937	\$ 119,938
401	591	591 34 77 02	Div. 22 Reservoir Principal	\$ -	\$ 65,475	\$ 65,475	\$ 65,475	\$ 65,475
401	591	592 34 83 01	Geneva AC Mains Interest	\$ -	\$ 28,785	\$ 26,986	\$ 26,986	\$ 25,187
401	591	592 34 83 02	Div. 22 Reservoir Interest	\$ -	\$ 17,678	\$ 16,696	\$ 16,696	\$ 15,714
Total Water Fund Debt Service					\$ 231,875	\$ 229,094	\$ 229,094	\$ 226,314

System Reinvestments

Capital Expenditures								
401	594	594 34 60 01	Capital Outlay - Budget Only	\$ -	\$ -	\$ 606,650		\$ 528,250
401	594	594 34 62 01	Capital Projects - Water Structures	\$ -	\$ 145,513	\$ -	\$ 304,417	
401	594	594 34 63 01	Capital Projects - Water System	\$ -	\$ 60,869	\$ -	\$ 171,349	
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	\$ -	\$ -	\$ -	\$ -	\$ 273,000
Total Water Fund Capital Expenditures					\$ 220,373	\$ 606,650	\$ 516,176	\$ 801,250

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 Water Fund Other Financing Sources				\$ 2,090,325	\$ -	\$ -	\$ -	\$ -

Total Water Fund Expenditures								\$ 3,590,397
--------------------------------------	--	--	--	--	--	--	--	--------------

Fund Gain/Loss						\$ (390,694)	\$ 12,962	\$ (264,390)
-----------------------	--	--	--	--	--	--------------	-----------	--------------

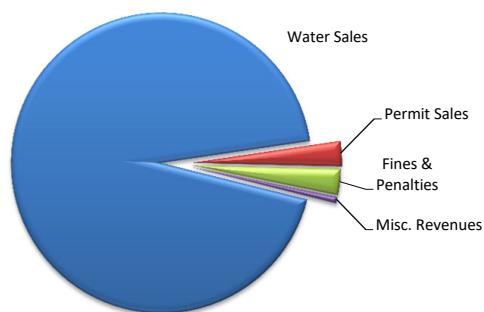
Fund Balance Summary

2021 Beginning Fund Balance	\$ 1,042,064
2021 Projected Gain/Loss	\$ 12,962
2021 Projected Fund Balance	\$ 1,055,026
2022 Projected Gain/Loss	\$ (264,390)
2022 Projected Fund Balance	\$ 790,636

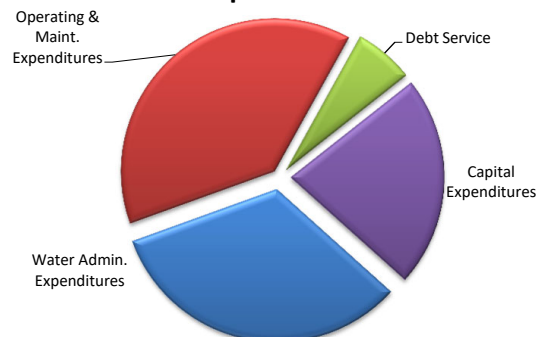
Water Contingency Fund Balance Summary

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

2022 Budgeted Water Fund Revenues



2022 Budgeted Water Fund Expenditures



Lake Whatcom Water and Sewer District
2022 Budget
Sewer Utility Fund (402)

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Charges For Services								
402	340	343 40 20 02	DEA Permits - Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
402	340	343 50 11 00	Sewer Service Residential	\$ 4,068,571	\$ 4,174,271	\$ 4,256,228	\$ 4,265,364	\$ 4,425,315
402	340	343 50 19 00	Sewer Service Other	\$ 4,550	\$ 4,714	\$ 4,500	\$ 4,745	\$ 4,500
402	340	343 50 80 00	Latecomers Fee ULID #18	\$ -	\$ -	\$ -	\$ 250	\$ -
402	340	343 51 10 02	Building Permits - Sewer	\$ 350,323	\$ 253,484	\$ 142,500	\$ 295,181	\$ 88,600
Miscellaneous Revenues								
402	360	361 11 00 02	Investment Interest	\$ 70,763	\$ 13,749	\$ 20,000	\$ 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 Sewer Fund Revenues				\$ 4,516,435	\$ 4,478,567	\$ 4,439,869	\$ 4,632,489	\$ 4,554,356
Sewer Fund Expenditures								
402	535	535 10 10 00	Sewer - Admin Payroll	\$ 331,295	\$ 365,350	\$ 355,000	\$ 355,957	\$ 371,770
402	535	535 10 20 00	Sewer - Gen Admin Personnel Benefits	\$ 142,020	\$ 149,637	\$ 155,000	\$ 150,489	\$ 161,024
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	\$ 2,327	\$ 2,000
402	535	535 10 40 00	Sewer - Merchant Services Fees	\$ -	\$ 11,111	\$ 10,000	\$ 11,037	\$ 11,500
402	535	535 10 40 01	Sewer - Bank Fees	\$ 20,546	\$ 525	\$ 750	\$ 789	\$ 750
402	535	535 10 41 01	Sewer - Gen Admin Prof Svc	\$ 130,953	\$ 95,914	\$ 128,850	\$ 147,274	\$ 187,500
402	535	535 10 41 02	Sewer - Engineering Svc	\$ -	\$ 14,892	\$ 20,000	\$ 14,495	\$ 20,000
402	535	535 10 41 03	Sewer - Legal Svc	\$ -	\$ 19,643	\$ 20,000	\$ 21,197	\$ 22,000
402	535	535 10 41 04	Sewer - DEA Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
402	535	535 10 41 25	Sewer Comp Plan	\$ -	\$ 23,076	\$ -	\$ -	\$ -
402	535	535 10 42 00	Sewer - Admin Communication	\$ 26,705	\$ 29,985	\$ 30,000	\$ 30,251	\$ 31,000
402	535	535 10 45 00	Sewer - Gen Admin Lease	\$ 5,078	\$ 5,370	\$ 5,000	\$ 5,501	\$ 5,500
402	535	535 10 46 00	Sewer - Gen Admin Insurance	\$ 71,480	\$ 89,029	\$ 90,000	\$ 101,300	\$ 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	\$ 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	\$ 13,602	\$ 4,286	\$ 10,000	\$ 3,289	\$ 10,000
402	535	535 40 43 01	Sewer - Tuition Reimbursement	\$ -	\$ -	\$ 500	\$ -	\$ 500
402	535	535 50 31 00	Sewer - Maintenance Supplies	\$ 40,332	\$ 33,281	\$ 50,000	\$ 25,437	\$ 45,000
402	535	535 50 31 01	Sewer - Small Assets	\$ 16,505	\$ 25,618	\$ 30,000	\$ 37,124	\$ 30,000
402	535	535 50 48 00	Sewer - Repair & Maint	\$ 57,617	\$ 68,915	\$ 95,000	\$ 111,513	\$ 125,000
402	535	535 50 49 00	Sewer - Insurance Claims	\$ 5,000	\$ 1,480	\$ 2,500	\$ 5,440	\$ 2,500
402	535	535 60 41 00	Sewer - Operations Contracted	\$ -	\$ 24,654	\$ 25,000	\$ 25,000	\$ -
402	535	535 60 47 00	Sewer - City of Bellingham	\$ 614,936	\$ 705,188	\$ 750,000	\$ 748,900	\$ 816,000
402	535	535 80 10 00	Sewer - Operations Payroll	\$ 472,156	\$ 488,337	\$ 476,500	\$ 470,462	\$ 530,481
402	535	535 80 20 00	Sewer - Operations Personnel Benefits	\$ 206,813	\$ 202,057	\$ 232,000	\$ 197,411	\$ 237,606
402	535	535 80 32 00	Sewer - Operations Fuel	\$ 11,898	\$ 12,066	\$ 13,000	\$ 15,512	\$ 14,200
402	535	535 80 35 00	Sewer - Safety Supplies	\$ 9,552	\$ 12,623	\$ 10,000	\$ 4,675	\$ 10,000
402	535	535 80 35 01	Sewer - Safety Boots	\$ 964	\$ 767	\$ 1,250	\$ 917	\$ 1,400
402	535	535 80 35 02	Sewer - Emergency Preparedness	\$ 374	\$ 2,878	\$ 5,000	\$ -	\$ 5,000
402	535	535 80 43 00	Sewer - Operations Training/Travel/Certification	\$ -	\$ 940	\$ 10,000	\$ 1,640	\$ 10,000
402	535	535 80 47 00	Sewer - Ops Utilities	\$ 92,329	\$ 101,943	\$ 105,000	\$ 109,571	\$ 110,000
402	535	535 80 49 00	Sewer - Operations Laundry	\$ 2,144	\$ 2,377	\$ 2,000	\$ 2,035	\$ 2,500
Total Sewer Fund Expenditures				\$ 2,407,012	\$ 2,639,861	\$ 2,784,850	\$ 2,743,457	\$ 3,015,731
Debt Service								
402	591	591 35 77 02	Bond 2016 Principal	\$ -	\$ 425,000	\$ 435,000	\$ 435,000	\$ 445,000
402	591	591 35 83 02	Bond 2016 Interest	\$ -	\$ -	\$ 205,425	\$ 205,425	\$ 192,376
402	591	592 35 83 02	Bond 2016 Interest	\$ -	\$ 218,175	\$ -	\$ -	\$ -
Total Sewer Fund Debt Service				\$ -	\$ 643,175	\$ 640,425	\$ 640,425	\$ 637,376
Capital Expenditures								
402	594	594 35 60 02	Capital Outlay - Budget Only	\$ -	\$ -	\$ 1,623,000	\$ -	\$ 805,880
402	594	594 35 62 02	Capital Projects - Sewer Structures	\$ -	\$ 384,377	\$ -	\$ 547,000	\$ -
402	594	594 35 63 02	Capital Projects - Sewer System	\$ -	\$ 113,529	\$ -	\$ 84,695	\$ -

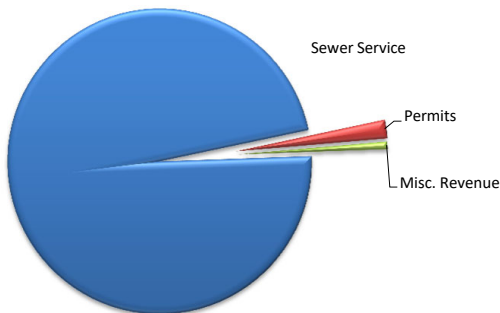
**Lake Whatcom Water and Sewer District
2022 Budget
Sewer Utility Fund (402)**

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 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	\$ -	\$ -	\$ -	\$ -	\$ 1,138,000
Total Sewer Fund Capital Expenditures				\$ -	\$ 1,034,851	\$ 1,623,000	\$ 672,778	\$ 1,943,880
Other Financing Sources								
402	597	597 10 00 25	Transfer Out To Sewer Contingency	\$ -	\$ 9,000	\$ 19,000	\$ 18,912	
Total Other Financing Sources				\$ -	\$ 9,000	\$ 19,000	\$ 18,912	\$ -
Total Sewer Fund Expenditures								\$ 5,596,987
Fund Gain/Loss						\$ (627,406)	\$ 556,917	\$ (1,042,631)

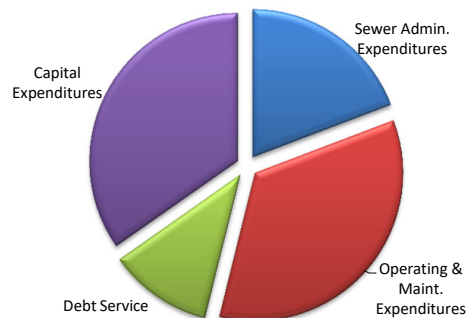
Fund Balance Summary	
2021 Beginning Fund Balance	\$ 1,515,055
2021 Projected Gain/Loss	\$ 556,917
2021 Projected Ending Fund Balance	\$ 2,071,972
2022 Projected Gain/Loss	\$ (1,042,631)
2022 Projected Ending Fund Balance	\$ 1,029,342

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 Budget
Sewer Contingency Fund (425)

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Other Financing Sources								
425	397	397 10 00 25	Transfer In From Sewer Fund	\$ 359,408	\$ 9,000	\$ 19,000	\$ 18,912	\$ -
Total Fund Revenue				\$ 359,408	\$ 9,000	\$ 19,000	\$ 18,912	\$ -
Capital Expenditures								
425	594	594 38 63 25	North Shore Sampling	\$ 122	\$ -	\$ -	\$ -	\$ -
Other Financing Sources								
425	597	597 10 20 00	Transfers Out To Fund 420	\$ 344,408	\$ -	\$ -	\$ -	\$ -
Total Fund Expenditures				\$ 344,530	\$ -	\$ -	\$ -	\$ -
Fund Gain/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 Budget
Water Contingency Fund (426)

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Other Financing Sources								
426	397	397 10 00 26	Transfers In From Fund 401	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Total Fund Revenue				\$ 20,000	\$ -	\$ -	\$ -	\$ -
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 Budget
Bond Reserve Fund (460)

Fund	Program	Dept.	Sub Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Total Fund Revenue						\$ -	\$ -	\$ -	\$ -	\$ -

Total Fund Expenditures						\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	--	--	--	--	--	------	------	------	------	------

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

APPENDIX B

2022 SYSTEM REINVESTMENT PLAN

System Reinvestment Plan - Introduction

The System Reinvestment Plan (sometimes also referred to as a Capital Improvement Plan) is separated into two plans, one for water and the other for sewer. The plans show scheduled projects over a six year period from 2022 through 2027. Planned expenditures are grouped into subcategories.

For the Water System Reinvestment Plan subcategories include:

- **Capital Outlay – General.** Includes water and sewer related equipment and small/minor projects. Costs are split 50% / 50% between water and sewer utilities. Refer to the Capital Outlay Items Worksheet following the system reinvestment plans which itemizes equipment and small/minor projects grouped together under the CIP Project #0218 Misc 2022 General Capital Outlay.
- **Capital Outlay – Water.** Includes 100% water related equipment and small/minor projects. Refer to the Capital Outlay Items Worksheet following the system reinvestment plans which itemizes equipment and small/minor projects grouped together under the CIP Project #0219 Misc 2022 Water Capital Outlay.
- **Capital Projects – Water.** Includes significant projects in terms of cost, planning, permitting, project management, and design efforts. For detailed information about a project's purpose, scope, budget estimate, and assumptions refer to the Project Narratives at the end of this section. Project Narratives are provided for all new projects funded in 2022 and are keyed to the line items in the System Reinvestment Plan by the CIP Project # (i.e. 0225).
- **Contingent on Receiving Grant Funding.** Includes projects identified in the Sudden Valley Water Treatment Plant 20-year Facility Plan. These are projects that the Board of Commissions would like to do, but only if they are funded by grants.
- **Haz Mit Grant Funds (87.5% Grant) – Amounts do NOT include 12.5% local match.** Includes the Division 7 Reservoir project which is anticipated to be funded through grants. As of November 30, 2021 the District has not received an official award from state or federal agencies.

For the Sewer System Reinvestment Plan subcategories included:

- **Capital Outlay – General.** Includes water and sewer related equipment and small/minor projects. Costs are split 50% / 50% between water and sewer utilities. Refer to the Capital Outlay Items Worksheet following the system reinvestment plans which itemizes equipment and small/minor projects grouped together under the CIP Project #0218 Misc 2022 General Capital Outlay.
- **Capital Outlay – Sewer.** Includes 100% sewer related equipment and small/minor projects. Refer to the Capital Outlay Items Worksheet following the system reinvestment plans which itemizes equipment and small/minor projects grouped together under the CIP Project #0223 Misc 2022 Sewer Capital Outlay.
- **Capital Projects – Sewer.** Includes significant projects in terms of cost, planning, permitting, project management, and design efforts. For detailed information about a project's purpose, scope, budget estimate, and assumptions refer to the Project Narratives at the end of this section. Project Narratives are provided for all new projects funded in 2022 and are keyed to the line items in the System Reinvestment Plan by the CIP Project # (i.e. 0222).
- **New Sewer Debt – Bond, PWTF, Etc.** Includes the District's share of the upcoming City of Bellingham Post Point Wastewater Treatment Plant Biosolids Handling.

The worksheet titled **2022 BUDGET – Active Projects Estimates** summarizes current active projects that are anticipated to continue into 2022 and updates projected budget amounts to achieve completion.

Lake Whatcom Water and Sewer District
Water System Reinvestment Plan 2022 thru 2027

Program Area / CIP Project # / CIP Project Name		Total	2022	2023	2024	2025	2026	2027
Capital Outlay - General (Costs are halved, split 50/50 between Water/Sewer)								
0218	Misc 2022 General Capital Outlay	62,750	62,750					
A0005	Accounting & Administration Server - Replace/Update Hardware, Network Security, & OS	15,000				15,000		
V0001	Replace Tool Truck (7 tool trucks in fleet)	127,500	42,500		42,500		42,500	
	Subtotal	205,250	105,250		42,500	15,000	42,500	
Capital Outlay - Water								
0135	Automatic Valve Exerciser (need to get quote)	29,851				29,851		
0214	SVWTP Raw Water Intake - Emergency Pumps (water only portable pump)	51,500				51,500		
0219	Misc 2022 Water Capital Outlay	74,000	74,000					
0225	Reservoir and WTP Site Security Assessment and Plan	50,000	50,000					
W0005	Reservoirs - Inspection & Maintenance	33,765		33,765				
	Subtotal	239,117	124,000	33,765		81,351		
Capital Projects - Water								
0110	Security - Intrusion Alarms at Reservoirs, Cameras as SVWTP AHWTP	150,000			150,000			
0145b	Div 7 Reservoir - Phase 2 Construction - HMG 12.5% Local Match	251,000		251,000				
0200	Division 30 Reservoir Safety Railing Around Perimeter	30,900					30,900	
0215	1237 Lakeview St - Replace 2" PVC with 2" HDPE	51,500			51,500			
0224	South Geneva Booster Standby Generator and Auto Transfer Switch	60,000	60,000					
1001	SVWTP - Core - Alum System Improvements	80,000		80,000				
W0002a	Water System Rehab and Replacement Projects	150,000				150,000		
W0002b	Water System Rehab and Replacement Projects	180,000					180,000	
W0002c	Water System Rehab and Replacement Projects	250,000						250,000
	Subtotal	1,203,400	60,000	331,000	201,500	150,000	210,900	250,000
Contingent on Receiving Grant Funding								
1009	SVWTP - Core Security - Site Security Improvements (Grant Contingent)	149,000						149,000
1010	SVWTP - Core Seismic - WTP Main Bldg Seismic Retrofits (Grant Contingent)	149,000						149,000
1011	SVWTP - Core Seismic - Finished Water Pump Bldg Seismic Retrofits (Grant Contingent)	357,000						357,000
1012	SVWTP - Medium Config - Chlorine Gas Modifications (Grant Contingent)	304,000						304,000
1013	SVWTP - Medium Config - Rehabilitate & Repurpose Existing CCB (Grant Contingent)	1,230,000						1,230,000
	Subtotal	2,189,000						2,189,000
Haz Mit Grant Funds (87.5% Grant) - Amounts do NOT include 12.5% local match								
0145a	Div 7 Reservoir - Phase 1 Design, Esmts, Permitting - Hazard Mitigation Grant	239,000	239,000					
0145c	Div 7 Reservoir - Phase 2 Construction - Hazard Mitigation Grant	1,757,000		1,757,000				
	Subtotal	1,996,000	239,000	1,757,000				

Program Area / CIP Project # / CIP Project Name		Total	2022	2023	2024	2025	2026	2027
New Water Debt - Bond, PWTF, Etc								
1002a	SVWTP - Core - New 0.3MG Welded Steel CCB - Design, Permitting	200,000					200,000	
1002b	SVWTP - Core - New 0.3MG Welded Steel CCB - Design, Permitting (continued)	250,000						250,000
Subtotal		450,000					200,000	250,000
* Note: Cost Estimates in 2022 Dollars		Grand Total	6,282,767	528,250	2,121,765	244,000	246,351	453,400
								2,689,000

Lake Whatcom Water and Sewer District
Sewer System Reinvestment Plan 2022 thru 2027

Program Area / CIP Project # / CIP Project Name		Total	2022	2023	2024	2025	2026	2027
Capital Outlay - General (Costs are halved, split 50/50 between Water/Sewer)								
0218	Misc 2022 General Capital Outlay	62,750	62,750					
A0005	Accounting & Administration Server - Replace/Update Hardware, Network Security, & OS	15,000				15,000		
V0001	Replace Tool Truck (7 tool trucks in fleet)	127,500	42,500		42,500		42,500	
Subtotal		205,250	105,250		42,500	15,000	42,500	
Capital Outlay - Sewer								
0223	Misc 2022 Sewer Capital Outlay	34,500	34,500					
A0010	Update Sewer Comprehensive Plan (Current Plan approved 7/21/2020)	87,550					87,550	
E0003	Replace Sewer Camera Vehicle	87,355						87,355
E0004	Replace Camera Equipment	150,000	150,000					
Subtotal		359,405	184,500				87,550	87,355
Capital Projects - Sewer								
0032a	Agate Bay Sewer Pump Station - Predesign and Shorelines Permitting	103,000			103,000			
0032b	Agate Bay Sewer Pump Station - Design and Bidding	128,750				128,750		
0032c	Agate Bay Sewer Pump Station - Construction	540,750					540,750	
0055b	Rocky Ridge Pump Station - Design and Bidding	46,350	46,350					
0055c	Rocky Ridge Pump Station - Construction	460,000		460,000				
0056b	Lakewood Pump Station - Design and Bidding	46,350	46,350					
0056c	Lakewood Pump Station - Construction	460,000		460,000				
0124b	Flat Car Reverse Flow to SVPS Piping and Valves - Construction	103,000	103,000					
0157	Install Ball Check Valves at Cable, Ranch House, Flat Car, Beaver	119,405			119,405			
0161	Stationary Generator Closed Loop Cooling Retrofit - North Point, SV, Flat Car, Beaver	238,810					238,810	
0171	Sudden Valley Sewer Pump Station - Recondition Electrical Controls	179,108				179,108		
0172	Flat Car Sewer Pump Station - Recondition Electrical Controls	179,108				179,108		
0173	Beaver Sewer Pump Station- Recondition Electrical Controls	179,108				179,108		
0221	Sudden Valley Sewer Pump Station PLC and UPS Improvements	77,250	77,250					
0222a	LWBI CIPP Renewal Project (Priority 1 - 2022)	123,600	123,600					
0222b	LWBI CIPP Renewal Project (Priority 1 - 2023)	159,650		159,650				
0222c	LWBI CIPP Renewal Project (Priority 1 - 2024)	139,050			139,050			
0222d	LWBI CIPP Renewal Project (Priority 2 - 2025)	412,000				412,000		
S0001a	Sewer System Rehab and Replacement Projects	113,000	113,000					
S0001b	Sewer System Rehab and Replacement Projects	165,000			165,000			
S0001c	Sewer System Rehab and Replacement Projects	700,000						700,000
Subtotal		4,673,289	509,550	1,079,650	526,455	1,078,074	779,560	700,000

New Sewer Debt - Bond, PWTF, Etc

0193	COB Post Point WWTP Biosolids Handling (LWWSO Cost Share 4.8%) - Completion 2026	10,000,000					10,000,000	
------	--	------------	--	--	--	--	------------	--

Program Area / CIP Project # / CIP Project Name	Total	2022	2023	2024	2025	2026	2027
Subtotal	10,000,000					10,000,000	
* Note: Cost Estimates in 2022 Dollars							
Grand Total	15,237,944	799,300	1,079,650	568,955	1,093,074	10,909,610	787,355

Details for Misc 2022 Capital Outlay Items

Report Last Revised 11/30/2021

The items below provide a breakdown of small and minor equipment and projects that are included in the lines labeled "0218 Misc 2022 General Capital Outlay, 0219 Misc 2022 Water Capital Outlay, and 0223 Misc 2022 Sewer Capital Outlay in the Water and Sewer System Reinvestment Plans.

Budget Amount	Description
CIP #0223 Misc 2022 Sewer Capital Outlay	
\$3,000	Afternoon Beach Sewer Pump Station. Replace motor electrical lead between VFD and Junction Box on Pump #1
\$5,000	Annual Mitigation Area Landscape Maintenance - \$5,000 / year. Landscape maintenance in mitigation areas at Geneva Sewer Pump Station and old Country Club Sewer Pump Station. Maintenance is required by Whatcom County for 5 years after project completion. Replace distressed plants and remove invasive species from mitigation areas. Work performed by landscape contractor.
\$15,000	UPS and battery backup wiring modifications at several pump stations (scope detail in progress)
\$8,000	Tomb PS control panel modifications (scope detail in progress)
\$3,500	Replace Ranch House Berm AquaDam. The replacement AquaDam will replace the original AquaDam purchased in 2007 that has been damaged by rodents. The estimate to replace the AquaDam and to procure a storage container to prevent accidental damage.
\$34,500	Total
CIP #0219 Misc 2022 Water Capital Outlay	
\$20,000	Fire Hydrant Replacement. Annual budget to replace several of the most degraded Iowa and M&H hydrants that are 40+ years old. As of 2021 there are 62 Iowa hydrants and 56 M&H hydrants that will eventually need replacement. There are a total of 526 hydrants in the District's distribution systems.
\$14,000	Replace Pinto Creek PRV. Work will be performed by District crews.
\$15,000	Lead Service Line Inventory - \$15,000 / year for 3 years (2022, 2023, 2024). Funding to research and review available District records to complete lead service line inventory that will meet EPA and Washington State Department of Health future requirements.
\$25,000	Exterior coating assessment, cost estimates, and specifications for old Div 22 Reservoir roof and Div 30 Reservoir.
\$74,000	Total
CIP #0218 Misc 2022 General Capital Outlay (costs will be split 50/50 between water/sewer)	
\$14,000	Stand-alone Temporary Control Panel. Prewired control/telemetry panel with PLC, Panel view, relays, etc. that can be used in an emergency or used for temporary pump station control.
\$20,000	Spare PLC Components
\$20,000	1,000 Gallon Diesel Fuel Tank at Shop. This adds a 2nd 1,000 gallon fuel tank which would increase the onsite fuel capacity at the shop to 2,000 gallons.
\$3,500	3-Phase Electrical Power Data Logger
\$10,000	Shop perimeter fence repairs and enlarge rear gate to soils staging area.
\$50,000	Increase repair parts inventory
\$8,000	VHF Radios at Beaver and Flat Car. Investigate remote radio over IP consoles at Beaver and Flat Car vs radio/antenna at each site. Install preferred solution. The sites have poor reception to the main radio at the shop and SVWTP.
\$125,500	Total
\$62,750	50% of Total (funding split 50/50 between water and sewer departments)

2022 BUDGET - Active Projects Estimates

Report Last Revised 11/30/2021

Project Number	Project Title / Tasks	Spent to Date as of 11/30/2021	Projected Budget To Completion	Projected Spending Thru 2021	Additional Payments in 2021	Amt. Remaining to include in 2022 Budget	New Capital \$ from 2022 Sys Reinvest
C 1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$1,094,583	\$1,816,583	\$1,094,583	\$0	\$722,000	\$135,000
C 1802.1	Euclid	\$112,379	\$834,379	\$112,379	\$0	\$722,000	\$135,000
C 1802.2	Dellesta & Edgewater	\$982,204	\$982,204	\$982,204	\$0	\$0	\$0
C 2112	Rocky Ridge & Lakewood Predesign and Shoreline Permitting	\$221	\$180,000	\$30,000	\$29,779	\$150,000	\$40,000
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting		\$50,000	\$0	\$0	\$50,000	
A 2119	Sewer Capacity Analysis	\$2,344	\$10,000	\$2,344	\$0	\$7,656	
	Subtotal Sewer	\$1,097,148	\$2,056,583	\$1,126,927	\$29,779	\$929,656	\$175,000
C 1908	Fire Flow Improvements - Hydraulic Model Calibration	\$12,381	\$15,000	\$12,381	\$0	\$2,619	
C 1909	Little Strawberry Bridge Water Main Predesign & Estimate	\$0	\$20,000	\$0	\$0	\$20,000	
C 1913	SVWTP 20-Year Facility Plan	\$108,630	\$159,710	\$112,000	\$3,370	\$47,710	
C 2011	Convert Eagleridge Booster to Metering Station	\$26,515	\$30,000	\$26,515	\$0	\$3,485	
C 2012	Austin-Fremont PRV Rebuild	\$0	\$10,000	\$0	\$0	\$10,000	
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)	\$14,559	\$40,000	\$14,559	\$0	\$25,441	
C 2106	SVWTP to SVPS Telemetry Comm Study, Testing	\$1,882	\$10,000	\$2,500	\$618	\$7,500	
C 2107	Camp Firwood Dead End Water Main Auto Flusher		\$5,000	\$0	\$0	\$5,000	
C 2109	Geneva Res Insertavalve for Emergency Isolation		\$10,000	\$0	\$0	\$10,000	
C 2110	Division 30 Booster PLC and UPS Improvements		\$60,000	\$0	\$0	\$60,000	
C 2111	Div 7 Reservoir Predesign, Esmts & Permitting	\$15,403	\$63,000	\$15,403	\$0	\$47,597	
	Subtotal Water	\$179,370	\$422,710	\$183,358	\$3,988	\$239,352	\$0
C 2006	SCADA Telemetry - Managed Ethernet Switches	\$15,045	\$20,000	\$15,045	\$0	\$4,955	
C 2007	Administrative Server Hardware	\$0	\$25,000	\$0	\$0	\$25,000	
C 2103	Centimeter Grade GPS with Real Time Corrections & Training		\$20,000	\$10,000	\$10,000	\$10,000	
C 2104	Exterior Receptacles for Block Heaters and Battery Chargers		\$16,290	\$0	\$0	\$16,290	
A 2115	Water Use Efficiency Goals Update	\$8,951	\$14,900	\$14,900	\$5,949	\$0	
A 2116	Commissioner District Boundary Census Update		\$10,000	\$0	\$0	\$10,000	
	Subtotal General	\$23,996	\$106,190	\$39,945	\$15,949	\$66,245	\$0
	Grand Total	\$1,300,514	\$2,585,483	\$1,350,230	\$49,716	\$1,235,253	\$175,000

NOTATION LEGEND

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

CAPITAL PROJECT NARRATIVE

Project Name:	Rocky Ridge Sewer Pump Station Replacement
CIP #:	0055

Asset Register:	LWWSD → Sewer → Pump Stations → Rocky Ridge				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	30	= 10 x 3 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	0 years	Consumed Life:	40+ years	Effective Life:	40 years

PURPOSE and DESCRIPTION OF THE PROJECT

Project includes retrofitting existing Smith & Loveless wet well mounted pump station with new single speed pumps, controls, telemetry, pressure transducers for monitoring the wet well level, backup high and low floats and a pole mounted work light manually switched at control panel. Land access is limited to foot traffic and the project will need to address a construction easement or access to the site via Lake Whatcom. The retrofit is part of a District wide pump station plan to replace all 30+ year old equipment.

The existing pump station was installed in the 1970's and is located adjacent to Lake Whatcom. Two existing 10 HP pumps each have a design point of 100 GPM at 70-feet TDH. The wet well diameter is four feet and the power service is currently 3-phase / 230V. Check valves are inaccessible for maintenance and cleaning. If a check valve ever jams it would be a major project to access the check valves for service.

The O&M Manual for this pump station is missing.

Budget Estimate *(Based on Edgewater and Dellesta. Assumes doing two stations at same time – Lakewood & Rocky Ridge)*

Phase A – In progress 2021	
Predesign, Shoreline Permit:	\$90,000
Phase B – Scheduled for 2022	
Design, Bidding:	\$46,350
Phase C – Scheduled for 2023	
Services During Construction:	\$35,000
Construction (includes sale tax)	\$325,000
PSE Service	\$25,000
SCADA Integration	\$3,000
Site Access Difficulty Contingency	\$25,000
Subtotal	\$413,000
Inflation (11.4%)	\$47,000
Total Phase C	\$460,000

Cost estimate in 2022 dollars.

CAPITAL PROJECT NARRATIVE

Historical Cost Data from Previous Project (2020 project dollars)

Dellesta & Edgewater	Cost	Divide by 2 (cost each station)
Predesign & Permitting	\$ 141,000	\$ 70,500
Design & Services During Bidding	\$ 84,000	\$ 42,000
Services During Construction	\$ 71,000	\$ 35,500
Construction	\$ 647,000	\$ 323,500
PSE Service Upgrades	\$ 50,000	\$ 25,000
SCADA Integration	\$ 5,000	\$ 2,500
Subtotal Construction Phase	\$ 773,000.00	\$ 386,500
Total	\$ 998,000.00	\$ 499,000

For further information about this project contact Bill Hunter.

Revision History

- Created 8/1/2006.
- Revised 8/2/2006 by MMM: Revised project scope, added budget.
- Revised 8/3/2006 by BH: Added to purpose.
- Revised 8/28/2006 by MMM: Revised PS description.
- Revised 12/6/2007 by BH: Adjusted budget to reflect recent Plum/Strawberry Canyon project costs.
- Revised 8/6/2009 by BH: Adjusted budget to reflect recent Tomb PS project.
- Revised 10/4/2011 by BH: Updated budget numbers to be a bit more conservative.
- Revised 12/5/2016 by BH: Updated budget numbers base on recent pump station projects.
- Revised 10/24/17 by KH. Updated narrative and updated budget numbers based on recent pump station projects.
- Revised 11/30/2020 by BH. Updated budget numbers based on Edgewater and Dellesta Sewer Pump Station Improvements.
- Updated 11/30/2021 by BH. Updated phase status and budget estimates.

CAPITAL PROJECT NARRATIVE

Project Name:	Lakewood Sewer Pump Station Retrofit
CIP #:	0056

Asset Register:	LWWSD → Sewer → Pump Stations → Lakewood				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	30	= 10 x 3 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	0 years	Consumed Life:	46 years	Effective Life:	40 years

PURPOSE and DESCRIPTION OF THE PROJECT

Project includes retrofitting existing Smith & Loveless wet well mounted pump station with new single speed pumps, controls, telemetry, pressure transducers for monitoring the wet well level, backup high and low floats and a pole mounted work light manually switched at control panel. Maintenance access is sometimes an issue with the adjacent homeowner and the project will need to provide a new permanent access road and easement either through WWU or the adjacent homeowner's property. The retrofit is part of a District wide pump station plan to replace all 30+ year old equipment.

The existing pump station was installed in the 1974 and is located adjacent to Lake Whatcom. The service area for this pump station is very small (about 5 residences and the WWU Lakewood facility). Wastewater from this station is re-pumped by Airport Pump Station. The station has two existing 15 HP pumps; each have a design point of 100 GPM at 85-feet TDH. The wet well diameter is x-feet and the power service is currently 3-phase / 230V. Check valves are inaccessible for maintenance and cleaning. If a check valve ever jams it would be a major project to access the check valves for service. The O&M Manual for this pump station is missing.

Budget Estimate (Based on Edgewater and Dellesta. Assumes doing two stations at same time – Lakewood & Rocky Ridge)

Phase A – In progress 2021

Predesign, Shoreline Permit: \$90,000

Phase B – Scheduled for 2022

Design, Bidding: \$46,350

Phase C – Scheduled for 2023

Services During Construction: \$35,000

Construction (includes sale tax) \$325,000

PSE Service \$25,000

SCADA Integration \$3,000

Site Access Difficulty Contingency \$25,000

Subtotal \$413,000

Inflation (11.4%) \$47,000

Total Phase C \$460,000

Cost estimate in 2022 dollars.

CAPITAL PROJECT NARRATIVE

Historical Cost Data from Previous Project (2020 project dollars)

Dellesta & Edgewater	Cost	Divide by 2 (cost each station)
Predesign & Permitting	\$ 141,000	\$ 70,500
Design & Services During Bidding	\$ 84,000	\$ 42,000
Services During Construction	\$ 71,000	\$ 35,500
Construction	\$ 647,000	\$ 323,500
PSE Service Upgrades	\$ 50,000	\$ 25,000
SCADA Integration	\$ 5,000	\$ 2,500
Subtotal Construction Phase	\$ 773,000.00	\$ 386,500
Total	\$ 998,000.00	\$ 499,000

For further information about this project contact Bill Hunter.

Revision History

- Created 8/2/2006.
- Revised 8/2/2006 by MMM: Revised project scope, added budget.
- Revised 8/3/2006 by BH: Added to purpose.
- Revised 12/6/2007 by BH: Adjusted budget up slightly.
- Revised 8/6/2009 by BH: Adjusted budget to reflect recent Tomb PS project.
- Revised 10/4/2011 by BH: Updated budget numbers to be a bit more conservative.
- Revised 12/5/2016 by BH: Updated budget numbers base on recent pump station projects.
- Revised 10/24/17 by KH. Updated narrative and updated budget numbers based on recent pump station projects.
- Revised 11/30/2020 by BH. Updated budget numbers based on Edgewater and Dellesta Sewer Pump Station Improvements.
- Updated 11/30/2021 by BH. Updated phase status and budget estimates.

CAPITAL PROJECT NARRATIVE

Project Name:	Flat Car Reverse Flow to SVPS
CIP #:	0124

Asset Register:	LWWSD → Sewer → Pump Stations → Lakewood				
Failure Mode:	Capacity	<u>Level of Service</u>	Mortality	Efficiency	
Business Risk Exposure:	42	= 6 x 7 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	N/A	Consumed Life:	N/A	Effective Life:	N/A

PURPOSE and DESCRIPTION OF THE PROJECT

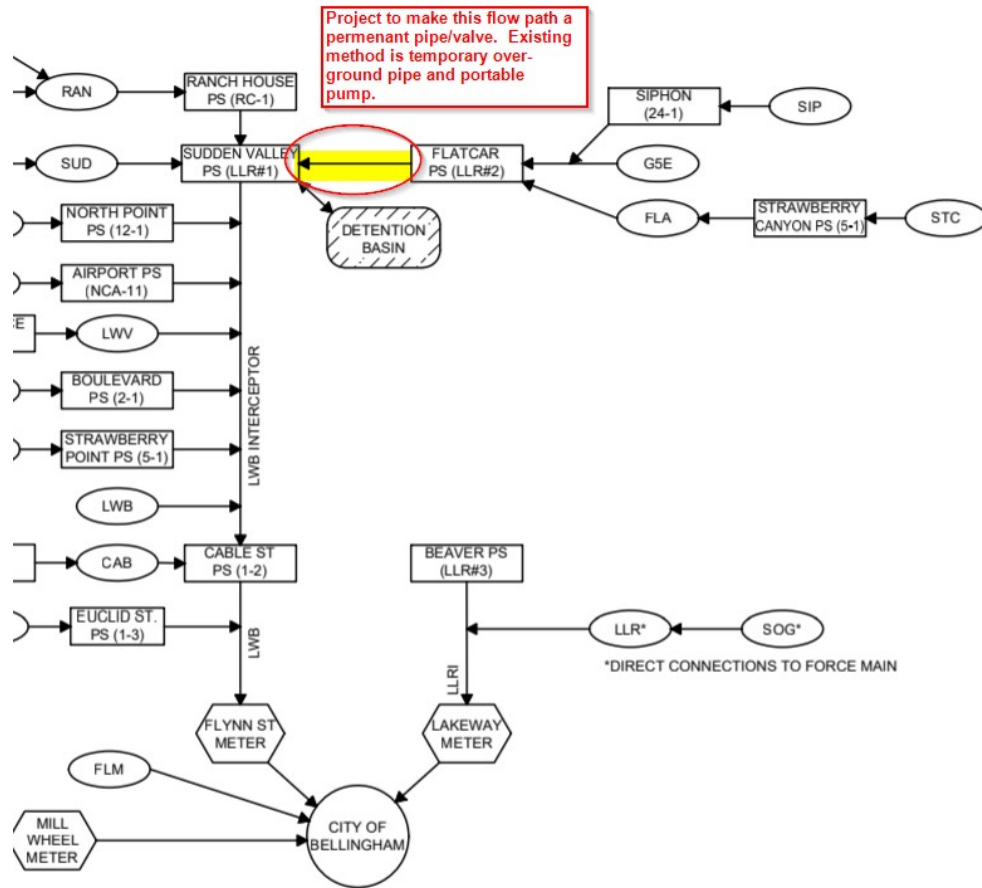
This project adds a permanent or semi-permanent means to change the direction of flow output from the Flat Car Sewer Pump Station. The purpose is to be able to quickly select which direction the Flat Car Sewer Pump Station discharge is directed; either to Beaver (normal operations), or reverse flow back to Sudden Valley Sewer Pump Station (special operations or emergencies).

The standard District operating mode sends the flow from the Sudden Valley Pump Station (via Flat Car PS) to the Lake Louise Road Interceptor (LLRI) – the former “High Energy” scenario – because of the lack of sufficient capacity in the LWBI. The schematic for this standard operating mode is shown in Exhibit E-1 in the 2020 Sewer Comprehensive Plan.

The District maintains the capability to send flows from the Sudden Valley Pump Station and the Flat Car Pump Station to the LWBI. This operating mode is used only during dry weather and mainly to facilitate maintenance on the LLRI and its associated facilities (Flat Car and Beaver Pump Stations) or in emergencies. This reverse mode was used during the reconstruction of the Whatcom Falls sewer manhole and the HDPE fitting failure at Beaver. The schematic for this reverse operating mode is shown in Exhibit E-2 2020 Sewer Comprehensive Plan.

CAPITAL PROJECT NARRATIVE

Exhibit E-2 Schematic from 2020 Sewer Comprehensive Plan Reverse Flow Scenario Diagram



As part of the design process, several different alternatives will need to be explored and evaluated to select a preferred solution.

The ideal solution would include permanent piping and valves to direct flow from the existing wet well pumps. However, the downstream gravity pipe system will need to be analyzed for capacity as existing wet well pumps may have more flow capability than the receiving pipes. A restrictor orifice may be needed, along with verification that operating points on the existing pump curves do not cause damaging cavitation or motor overload conditions.

Another option is permanent piping and valves, but utilizes a portable engine driven pump or perhaps a new permanent pump separate from the existing large wet well pumps.

It may be possible to hang a new pipe on the old flat car bridge owned by Sudden Valley Community Association, but this has not yet been investigated. Another alternate is to support a new pipe on a single new beam that crosses the creek.

Permitting conditions and mitigation requirements due to the proximity to Beaver Creek have not yet been evaluated.

CAPITAL PROJECT NARRATIVE

The following budget estimate is very preliminary and assumes that a cost effective solution is readily available and that minimal permitting and site mitigation is required.

Budget Estimate

Phase A (2021 in Progress) - Design and Permitting	\$50,000
<u>Phase B (2022) - Construction</u>	<u>\$103,000</u>
Total	\$153,000

Cost estimate in 2022 dollars.

For further information about this project contact Bill Hunter.

Revision History

- Created 11/30/2020. BH.
- Updated 11/30/2021. BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Sudden Valley Sewer Pump Station PLC and UPS Improvements
CIP #:	0221

Asset Register:	LWWSD → Sewer → Pump Stations → Sudden Valley Sewer Pump Station				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	27	= 9 x 3 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	0 years	Consumed Life:	20 years	Effective Life:	20 years

PURPOSE and DESCRIPTION OF THE PROJECT

In June of 2017, the Allen Bradley PLC-5 Control System was discontinued by Rockwell Automation and is no longer available or supported. Since Rockwell is no longer supplying replacement parts for these systems, many users are looking for used or surplus parts for replacement parts that can be hard to find, expensive, and have no guaranty. Rockwell is encouraging customers to migrate from the PLC-5 Control System to the ControlLogix PLC platform, for which, hardware component and support is readily available.

The District has several sites that use these older style PLC's:

- COMPLETED IN 2021 - Beaver Sewer Pump Station and Flat Car Sewer Pump Station (Project #M1917)
- BUDGETED IN 2021 AND TO BE COMPLETED IN 2022 - Division 30 Booster Station
- BUDGETED IN 2022 AND TO BE COMPLETED IN 2022 - Sudden Valley Sewer Pump Station

This project includes the replacement of discontinued PLC's as well as make uninterruptable power supply (UPS) improvements for better facility reliability at the **Sudden Valley Sewer Pump Station**.

Budget Estimate

Sudden Valley Sewer Pump Station estimate for design, bidding, construction, programming, and SCADA integration and commissioning is \$77,250.

Note that the Division 30 Booster Station (already budgeted in 2021 and considered an active project) and Sudden Valley Sewer Pump Station are planned to be combined into a single project to take advantage of economies of scale for project management, design, single construction contract, and programming.

Cost in 2022 dollars.

CAPITAL PROJECT NARRATIVE

For further information about this project contact Bill Hunter.

Revision History

- Created 11/6/2018 by BH.
- Updated 11/23/2020 by BH. Updated cost estimates using current Beaver and Flat Car PLC and UPS project costs.
- Updated 11/30/2021 by BH.

CAPITAL PROJECT NARRATIVE

Project Name:	LWBI CIPP Renewal Project
CIP #:	0222

Asset Register:	LWWSD → Sewer → Collection System				
Failure Mode:	<u>Capacity</u>	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	36	= 6 x 6 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	50 years	Consumed Life:	50 years	Effective Life:	100 years

PURPOSE and DESCRIPTION OF THE PROJECT

Perform cure-in-place-pipe (CIPP) pipe rehabilitation on multiple gravity sewer pipe segments along Lake Whatcom Boulevard. The proposed project will begin at manhole GT- 27 (near 2670 Lake Whatcom Boulevard) and will continue downstream to manhole GT-25. Eventual, full CIPP rehabilitation of twenty pipe segments of the Lake Whatcom Boulevard Interceptor (LWBI) will eliminate the District's dependence on the Sudden Valley sewer detention basin to prevent sewer overflows at full build-out ERUs.

The LWBI has been in operation nearly 50 years. Recent television inspection identifying pipe wall corrosion and significant struvite buildup, along with a small sewer overflow at manhole GT- 29 in February 2020, prompted an updated hydraulic analysis of the LWBI. This hydraulic analysis modelled the overflow event and with model calibration estimated the current pipe conditions and system capacity. The hydraulic modelling confirmed that existing pipe wall conditions are reducing the system capacity. Iterative modeling using projected pipe conditions following CIPP renewal, shows that upon relining twenty segments, the LWBI interceptor will have sufficient system capacity without dependence on the detention basin.

The segments have been prioritized in the hydraulic analysis as Priority 1 and Priority 2 repairs.

Priority 1 repairs are pipe segment repairs that will eliminate the dependence on the detention basin to prevent sewer overflows for current ERUs.

Priority 2 repairs are pipe repairs that will eliminate dependence on the detention basin to prevent sewer overflows for build-out ERUs.

CAPITAL PROJECT NARRATIVE

Below is the pipe relining plan.

Priority	Planned Construction Year	Upstream MH	Downstream MH	Segment	Diameter (inch)	Length (feet)	LWBI CIPP Budget Estimate 2022 Dollars (\$)
Priority 1	2021	GT-29STP	GT-28	29-28 (480 LF)	10	480	COMPLETED 2021 CONTRACT AMOUNT \$ 149,923.00
		GT-28	GT-27A	28-27A (213 LF)	10	213	
		GT-27A	GT-27	27A-27 (170 LF)	10	170	
		GT-24	GT-23	24-23 (438 LF)	14	438	
						1301	
	2022	GT-27	GT-26	27-26 (313 LF)	10	313	\$ 123,600.00
		GT-26	GT-25	26-25 (385 LF)	10	385	
						698	
	2023	GT-25	GT-24	25-24 (402 LF)	14	402	\$ 159,650.00
		GT-23	GT-22	23-22 (269 LF)	14	269	
		GT-22	GT-21	22-21 (404 LF)	14	404	
						1075	
	2024	GT-21	GT-20	21-20 (472 LF)	14	472	\$ 139,050.00
		GT-20	GT-19	20-19 (373 LF)	14	373	
						845	
Priority 2	2025	GT-19	GT-8	19-18 (384 LF)	14	384	\$ 412,000.00
		GT-18	GT-17	18-17 (196 LF)	14	196	
		GT-17	GT-16	17-16 (292 LF)	14	292	
		GT-16	GT-15	16-15 (321 LF)	14	321	
		GT-15	GT-14	15-14 (268 LF)	14	268	
		GT-14	GT-13	14-13 (306 LF)	14	306	
		GT-13	GT-12	13-12 (410 LF)	14	410	
		GT-12	GT-11	12-11 (374 LF)	14	374	
		GT-11	7	11-SPCAB (299 LF)	14	299	
						2850	

When all of the above pipe segments are rehabilitated with CIPP, the LWBI will have sufficient capacity for full system build-out without reliance on the Sudden Valley Detention Basin.

Budget Estimate: \$123,600.00 for segments scheduled for renewal in 2022.

Cost estimate in 2022 dollars.

For further information about this project contact Bill Hunter.

Revision History

- Created 11/30/21 by KH & BH.

CAPITAL PROJECT NARRATIVE

Project Name:	South Geneva Booster Standby Generator and Automatic Transfer Switch
CIP #:	0224

Asset Register:	LWWSD → Water → Booster Pumps				
Failure Mode:	Capacity	<u>Level of Service</u>	Mortality	Efficiency	
Business Risk Exposure:	9	= 3 x 3 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	N/A	Consumed Life:	0 years	Effective Life:	30 years

PURPOSE and DESCRIPTION OF THE PROJECT

The 2011 South Geneva project (D0527) was constructed under a Developer's Extension Agreement with the purpose to provide water and sewer services for properties along Lost Creek Lane. Services to this development include; water service supplied via a booster pump station along Lake Louise Road and sewer services via a pressure sewer system with individual grinder pumps connecting to a common sewer force main that connects to the Lake Louise Road Interceptor. The development currently has 4 active residential water connections and 1 active District permit for future connection. The system has the capacity to provide a total of 14 water connections using the current booster pump station configuration.

The original booster pump station construction provided a generator receptacle that requires use of a District portable generator if a power outage occurs. However, we have experienced that when the South Geneva Booster Pump Station loses power this water system quickly loses pressure. During an outage the District operations and maintenance staff is faced with the challenge to quickly tow a generator to the booster pump station to keep the water system pressurized for continuation of these customer's water supply/service and to prevent possible backflow, cross contamination issues. Several recent power outage events highlighting this challenge has prompted staff to prioritize installing a permanent, standby generator at this booster pump station site.

Staff recommends procuring a permanent diesel powered standby generator and automatic transfer switch to be placed upon a new concrete slab with protective bollards.

\$33,385	Diesel powered stationary generator and automatic transfer switch
\$ 3,500	Engineering services for structural slab and generator sizing
\$ 5,000	Sitework including concrete slab and bollard installation
<u>\$ 5,000</u>	Electrician support
 \$46,885	 Subtotal
<u>\$ 9,377</u>	20% contingency (supply chain, permitting, site work, etc issues)
 \$56,262	 Total estimate (round to \$60k for budget)

CAPITAL PROJECT NARRATIVE

The project estimate assumes sitework and generator installation by District crews with some support, as-needed, by an electrical subcontractor. Generator procurement will be through Source Well or Washington State contract. Cost estimate in 2022 dollars.

For further information about this project contact Bill Hunter.

Revision History

- Created 10/27/2021 KH.
- Revised 10/28/2021 BH. Increased contingency.

CAPITAL PROJECT NARRATIVE

Project Name:	Reservoir and WTP Site Security Assessment and Plan
CIP #:	0225

Asset Register:	LWWSD → Water System				
Failure Mode:	Capacity	<u>Level of Service</u>	Mortality	Efficiency	
Business Risk Exposure:	NA	= _ x _ x _ (PoF x CoF x Redundancy)			
Remaining Life:	NA years	Consumed Life:	NA years	Effective Life:	NA years

PURPOSE and DESCRIPTION OF THE PROJECT

The District recently experienced several vandalism events at a reservoir, water booster pump station, and water treatment plant. This project includes an initial budget to begin a site security assessment and plan.

The intent of a site security assessment and plan is to have an experienced consultant evaluate site security, existing telemetry and network infrastructure, risks, mitigation options, and cost estimates.

Phase 1 – Site Security Assessment and Plan (2022). An initial budget of \$50,000 proposed to begin this effort. It is not known if additional funding will be required and depends on the scope of work.

Phase 2 – Site Security Improvements (future years). Implement recommended improvements using priorities and conceptual budgets developed in Phase 1. Improvements will be scheduled and budgeted in the system reinvestment plan as that information becomes available.

Budget estimate is in 2022 dollars.

For further information about this project contact Bill Hunter.

Revision History

- Created 11/30/2021. BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Replace Sewer Camera, Tractor, & Software
CIP #:	E0004

Asset Register:	LWWSD → General → Vehicles and Equipment → Sewer Camera & Tractor				
Failure Mode:	Capacity	<u>Level of Service</u>	<u>Mortality</u>	Efficiency	
Business Risk Exposure:	6	= 6 x 1 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	1	Consumed Life:	9	Effective Life:	10

PURPOSE and DESCRIPTION OF THE PROJECT

Project includes replacement of Sewer Camera, Tractor, Data Collection System and Software. Existing camera, tractor, data collection and software, purchased in 2012 is experiencing more frequent breakdowns and repairs over the last couple years. The camera and software is on a 10 year replacement schedule.

District staff is currently researching available technologies offered by vendors in the industry. Some of the technology is impressive and has the potential to improve overall efficiency of inspecting pipelines and manholes. However, this newer technology is very expensive.

Staff will research camera equipment, evaluate costs, estimate the overall efficiency improvements, and make a recommendation to the board for discussion and consideration.

Example of newer technology camera equipment being researched:

The PANORAMO® 3D optical scanning package is the latest in inspection technologies, and has changed the way that both pipelines and manholes are inspected. This package will allow you to inspect 3 to 5 times the amount of pipe per day as a traditional analog inspection system (also spending less time in busy intersections!) while providing amazing image clarity and astonishing deliverable

<https://rapidview.com/products/panoramo-package/>

Budget Estimate for Camera, Tractor, Data Collection, & Software is \$150,000 (2022 dollars)

For further information about this project call Rich Munson.

Revision History

- Created 8/2/2006.
- Updated 8/2/2006
- Updated 9/6/2006, changed 5 year cycle to 10 year cycle. BH.
- Updated 10/24/2017 by RM: Updated BRE
- Updated 11/3/2021 by RM: Updated cost based on new camera technology

CAPITAL PROJECT NARRATIVE

Project Name:	Sewer System Rehabilitation and Replacement Projects
CIP #:	S0001

Asset Register:	LWWSD → Sewer → Collection System			
Failure Mode:	<u>Capacity</u>	Level of Service	Mortality	<u>Efficiency</u>
Business Risk Exposure:	10	= 10 x 1 x 1 (PoF x CoF x Redundancy)		
Remaining Life:		Consumed Life:		Effective Life:

PURPOSE and DESCRIPTION OF THE PROJECT

Combines several separate District projects into one annual project. The goals of this project include: finding and repairing inflow and infiltration (I&I) sources, rehabilitating degraded pipelines, and increasing capacity where needed to provide for planned growth and future flow rates.

The annual project scope and focus will vary based on the type of high priority items identified during the previous year. Types of work include: sewer main slip lining (spot repairs and full lengths), pressure grouting service tees, pressure grouting manhole leaks/voids, rebuild/seal manholes, smoke testing, and other efforts to reduce I&I, rehabilitate pipelines, and increase capacity where needed.

Engineering (Plans, Specs & Est.):
Bid & Contract Administration:

District Staff
District Staff

Construction: \$113,000 (target for 2022)
 \$165,000 (target for 2024)
 \$700,000 (target for 2027)

2022 budget includes \$113,000 for the following tasks:

Task 1 – Inflow and Infiltration Repairs. Work includes minor sewer system rehab and replacement that target elimination of inflow and infiltration. The District will utilize a unit price contract to make the repairs as they are found. Staff will package the repairs to minimize mobilization costs and complete as many improvements as the budget allows. The type of work includes but is not limited to: manhole / wet well grouting, pipe slip lining and spot repairs, lateral grouting, and other miscellaneous repairs.

Cost estimate in 2022 dollars.

For further information about this project call Bill Hunter.

CAPITAL PROJECT NARRATIVE

Revision History

- 10/26/2011. Combined separate I&I related projects into one annual project budget. Bill Hunter. Footnote: October 2011 Pro-Vac Estimate (Hank) for Smoke Testing: \$0.65/LF and can test approximately 10,000 LF per day.
- 11/18/2013. Minor budget updates. Bill Hunter.
- 12/6/2016. Updated budget for year 2017. BH.
- 11/6/2018. Updated budget for year 2019. BH.
- 11/4/2019. Updated budget for year 2020. BH.
- 12/1/2020. Updated budget and cost estimates for year 2021, edited project description. BH & KH.
- 11/30/2021. Updated budget and cost estimates for year 2022, edited project description. BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Replace Tool Truck
CIP #:	V0001

Asset Register:	LWWSD → General → Vehicles and Equipment → Tool Truck				
Failure Mode:	Capacity	<u>Level of Service</u>	<u>Mortality</u>	Efficiency	
Business Risk Exposure:	N/A	= _ x _ x _ (PoF x CoF x Redundancy)			
Remaining Life:	N/A	Consumed Life:	N/A	Effective Life:	N/A

PURPOSE and DESCRIPTION OF THE PROJECT

Project includes replacing a Tool Truck approximately every 2 years. There are 7 Tool trucks currently in the fleet.

The District has targeted a 12 to 15 year replacement schedule. The trucks are well maintained and should last their targeted service life. The replacement cycle assumes trucks may need to have a few major repairs but the overall cost is less than purchasing trucks on a more frequent schedule.

Existing tool trucks average 12,000 – 15,000 miles per year. After 15-years of service a truck would have 180,000 to 225,000 miles.

Current inventory and mileage as of 11/30/2021

ID	Year	Manufacturer	Model	Description	Mileage
VEH24	1999	Ford	F-350	Utility Truck w/ Service Body	168884
VEH31	2005	Chevy	Silverado 3500	Chevy Silverado	168297
VEH41	2010	Ford	F350	Used by Maintenance Electrician	76148
VEH47	2012	Chevy	Silverado 3500	Utility Truck w/ Service Body	88497
VEH51	2017	Ford	F350	Utility Truck w/ Service Body	34621
VEH52	2018	Ford	F350	Utility Truck w/ Service Body	21948
VEH56	2020	Ford	F350	Includes Utility Box Body and Snow Plow	3702

Budget Estimate: \$85,000 (2022 dollars)

Revision History

- Updated 12/5/2016 by BH. Updated description and budget estimate based on current state bid prices.
- Updated 10/24/2017 by RM. Updated description and vehicle mileages.
- Updated 11/30/2021 by RM. Updated prices from state contract and vehicle mileages

APPENDIX C

2022 REVENUE BOND AND LOANS SUMMARY

APPENDIX C

REVENUE BONDS AND LOANS SUMMARY

The District has obtained publicly funded loans to construct projects. The project title, loan remaining, funding source, agency and interest rates are noted as follows:

Project Title	Balance Remaining 1/1/2022	Funding Source	Agency	End Date	Rate
Geneva AC Mains	\$ 1,679,125	Rates	Drinking Water State Revolving Fund	2035	1.5%
Division 22 Reservoir	\$ 1,047,595	Rates	Drinking Water State Revolving Fund	2037	1.5%
2016 Revenue Bonds Outstanding	\$ 5,170,000	Rates		2035	2.25%
Total Debt Outstanding - 1/1/2021	\$ 7,896,720				



**AGENDA
BILL
Item 7.B**

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

DATE SUBMITTED:	December 1, 2021	MEETING DATE:	December 8, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft 2022-2027 Six-Year Strategic Business Plan		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

District management, in collaboration with staff, developed a draft six-year strategic business plan that was presented for Board comment during a work session held on September 8, 2021, and further refined through ongoing board discussion relative to the 2022-2026 rate study, updated six-year capital improvement programs for each utility, and current operational revenue and expenditure projections. The Plan was 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 an 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.

FISCAL IMPACT

Board-specified goals within the Plan to be funded in 2022 have been incorporated into the 2022 Budget. 2022 fiscal impacts include continued progress in overhauling the District's records management system/software (\$50,000) and funding an additional 0.5 FTE Maintenance Worker I position (\$40,000).

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

The six-year strategic business plan has the potential to play a role in the District's operations and services under all ten EUM attributes.

RECOMMENDED BOARD ACTION

Staff recommends board adoption of the six-year strategic business plan.

PROPOSED MOTION

Recommended motion is:

“I move to adopt the 2022-2027 Six-year Strategic Business Plan as presented.”

2022-2027 SIX-YEAR STRATEGIC BUSINESS PLAN

LAKE WHATCOM WATER & SEWER DISTRICT



Adopted December 8, 2021

Mission

*To provide the best possible water and sewer services to District customers in a cost efficient manner,
and in a way that contributes to protecting Lake Whatcom water quality.*

LAKE WHATCOM WATER & SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WASHINGTON 98229

2022-2027
SIX-YEAR STRATEGIC BUSINESS PLAN
LAKE WHATCOM WATER & SEWER DISTRICT

Laura Abele
President, Board of Commissioners

Justin Clary
General Manager

CONTENTS

ACRONYMS AND ABBREVIATIONS	IV
1 INTRODUCTION	1
1.1 DISTRICT GUIDING PRINCIPLES	1
1.2 PLAN PURPOSE	2
1.3 PLAN DEVELOPMENT PROCESS	2
2 DEPARTMENT-SPECIFIC PLANS	4
2.1 EXECUTIVE	4
2.2 FINANCE	9
2.3 ENGINEERING	14
2.4 OPERATIONS AND MAINTENANCE	18
3 SIX-YEAR BUDGET AND STAFFING SUMMARY	24
4 DISTRICT-WIDE STRATEGIC BUSINESS PLAN	25
REFERENCES	
APPENDIX A	
2020 EFFECTIVE UTILITY MANAGEMENT SELF-ASSESSMENT RESULTS	

ACRONYMS AND ABBREVIATIONS

Board	Board of Commissioners
CCCP	cross connection control program
City	City of Bellingham
COG	Whatcom Council of Governments
County	Whatcom County
District	Lake Whatcom Water and Sewer District
EUM	Effective Utility Management
District	Lake Whatcom Water and Sewer District
IACC	Washington Infrastructure Assistance Coordinating Council
LWMP	Lake Whatcom Management Program
Plan	Six-Year Strategic Business Plan
RCW	Revised Code of Washington
SCADA	supervisory control and data acquisition (system)
SVCA	Sudden Valley Community Association
SWFA	South Whatcom Fire Authority
USEPA	U.S. Environmental Protection Agency
WASWD	Washington Association of Sewer and Water Districts
WSRMP	Washington Water and Sewer Risk Management Pool
WUCC	Whatcom Water Utility Coordinating Committee
WWA	Whatcom Water Alliance

1 INTRODUCTION

This is the Lake Whatcom Water and Sewer District's (District) first six-year strategic business plan (Plan), which 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 of Commissioners (Board) -guided goals through creation of an annual budget, this Plan looks six years into the future with an intent to proactively plan today for what is anticipated tomorrow. Built into this Plan are department-specific goals with strategies for completion, and workload indicators and performance measures to monitor goal attainment.

This 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. This 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.

1.1 District Guiding Principles

The District is a special purpose district authorized under [Title 57 Revised Code of Washington](#) (RCW). Originally formed in 1968 as Whatcom County Water District No. 10, the District provides water service to approximately 4,000 connections and sewer service to approximately 4,400 connections (a population base of approximately 12,000 customers) in an 18-square mile area encompassing Lake Whatcom. The District is operated by 18 full-time professionals, governed by a five-member board of commissioners elected from within the District, and has an annual budget of approximately \$8 million.

The District's mission is *to provide the best possible water and sewer services to District customers in a cost efficient manner, and in a way that contributes to protecting Lake Whatcom's water quality*. The mission is achieved through continual pursuit of the following principles:

1. Provide safe and reliable drinking water with sufficient capacity to meet fire flow requirements and sewage collection to District customers.
2. Establish connection charges and utility rates necessary to maintain the District's financial viability.
3. Protect the natural resources within the Lake Whatcom watershed through cooperative efforts with other community and governmental organizations.
4. Be recognized as an outstanding public utility that is responsive to the diverse expectations of its customers.
5. Maintain the District's facilities through effective planning, prevention, and corrective maintenance practices.

6. Provide sewer and water service to those portions of the District as may reasonably be served.
7. Have an organization environment that is responsive to customer needs, promotes teamwork and a safe work environment, and allows all people to achieve their full potential.

1.2 Plan Purpose

The purpose of this strategic business plan is to define District goals, and the actions and resources necessary to achieve those goals, over the near-term (six year) planning horizon, while ensuring consistency with the District's mission and Board-defined policy objectives.

1.3 Plan Development Process

This Plan serves as an integral mechanism supporting the District's objective of continual improvement of its operations and services. The District's mission statement, when coupled with its administrative code, form the *foundation* from which all operational-level decisions are made. Relying upon the policies defined in its foundation, the Board develops operational and capital improvement budgets that align with the foundation and that are influenced by employee input, District planning processes, and analysis and other forms of *internal input*, along with *external input* received from our customers and partners.

To define areas in which to focus improvement efforts relative to all District functions, the District first conducted a comprehensive assessment of all operational attributes of its services. To accomplish this, District Board and staff underwent a systematic process of assessing the ten attributes of a water/sewer utility, as defined under the Effective Utility Management (EUM) process (USEPA, 2017). The ten attributes are:

- product quality
- customer satisfaction
- employee and leadership development
- operational optimization
- financial viability
- infrastructure strategy and performance
- enterprise resiliency
- community sustainability
- water resource sustainability
- stakeholder understanding and support

The EUM self-assessment process allows for the rating of the District's performance of each attribute, and for the ranking of importance of each attribute relative to the others. The self-assessment process was completed independently by the Board, management team, and staff to determine each group's assessment of current performance and prioritization of attributes, and then aggregated into an overall assessment for Board consideration. Conducting the self-assessment exercise independently by each group allowed that group to gain a better understanding of the other two groups' perspectives (Appendix A presents the overall results of the 2020 EUM self-assessment).

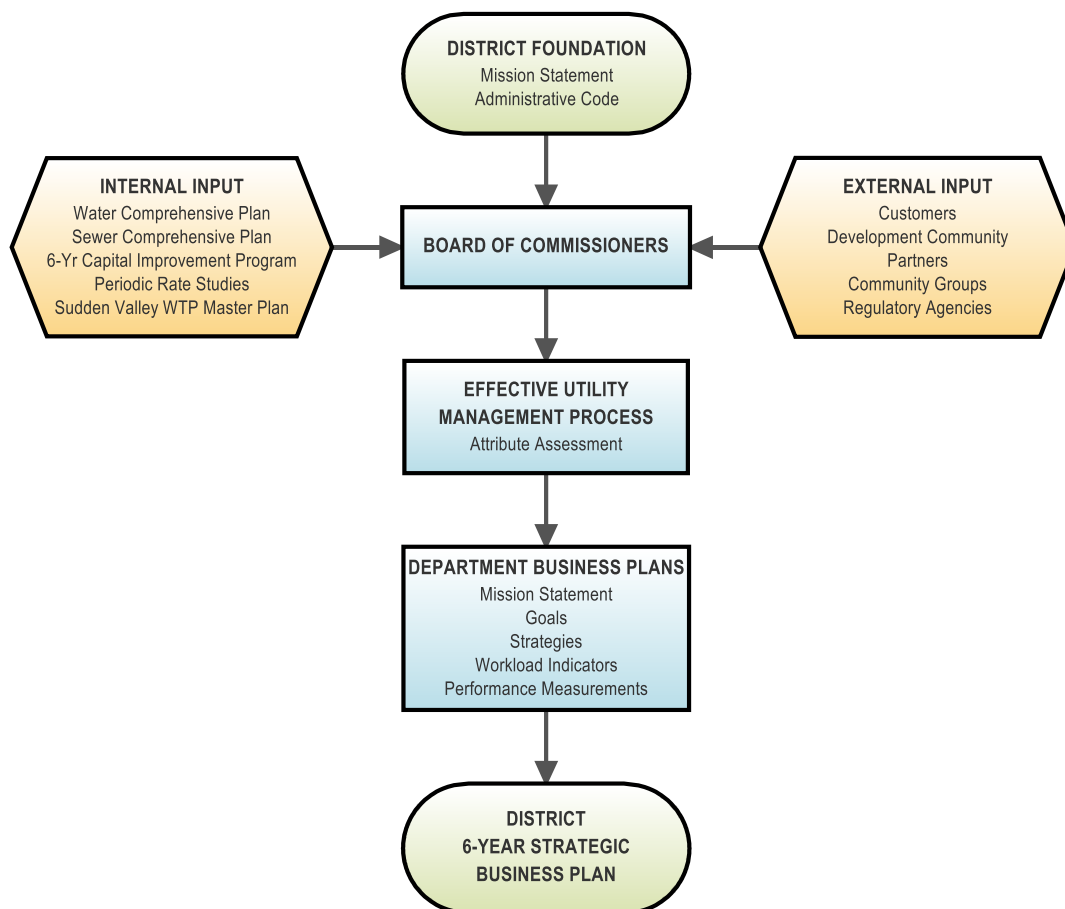
From the EUM self-assessment process outcomes, the Board identified areas in which additional resources should be allocated over the six-year planning horizon, while still maintaining an overall

focus on meeting the District’s mission and compliance with all applicable laws and regulations. Attributes identified by the Board for additional focus are:

- operational optimization
- infrastructure strategy and performance

That said, the Board was also clear in its desire that additional focus towards improvement within these attribute services not be to the detriment of District performance associated with the remaining attributes. Relying upon the District’s Foundation while taking into consideration Board direction received through undertaking the EUM self-assessment process, each District department developed a mission statement that guides its function and goals, and a supporting department-specific business plan that is consistent with the Board vision. Each department’s business plan was then integrated into this Plan.

Following provides an overview of the process undertaken to prepare this Plan.



2 DEPARTMENT-SPECIFIC PLANS

Building upon the District's mission and Board direction as an outcome of the EUM self-assessment process, each department developed a department-specific mission; goals to pursue over the six year planning horizon that align with the District's and departmental missions and Board direction; schedule, and budgetary and staffing impacts necessary to attain each goal; and performance measures to monitor goal attainment.

2.1 Executive

Mission Statement

Provide the Board and staff with leadership and advice while implementing best practices to achieve adopted goals and deliver quality services to the community.

Overview

The Executive Department is accountable to the Board for the operational results of the organization, effective support of elected officials in achieving their collective goals, fulfillment of the requirements of the general manager, implementation of Board-adopted policies, and provision of a communication linkage among customers, the Board, District departments and other government agencies.

Description of Programs

The General Manager recommends and implements policy, oversees the operations of the District, and develops and implements the budget. All employees report directly or indirectly to the General Manager. The General Manager is directly supported by the Assistant General Manager, management team, and the Administrative Assistant.

Administration. The Administrative Assistant is responsible a variety of administrative functions including management of District records in accordance with state laws, maintenance of District resolutions and the Administrative Code, maintaining a log of all contracts and agreements, and providing timely response public records requests, as well as serving as clerk to the Board.

Legal. Legal counsel services are contracted through personal services agreements. Primary, day-to-day counsel is provided by the District Attorney, while additional counsel services may be contracted on a case-by-case basis as needed.

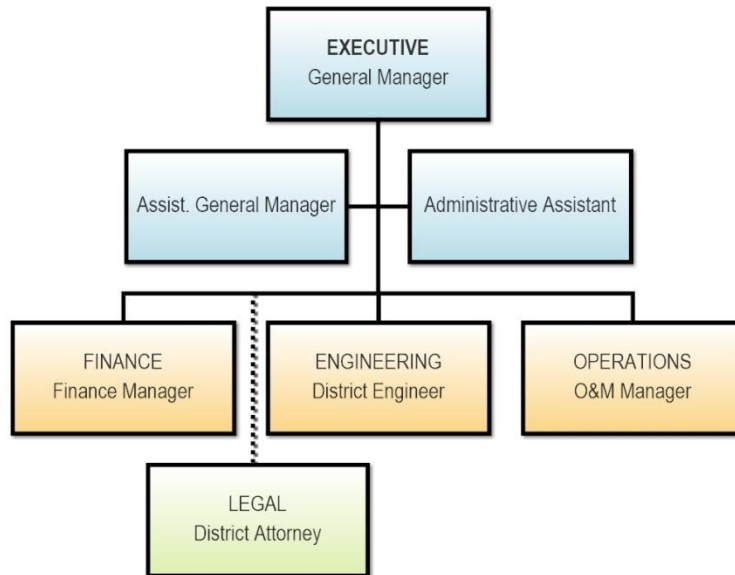
Governmental Affairs. Governmental affairs are primarily completed by the General Manager in collaboration with the Washington Association of Sewer and Water Districts (WASWD). The General Manager works with WASWD lobbyists to ensure that the District's state and federal legislative agendas align with and are promoted during WASWD lobbying efforts.

Public Relations. The General Manager and Administrative Assistant collaborate in developing and publicizing communications that support the distribution of information on District issues

and activities to internal and external constituents with the ultimate goal of enhancing public awareness, understanding and interest in District programs, policies, services and initiatives.

Human Resources. The General Manager, with support from the District Attorney and department managers, is generally responsible for human resources-related functions including labor relations, risk management, serving as the claims agent, citizen advocacy and Title VI civil rights compliance.

2021 Organizational Chart



Six-Year Goal Summary:

The Executive Department's goals over the six-year planning period consist of:

- Goal 1 – Facilitate achievement of annually established Board initiatives
- Goal 2 – Biennial EUM attribute assessment and update to the Six-Year Business Plan
- Goal 3 – Pursue implementation of performance management throughout District operations
- Goal 4 – Overhaul records management system
- Goal 5 – Expand intergovernmental relations program
- Goal 6 – Enhance public relations program

Detailed Six-Year Goal List

Goal 1 – Facilitate achievement of annually established Board initiatives

Applicable Guiding Principle(s) (see Section 1.1)

- Principle(s) will vary dependent upon Board initiative

Applicable EUM Attribute(s)

- Attributes vary dependent upon Board initiative

Strategies

1. Annually develop objectives and strategies to accomplish Board initiatives
2. Report goal attainment progress to the community in the semi-monthly Manager's Report

Workload Indicators

- Meetings with management team to attain Board initiatives
- Reporting on the status of completion of Board initiatives
- Annual number of Board initiatives
- Annual number of Board meetings/work sessions held

Performance Measures

- Completion of initiatives within Board/staff agreed timelines

Goal 2 – Biennial EUM self-assessment and update to the Six-Year Business Plan

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 4, 5, and 7

Applicable EUM Attribute(s)

- Product Quality
- Financial Viability

Strategies

1. Update the associated financial forecast on an ongoing basis
2. Update departmental business plans
3. Project fiscal impacts identified in business plans
4. Assess revenue and expenditure trends
5. Merge trend data with business plan cost data
6. Determine the financial delta
7. Develop best/worst case scenarios
8. Formulate revenue and expenditure options
9. Determine affordable service levels
10. Select budget balancing options
11. Obtain Board authorization to proceed with selected option(s)

Workload Indicators

- Draft Departmental Business Plans completed by June 30 of each even-numbered year
- Financial forecast reviewed and updated biennially (each even-numbered year)
- Balanced budget presented to District Board annually

Performance Measures

- Completion of business plan and associated financial forecast updates by September 1 of each even-numbered year

Goal 3 – Pursue implementation of performance management throughout District operations

Applicable Guiding Principle(s) (see Section 1.1)

- Principle 5

Applicable EUM Attribute(s)

- Operational Optimization

Strategies

1. Explore performance management approaches (PerformanceStat, Lean/Six Sigma, etc.) for applicability within District functions
2. Identify the preferred performance management approach
3. Implement approach in District operational and work flow analysis

Workload Indicators

- Review literature associated with potential approaches
- Meet with applicable vendors/consultants representing potential approaches
- Departmental operational reviews to identify opportunities for optimization

Performance Measures

- Number of performance management approaches analyzed
- Number of meeting with performance management vendors/consultants
- Budgetary allocation supporting implementation of performance management approach
- Implementation of performance management approach in District operations

Goal 4 – Overhaul records management system

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 5 and 7

Applicable EUM Attribute(s)

- Operational Optimization

Strategies

1. Convene internal committee to review records management processes and system
2. Refine records management processes that comply with state requirements
3. Identify new records management system/software, if applicable
4. Procure new system/software and migrate existing records to new system

Workload Indicators

- Review literature associated with potential approaches
- Meet with applicable vendors/consultants representing potential approaches
- Departmental operational reviews to identify opportunities for optimization

Performance Measures

- Number of records management committee meetings held
- Number of presentations to Board on topic
- Budgetary allocation supporting acquisition of new system/software
- Implementation of new system

Goal 5 – Expand intergovernmental relations program

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 3 and 4

Applicable EUM Attribute(s)

- Stakeholder Understanding and Support

Strategies

1. Continue participation in regional organizations (e.g., Lake Whatcom Management Program [LWMP], Whatcom Water Alliance [WWA], Whatcom Water Utility Coordinating Committee [WUCC], Whatcom County Council of Governments [COG], Whatcom Water District Caucus, etc.).
2. Expand collaboration with city of Bellingham (City), Whatcom County (County), Sudden Valley Community Association (SVCA), and South Whatcom Fire Authority (SWFA) staff and officials

3. Expand participation in state organizations (e.g., Washington Association of Sewer and Water Districts [WASWD], Water and Sewer Risk Management Pool [WSRMP], Infrastructure Assistance Coordinating Council [IACC], etc.)

Workload Indicators

- Participation in LWMP data group, interjurisdictional coordinating team, policy group, and joint councils meetings
- Participation in WWA, WUCC, COG, and Whatcom Water Districts meetings
- Participation WASWD and WSRMP meetings (section meeting, managers meetings, etc.)
- Meet with City, County, SVCA, and SWFA staff
- Attendance of WASWD and IACC conferences
- Presentation at SVCA board meetings

Performance Measures

- Annual budgetary allocation supporting organization memberships, as applicable
- Number of LWMP meetings attended
- Number of WWA, WUCC, COG, and Whatcom Water Districts meetings attended
- Number of meetings with City, County, SVCA, and SWFA staff
- Number of conferences attended
- Number of presentations to the SVCA board

Goal 6 – Expand public relations program

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 3, 4, and 7

Applicable EUM Attribute(s)

- Customer Satisfaction
- Community Sustainability
- Stakeholder Understanding and Support

Strategies

1. Comprehensive update of website in 2025
2. Explore District rebranding
3. Increase number of Facebook followers
4. Increase frequency of issuance of press releases and Facebook posts
5. Continue participation in community events (Sudden Valley Trunk-or-Treat, Whatcom Water Week, etc.)

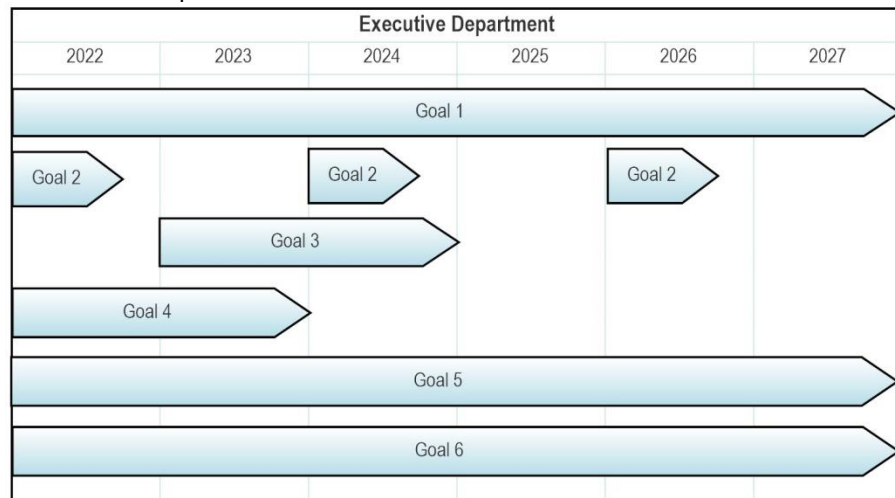
Workload Indicators

- Update of the District's website
- Issuance of press releases and Facebook posts on a regular basis
- Active participation in community events

Performance Measures

- Completion of website update by December 31, 2025
- Completion of Board discussion on District rebranding
- Number of Facebook followers
- Number of press releases issued
- Number of Facebook posts
- Number of community events District participates in

Timeline for Goal Completion



Budgetary/Staffing Impacts to Implement

Following presents estimated staffing increases (presented as full-time equivalents) above baseline (2021) conditions associated with implementation of departmental goals.

Position	2022	2023	2024	2025	2026	2027	Total
none	-	-	-	-	-	-	-

Following presents an estimated cost above baseline (2021) conditions associated with implementation of each departmental goal.

Goal	2022	2023	2024	2025	2026	2027	Total
1	\$ TBD*	\$ TBD*	\$ TBD*	\$ TBD*	\$ TBD*	\$ TBD*	\$ TBD
2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	\$ -	\$ 20,000*	\$ 20,000*	\$ -	\$ -	\$ -	\$ 40,000
4	\$ 50,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 80,000
5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	\$ -	\$ -	\$ 10,000*	\$ -	\$ 30,000*	\$ -	\$ 40,000

*pursue subject to available funds

2.2 Finance

Mission Statement

Utilize a financial best practices model to effectively employ compliance, innovation, technology, and resources through a service-oriented, team approach in meeting regulatory responsibilities and customer needs while creating financial sustainability.

Overview

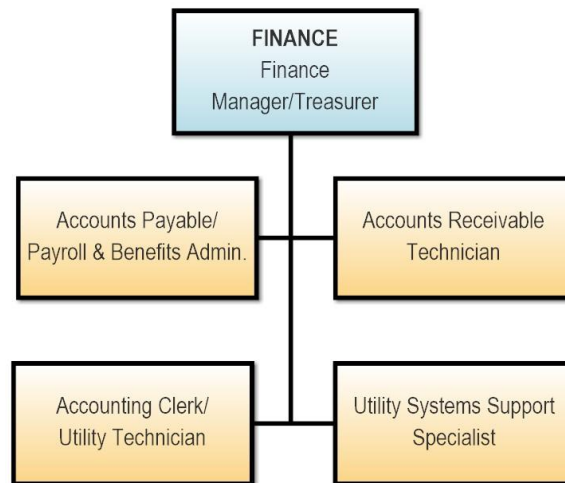
The Finance Department oversees the financial planning for the District to include budgeting for capital projects and operations, investments, debt service obligations, and fiscal policy development. The Finance Department also manages the financial resources and accounting functions of the District, which includes maintenance of the financial system, preparation of the comprehensive

annual financial statements, payroll, utility billing, and benefit administration. The department is managed by the Finance Manager.

Description of Programs

The Finance Department ensures the District's financial stability through proper accounting procedures and management of funds that include revenues, expenditures, investments, and debt service, in accordance with District fiscal policies and state statutes. The Finance Department is also responsible for long-range planning relative to service rates, general facilities charges, and investments.

2021 Organizational Chart



Six-Year Goal Summary:

The Finance Department's goals over the six-year planning period consist of:

- Goal 1 – Commit to excellence to improve performance standards and enhance professional growth and development
- Goal 2 – Improve financial sustainability and forecasting
- Goal 3 – Develop and implement a supplemental utility customer assistance program
- Goal 4 – Maximize and utilize technology to improve workflow

Detailed Six-Year Goal List

Goal 1 – Commit to excellence to improve performance standards and enhance professional growth and development

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 4 and 7

Applicable EUM Attribute(s)

- Employee Leadership and Development
- Operational Optimization

Strategies

1. Conduct a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis specific to the department
2. Expand employee cross-training and focus on employee professional development
3. Develop a recognition program for department staff
4. Reinforce adopted policies and procedures
5. Enhance communication between staff and management

Workload Indicators

- Meet individually with each department member to assess SWOTs within their positions
- Review each job description within the department on a regular basis and seek opportunities for cross-training where job descriptions and duties allow
- Identify professional trainings and webinars that align with job duties for each employee
- Work with the Board to develop a Public Finance Professionals Appreciation week similar to the National Public Works and Public Safety appreciation weeks in May
- Issue weekly updates to staff addressing policies, procedures, events, and ongoing projects
- Increase number of finance staff meetings

Performance Measures

- Complete a comprehensive SWOT analysis
- Implement strategies identified through completion of the analysis
- Number of trainings and webinars attended by staff
- Implementation of cross-training and development a tracking system for each employee as part of their annual review listing new skills and knowledge base acquired year over year
- Adoption of Public Finance Professionals Appreciation week
- Staff receiving weekly updates from the Finance Manager
- Number of staff meetings and engagement activities

Goal 2 – Improve financial sustainability and forecasting

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 2 and 5

Applicable EUM Attribute(s)

- Financial Viability

Strategies

1. Develop and propose the benefits of shifting to a biennial budget
2. Manage overhead and personnel costs for rate sustaining operational costs
3. Develop a 6-year forecasting model
4. Review and update of financial policies
5. Review of investments and investment opportunities
6. Remain current with financial industry standards

Workload Indicators

- Work sessions to develop biennial budget process
- Development and routine evaluation of forecasting model
- Routine evaluation of financial policies
- Routine evaluation of investments

- Number of financial webinars, seminars, and conferences attended

Performance Measures

- Transition to biennial budget process
- Overhead and personnel costs align with sustainable rate revenue by increasing proportionately to rate increase
- Forecasting model is utilized on a regular basis for “what if” situations, budgeting, and forecasting, and is updated on a regular basis to provide assistance in making sound financial decisions
- Financial policies are kept current and practiced to align with current industry best practices and standards
- Investment revenue increases
- Financials and financial policies comply with State Auditor’s Office and ensure all material within the audit is presented fairly

Goal 3 – Develop and implement a supplemental utility customer assistance program

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 4 and 7

Applicable EUM Attribute(s)

- Customer Satisfaction
- Community Sustainability

Strategies

1. Work with state and local agencies in development of assistance program
2. Integrate program with existing billing/financial systems software

Workload Indicators

- Meet with state and local resource agencies to develop program and seek funding for program
- Meet with General Manager and hold work sessions with the Board to develop and adopt program

Performance Measures

- Number of meetings with state and local agencies
- Number of meetings with General Manager
- Number of work sessions with the Board
- Implementation of program

Goal 4 – Maximize and utilize technology to improve workflow

Applicable Guiding Principle(s) (see Section 1.1)

- Principle 7

Applicable EUM Attribute(s)

- Operational Optimization

Strategies

1. Research implementation of Cloud Digital conversion and development of Springbrook financial management software (District’s current financial software)
2. Research alternative financial management systems that might better suit the District and be more cost effective

3. Work with other departments within the District to implement an electronic document management program
4. Increase staff training and use technology to improve workflow

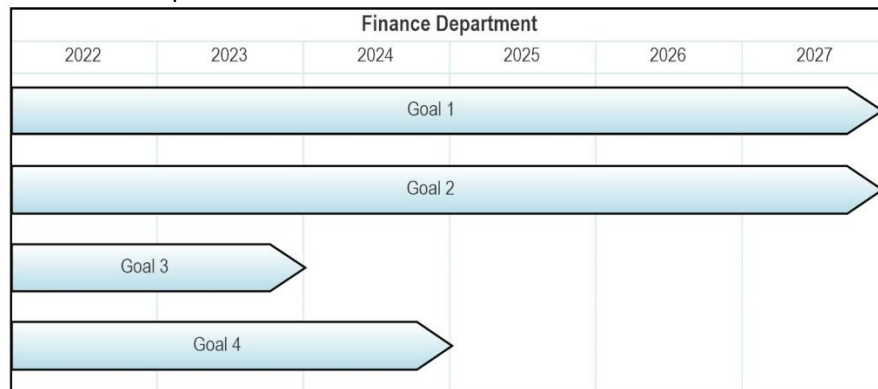
Workload Indicators

- Meet with service providers to better understand the capabilities of Springbrook
- Meet with service providers to investigate potential transition to a different financial management system
- Develop a cost-benefit analysis of staying with Springbrook relative to transitioning to new financial management system
- Analyze new and current financial management system to accommodate growth needs, workflow improvement, and reporting
- Increase staff and management trainings

Performance Measures

- Implementation of alternative financial management software or more detailed use of Springbrook
- Implementation of document management software that everyone has access to
- Number of staff and management trainings held and increased use of software

Timeline for Goal Completion



Budgetary/Staffing Impacts to Implement

Following presents estimated staffing increases (presented as full-time equivalents) above baseline (2021) conditions associated with implementation of departmental goals. Of note, the sole staffing change anticipated over the six year planning horizon is the planned shift of the Utility Systems Support Specialist position to the Operations and Maintenance Department upon the retirement of the individual currently in that position (2025 is shown for general planning purposes only—no firm timeline for retirement has been provided by the employee).

Position	2022	2023	2024	2025	2026	2027	Total
Utility Systems Support Specialist	-	-	-	(1.0)	(1.0)	(1.0)	(1.0)

Following presents an estimated cost above baseline (2021) conditions associated with implementation of each departmental goal.

Goal	2022	2023	2024	2025	2026	2027	Total
1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	\$ 5,000*	\$ 10,000*	\$ 10,000*	\$ -	\$ -	\$ -	\$ 25,000
3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	\$ -	\$ 25,000*	\$ 25,000*	\$ 25,000*	\$ 25,000*	\$ 25,000*	\$ 125,000

*pursue subject to available funds

2.3 Engineering

Mission Statement

Manage the development, renewal, and replacement of District public infrastructure to provide efficient, reliable, and sustainable water and sewer service utilizing asset management principles; and provide engineering technical support to Operations & Maintenance, Finance, and Administrative staff as well as existing and future customers.

Overview

The Engineering Department manages the District's capital improvement (system reinvestment) program, which consists of the design, permitting, and construction of all new and existing District-owned infrastructure. The department also manages the District's information technology systems, asset management system, safety program, and emergency readiness and response program. The department is managed by the District Engineer, with support provided by the Construction Engineer, Engineering Technician/Safety Officer and consulting engineer.

Description of Programs

System Reinvestment Program. The Engineering Department is responsible for implementing and periodically updating the District's Water System Comprehensive Plan and Comprehensive Sewer Plan which define utility system improvements over the 20-year planning horizon. The department manages and implements a 6-year system reinvestment plan for each utility that schedules and allocates funding for specific capital projects. Capital projects are managed by the department. Consulting engineers typically provide support for pre-design, permitting, design, bidding, and construction administration. The Construction Engineer typically takes the lead role of project manager and field inspector of construction projects, and utilizes a consulting engineer as needed for specialized technical support and materials testing.

Asset Management. The District uses GIS-based Cartegraph asset management software to track asset location, condition, maintenance, labor/equipment/material costs, remaining service life, and renewal/replacement of all District-owned infrastructure and equipment. The asset management goal is to maximize the service life of infrastructure and equipment, and plan for renewal/replacement prior to failure. Cartegraph is also used to track and document customer services requests, lookup customer account records related to private water/sewer permits and as-builts, and to track and document land development requests including water/sewer permits from initial inquiry to final water/sewer connection.

Development Services. The Engineering Department provides development services through performing water/sewer availability assessments, which consist of physical identification of the locations of connection of new development to water/sewer infrastructure, communication of additional development requirements (e.g., restrictive covenants, utility local improvement district and/or latecomer fees, etc.), and development and administration of developer extension agreements.

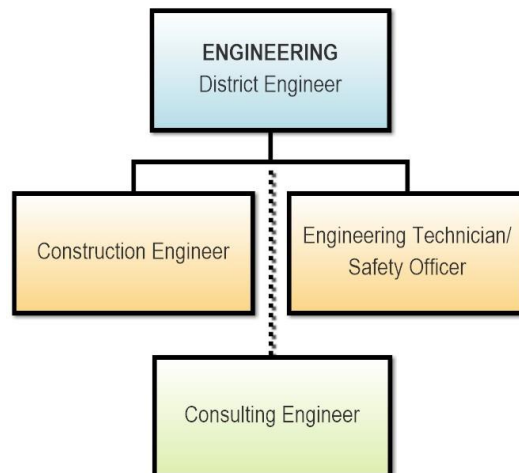
Safety Program. The Engineering Technician/Safety Officer administers the District's safety program, creates and updates safety programs, and provides staff training needed to maintain certifications and proficiency.

Emergency Preparedness and Response Program. The Engineering Technician/Safety Officer lead the District's efforts in maintaining its emergency response plan, crisis communications plan and business continuity plan, as well as facilitating field and tabletop emergency response exercises.

Cross Connection Control Program (CCCP). The Engineering Technician/Safety Officer implements the District's CCCP to comply with drinking water regulations.

Business Information System and SCADA System. The Engineer/Assistant General Manager manages the District business information system and Supervisory Control and Data Acquisition (SCADA) system. The District utilizes multiple consultants to provide the services needed for user support, hardware and software updates/maintenance, backups, system monitoring, cybersecurity, networking, and telemetry.

2021 Organizational Chart



Six-Year Goal Summary:

The Engineering Department's goals over the six-year planning period consist of:

Goal 1 – Enhance oversight, management, maintenance, and resiliency of the business information, infrastructure SCADA, and cybersecurity systems

Goal 2 – Improve water/sewer permitting process and status lookups for application, issuance, inspection, and completion

Goal 3 – Increase field inspection/condition grading of assets; improve accuracy of asset locations documented in GIS

Detailed Six-Year Goal List

Goal 1 – Enhance oversight, management, maintenance, and resiliency of the business information, infrastructure SCADA, and cybersecurity systems

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1 and 5

Applicable EUM Attribute(s)

- Operational Optimization
- Enterprise Resiliency

Strategies

1. Coordinate with consultants to assist in defining core IT responsibilities
2. Develop a District-specific IT job description and conduct workload analysis to determine if a full time position is warranted
3. Review which department this position might best fit
4. Coordinate with other departments to supplement IT responsibilities with other labor resource needs (position might not warrant a full-time position)
5. Coordinate with union/research appropriate wages
6. Analyze funding needs as part of rate studies
7. Summarize all prior expenditures for annual, out-sourced IT services that overlap with the new position, recognizing that similar future expenses would be within the umbrella of the new position and offset position costs

Workload Indicators

- Number of IT consultant support tickets generated
- Number of IT consultant computer engineer support hours billed
- Number of SCADA on-call support consultant hours billed
- Number of SCADA, telemetry, electrical engineering on-call consultant hours billed for SCADA and telemetry work
- Number of physical and virtual servers
- Number of gigabytes of backup storage utilized
- Number of managed on-premise business applications
- Number of telemetry communication and control system equipment issues reported by O&M department

Performance Measures

- Develop tracking methods to collect workload indicator numbers over time
- Develop internal technical memorandum analyzing job description functions to determine if new part-time or full-time employee is warranted
- Fund new position

Goal 2 – Improve water/sewer permitting process and status lookups for application, issuance, inspection, and completion

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 4 and 7

Applicable EUM Attribute(s)

- Customer Satisfaction

Strategies

1. Consult with special purpose districts and cities that have implemented online permitting systems
2. Research vendors that provide services
3. Develop cost estimates to implement program

Workload Indicators

- Number of water/sewer permits processed annually
- Estimated number of email exchanges and telephone calls by staff to complete permitting process from start to finish
- Number of locations (both electronic and paper filing systems) permitting information is entered and tracked to process a permit from start to finish

Performance Measures

- Explore/research systems and develop implementation costs in 2022 and 2023
- Develop internal technical memorandum to document various options, potential labor efficiency gains, implementation cost estimates, and provide recommendation to Board for consideration of funding project starting in 2024 budget
- Program implementation

Goal 3 – Increase field inspection/condition grading of assets; improve accuracy of asset locations documented in GIS

Applicable Guiding Principle(s) (see Section 1.1)

- Principle 5

Applicable EUM Attribute(s)

- Operational Optimization
- Infrastructure Strategy and Performance

Strategies

1. Redirect department labor resources towards field inspection/GPS, GIS map dataset improvements, and Cartegraph asset management and associated Overall Condition Indices.
2. Coordinate with other departments to allocate administrative staff resources towards basic land development and water/sewer permit processes (to free-up some department labor)
3. Fund temporary GIS/engineering interns for asset field inspections, collection of GPS locations, updates to GIS datasets
4. Use engineering consultants for asset field inspections, collection of GPS locations, updates to GIS datasets

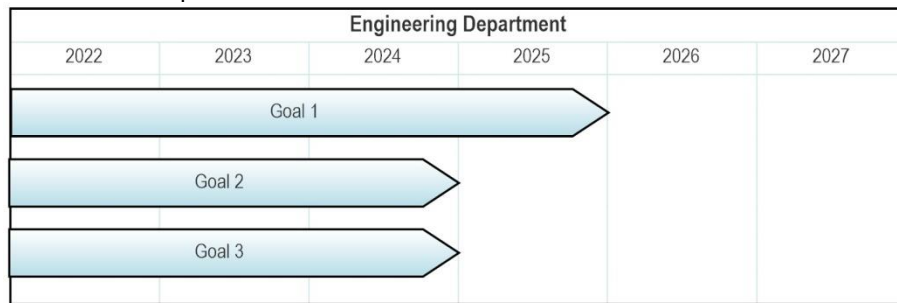
Workload Indicators

- Number of assets field located by GPS
- Number of assets inspected and assigned condition rating
- Number of asset locations updated in GIS
- Number of assets in Cartegraph with active Overall Condition Index decay curves

Performance Measures

- Develop technical memorandum to estimate amount of department labor available if other staff resources are allocated towards basic land development/permit processes.
- Revise administrative staff job description
- Budget for and hire temporary summer GIS/engineering intern to assist with asset field inspection/GPS and update GIS datasets

Timeline for Goal Completion



Budgetary/Staffing Impacts to Implement

Following presents estimated staffing increases (presented as full-time equivalents) above baseline (2021) conditions associated with implementation of departmental goals.

Position	2022	2023	2024	2025	2026	2027	Total
IT Specialist	-	-	-	1.0	1.0	1.0	1.0

Following presents an estimated cost above baseline (2020) conditions associated with implementation of each departmental goal.

Goal	2022	2023	2024	2025	2026	2027	Total
1	\$ 5,000	\$ 5,000	\$ 5,000	\$ 175,000*	\$ 178,000*	\$ 181,000*	\$ 549,000
2	\$ 5,000	\$ 5,000	\$ 20,000*	\$ 22,000*	\$ 24,000*	\$ 26,000*	\$ 102,000
3	\$ 5,000	\$ 25,000	\$ 5,000	\$ 25,000	\$ 5,000	\$ 25,000	\$ 90,000

*pursue subject to available funds

2.4 Operations and Maintenance

Mission Statement

Manage the District's water and wastewater systems in a manner that provides reliable services, ensures public health and safety, meets all regulatory requirements, protects environmental resources, and operates in a financially sound manner.

Overview

The Operations and Maintenance (O&M) Department manages the operation and maintenance of all District-owned facilities, including water and sewer infrastructure and District buildings. The department also is responsible for the inspection and construction of all sewer and water connections, respectively, for new development connecting to District systems to ensure compliance

with state and District standards. The department is managed by the O&M Manager, with regular support provided by the Lead Maintenance Worker.

Description of Programs

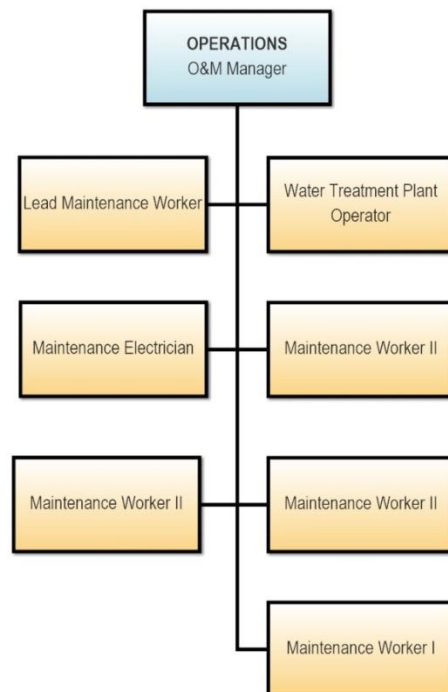
Water Utility. The department operates and maintains the District's three Group A water supply systems in compliance with state water quantity and quality requirements. This includes performing all functions associated with day-to-day operation and maintenance of the water system including response to utility service requests, emergency repairs, facilities inspection, supplies, monitoring, communicating with customers, maintenance management, and all other functions associated with the operation and maintenance of the water system.

Sewer Utility. The department provides sewer services to residents/customers located in the Sudden Valley-Geneva area and the North Shore of Lake Whatcom. This includes performing all functions associated with the day-to-day operation and maintenance of the wastewater system including maintenance management and all other functions associated with the operation and maintenance of this system.

Facilities. The department performs all routine maintenance of District facilities, most notably being the District's administrative office (1220 Lakeway Drive) and maintenance facility (1010 Lakeview Street).

Development Services. The O&M Manager inspects all new connections to the water and sewer systems to ensure construction in accordance with District construction standards, and prepares daily inspection records and as-built documentation. In addition, field staff perform all connections to District water mains for new development.

2021 Organizational Chart



Six-Year Goal Summary:

The Operations Department's goals over the six-year planning period consist of:

Goal 1 – Ensure the continuity of potable water production that meets or exceeds regulatory requirements

Goal 2 – Sustain, and as applicable enhance, utility efficiency and resiliency provided through the proactive maintenance of District electrical systems, generators and SCADA instrumentation

Goal 3 – Ensure the effective and reliable collection and conveyance of sewage out of the watershed through routine inspection and preventative maintenance of sewer infrastructure

Goal 4 – Ensure the realization of the maximum operable life of District water infrastructure

Goal 5 – Maintain level-of-service expectations related to development services

Detailed Six-Year Goal List

Goal 1 – Ensure the continuity of potable water production that meets or exceeds regulatory requirements

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1 and 5

Applicable EUM Attribute(s)

- Product Quality

Strategies

1. Maintain funding for Water Treatment Plant Operator position dedicated to operation of water treatment plants and distribution systems with weekend/on-call support by maintenance staff

Workload Indicators

- Number of routine water system reports submitted to agencies
- Number of permit-required water treatment plant samples collected/analyzed
- Number of permit-required water distribution system samples collected/analyzed
- Number of hours performing equipment calibration and maintenance
- Number of hours inventorying and preparing treatment chemicals

Performance Measures

- Meet all Department of Health water quality requirements
- Annual receipt of Treatment Optimization Program (TOP) award
- Annual issuance of Consumer Confidence Reports by state deadline
- Number of annual water quality customer complaints received
- Operating Permit is color green

Goal 2 – Sustain, and as applicable enhance, utility efficiency and resiliency provided through the proactive maintenance of District electrical systems, generators and SCADA instrumentation

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1 and 5

Applicable EUM Attribute(s)

- Operational Optimization
- Enterprise Resiliency

Strategies

1. Maintain funding for Maintenance Electrician position

2. Provide funding through annual budget process to support Maintenance Electrician with on-call electrical services

Workload Indicators

- Scheduled inspections of electrical cabinets, components and associated equipment
- Scheduled repair of electrical cabinets, components and associated equipment
- SCADA hardware/software installation and maintenance
- Execution of annual contract for generator inspection/maintenance

Performance Measures

- Number of inspections per year
- Number of repairs per year
- Number of generators inspected/maintained per year

Goal 3 – Ensure the effective and reliable collection and conveyance of sewage out of the watershed through routine inspection and preventative maintenance of sewer infrastructure

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1 and 5

Applicable EUM Attribute(s)

- Product Quality
- Customer Satisfaction
- Infrastructure Strategy and Performance

Strategies

1. Perform weekly inspection of sewer lift stations, and maintain as needed
2. Perform annual inspection of 15 sewer lift station submersible pumps
3. Perform annual inspection of 11 Smith & Loveless priming system components
4. Annual cleaning of sewer lift station wet wells
5. Televising/inspect sewer mains using NASSCO standards to define pipe condition, and clean as needed (148,000 feet/year)
6. Assess condition of manholes (648/year)
7. Inspect and maintain sewer air relief valve devices (half of inventory annually; other half twice per year)

Workload Indicators

- Weekly inspection of sewer lift stations (16 labor hours/week)
- Annual inspection/maintenance of submersible pumps (6 labor hours/pump)
- Annual inspection/maintenance of Smith & Loveless priming system components (6 labor hours/pump)
- Annual cleaning of all wet wells (4 labor hours/well)
- Labor hours expended televising/inspecting and cleaning sewer mains
- Manholes inspection (1 labor hour/manhole)
- Labor hours expended to clean and inspection of air relief valves (3 labor hours/valve)

Performance Measures

- Number of sewer system overflows per year
- Number of lift station true fail alarms per year (false alarms not counted)
- Trend of reducing annual lift station energy costs (reflecting increased pump efficiencies)
- Trend of reducing costs associated with pump repairs
- Miles of sewer main televised/inspected per year

- Miles of sewer main cleaned per year
- Downward trend of volume of I&I conveyed to City of Bellingham

Goal 4 – Ensure the maximum operable life of District water infrastructure

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1 and 5

Applicable EUM Attribute(s)

- Product Quality
- Customer Satisfaction
- Infrastructure Strategy and Performance

Strategies

1. Annually exercise all water main valves
2. Biannually flush all water mains and hydrants (50% of system/year)
3. Annually inspect and repair, as needed, pressure reducing valves
4. Rebuild pressure reducing valves every five years (20% of inventory/year)
5. Semi-annually inspect reservoirs and clean roofs (200% of inventory/year)

Workload Indicators

- Annual exercise of water valves (1,032 labor hours/year)
- Biannual water main/hydrant flushing (1,032 labor hours/year)
- Annual pressure reducing valve inspection/repair (6 labor hours/valve)
- Pressure reducing valve rebuilds (6 labor hours/valve)
- Reservoir inspection (3 labor hours/reservoir)

Performance Measures

- Number of valves requiring replacement per year
- Number of distribution system water quality violations per year
- Levels of disinfection byproducts monitored
- Number of customer complaints regarding water pressure per year
- Miles of water main flushed per year
- Number of reservoir inspections conducted per year

Goal 5 – Maintain level-of-service expectations related to development services

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 4 and 7

Applicable EUM Attribute(s)

- Customer Satisfaction

Strategies

1. Monitor workload to drive appropriate staffing/resource allocation

Workload Indicators

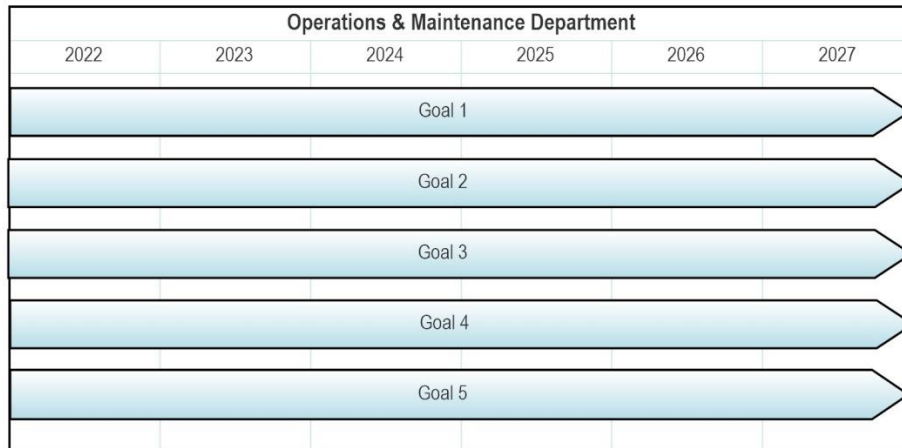
- Water/sewer connection inquiries processed
- Water/sewer connection permits issued
- Pre-construction meetings attended
- Inspections conducted
- New water service installations

Performance Measures

- Number of permits issued within five working days per year

- Number of inspections completed per year
- Number of water connections made within ten working days of request per year

Timeline for Goal Completion



Budgetary/Staffing Impacts to Implement

O&M Department functions are predominantly comprised of routine, scheduled preventative maintenance tasks to ensure efficient operation and realization of the full service life of District infrastructure. The increased sophistication of District systems (e.g., SCADA controls, implementation of asset management system), coupled with increasing age of most infrastructure (creating more frequent unanticipated system repairs), has resulted in an increased demand on O&M Department staff. This has coincided with an actual decrease in available field staff (creation of the O&M Manager position shifted a part-time field position to a nearly full-time administrative/development services position, the Lead Maintenance Worker position has taken on a number of administrative functions [task scheduling/coordinating, asset management system input, etc.], and the Maintenance Electrician position is now fully dedicated to maintaining electrical and SCADA control systems). As a result, to initiate departmental initiatives, additional staffing is needed to supplement the four current maintenance worker positions. Following presents estimated staffing increases (presented as full-time equivalents) above baseline (2021) conditions associated with implementation of departmental goals.

Position	2022	2023	2024	2025	2026	2027	Total
Maintenance Worker I	0.5	1.0	1.0	2.0	2.0	2.0	2.0
Utility Systems Support Specialist	-	-	0.5	1.0	1.0	1.0	1.0

Following presents an estimated cost above baseline (2021) conditions associated with implementation of each departmental goal.

Goal	2022	2023	2024	2025	2026	2027	Total
1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	\$ 40,000	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 105,000	\$ 515,000
4	\$ -	\$ -	\$ -	\$ 150,000*	\$ 85,000*	\$ 90,000*	\$ 325,000
5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*pursue subject to available funds

3 SIX-YEAR BUDGET AND STAFFING SUMMARY

From 2022 through 2027, a total of three new positions are anticipated with estimated annual costs above the 2021 baseline ranging from \$40,000 in 2022 and \$376,000 in 2027. The estimated costs include personnel, vehicles and equipment, but do not include overhead such as office space and utilities.

Position	2022	2023	2024	2025	2026	2027	Total
IT Specialist	-	-	-	1.0	1.0	1.0	1.0
Maintenance Worker I	0.5	1.0	1.0	2.0	2.0	2.0	2.0

Following presents an estimated cost above the 2021 baseline conditions associated with implementation of each departmental business plan.

Department	2022	2023	2024	2025	2026	2027	Total
Executive	\$ 50,000	\$ 30,000	\$ 35,000	\$ 5,000	\$ 35,000	\$ 5,000	\$ 160,000
Finance	\$ 5,000	\$ 35,000	\$ 35,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
Engineering	\$ 15,000	\$ 35,000	\$ 30,000	\$ 222,000	\$ 207,000	\$ 232,000	\$ 741,000
Operations	\$ 40,000	\$ 85,000	\$ 90,000	\$ 245,000	\$ 185,000	\$ 195,000	\$ 840,000
Total	\$ 110,000	\$ 185,000	\$ 190,000	\$ 497,000	\$ 452,000	\$ 457,000	\$ 1,891,000

*certain goals will only be pursued subject to available funds

4 DISTRICT-WIDE STRATEGIC BUSINESS PLAN

This Plan compiles the departmental business plans for 2022-2027 into a holistic District-wide plan, which pools all functions of the District into one common purpose—to achieve service delivery goals. This Plan is intended to assist decision makers in understanding the interrelationship between and impacts of all departments and programs.

Planning is the strength of government and is vital to ensure future community needs are met. Planning is continuous within the organization in areas such as financial management, capital improvements, and utility system component repair and replacement. These plans flow into strategic goals of departmental plans.

With departmental plans in place and steps taken to implement them, performance measures may be established to assess the District's performance in achieving strategic goals. Progress towards achieving strategic goals may be monitored through collection of data. Because this is the District's first attempt at implementing performance measures, initial data will provide benchmarks against which future data is compared.

As such, this Plan is not an annual or biennial process, but rather it is one that is continually monitored and refined. Departments will meet on a regular basis to assess measurements and maintain focus on goals. Employees will apprise the General Manager on how things are going at the customer interaction level while stakeholders will let the Board know how they perceive the function of services.

REFERENCES

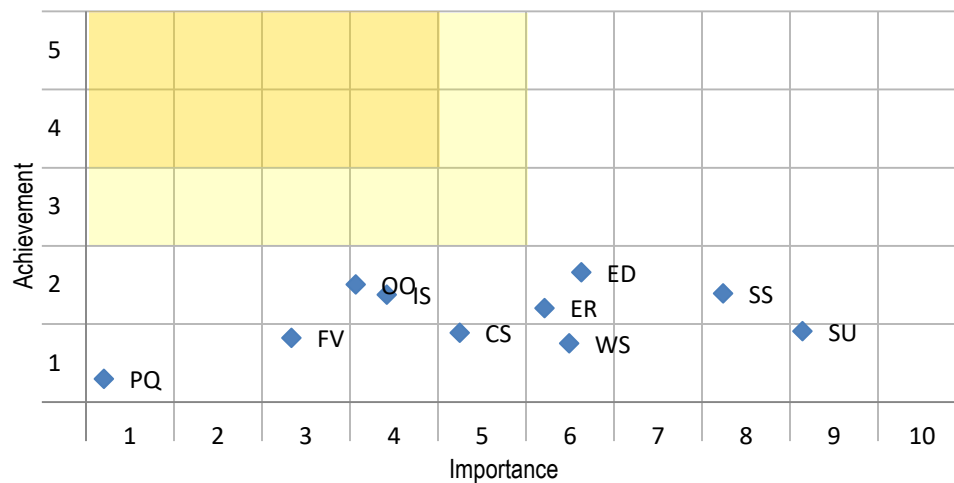
USEPA. 2017. Effective Utility Management, A Primer for Water and Wastewater Utilities. U.S. Environmental Protection Agency. January 2017.

APPENDIX A

2020 EFFECTIVE UTILITY MANAGEMENT SELF-ASSESSMENT RESULTS

Attribute		Importance (1-10)	Achievement (1-5)
Product Quality	PQ	1.2	1.3
Customer Satisfaction	CS	5.2	1.9
Employee and Leadership Development	ED	6.6	2.7
Operations Optimization	OO	4.1	2.5
Financial Viability	FV	3.3	1.8
Infrastructure Strategy and Performance	IS	4.4	2.4
Enterprise Resiliency	ER	6.2	2.2
Community Sustainability	SU	9.1	1.9
Water Resource Sustainability	WS	6.5	1.8
Stakeholder Understanding & Support	SS	8.2	2.4


2020 Attribute Ranking Lake Whatcom Water and Sewer District





**AGENDA
BILL
Item 7.C**

**Water Use Efficiency
Plan Update**

DATE SUBMITTED:	December 1, 2021	MEETING DATE:	December 8, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Water Use Efficiency Plan		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

In 2003, the Washington State Legislature adopted the Municipal Water Law, the goal of which was to address increasing demand on our state's water resources. The Municipal Water Law also directed the state Department of Health (DOH) to adopt an enforceable Water Use Efficiency (WUE) program. In 2007, DOH created the Washington State WUE Program to meet the requirements of the Municipal Water Law through ensuring safe and reliable drinking by achieving a consistently high level of stewardship among all municipal water suppliers.

Following creation of the Washington State WUE Program, the District developed a WUE Plan specific to its three Group A water system: South Shore (serving Sudden Valley and Geneva), Eagleridge, and Agate Heights. Since adoption of the initial WUE Plan, the District has adopted updates in accordance with requirements defined in [Washington Administrative Code 246-290-830\(7\)](#) (minimum of every six years). With the current WUE Plan revision adopted in 2015, the District embarked on an update to the Plan in 2021 to meet the review requirements and ensure that all DOH requirements remain met.

A required component of the update process is to seek public input on the goals defined within the revised plan. The District provided notice on November 18 of the public comment opportunity via DOH's public forum process (meeting the two-week notice requirement). The revised Water Use Efficiency Plan, which includes the updated water conservation goals, is attached.

FISCAL IMPACT

No fiscal impact is associated with adoption of the plan update.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Water Resource Sustainability
Stakeholder Understanding and Support

RECOMMENDED BOARD ACTION

Staff recommends board seek public input on the water conservation goals presented in revised plan, and adopt the water use efficiency plan update following consideration/incorporation of public comments.

PROPOSED MOTION

Recommended motion is:

“I move to adopt the 2021 Water Use Efficiency Plan as presented.”

LAKE WHATCOM WATER AND SEWER DISTRICT



**WATER USE EFFICIENCY PLAN
2021 UPDATE**

NOVEMBER 2021

TABLE OF CONTENTS

	Page
A) WATER USE DATA COLLECTION REQUIREMENTS	1
B) WATER DEMAND FORECAST	2
C) WATER USE EFFICIENCY GOALS	6
D) WATER USE EFFICIENCY MEASURES	7
E) DISTRIBUTION SYSTEM LEAKAGE	8
F) RATE STRUCTURES	9
G) RECLAIMED WATER OPPORTUNITIES	10
H) WATER SUPPLY CHARACTERISTICS	10
APPENDIX A: WATER USE DATA TABLES	
EXHIBIT 1- LWUSD CONSUMPTION DATA BY CUSTOMER CLASS	
EXHIBIT 2- LWUSD WATER DEMAND FORECAST	
EXHIBIT 3- LWUSD MAXIMUM DAY DEMAND	
EXHIBIT 4- LWUSD DISTRIBUTION SYSTEM LEAKAGE	
EXHIBIT 5- LWUSD AVERAGE DAILY DEMAND	
APPENDIX B: CUSTOMER EDUCATION EXAMPLES	
BILL STUFFERS, CUSTOMER LEAK EDUCATION	
FACEBOOK POSTS	

LAKE WHATCOM WATER AND SEWER DISTRICT

WATER USE EFFICIENCY PLAN - 2021 UPDATE

The Washington State Water Use Efficiency (WUE) Program is designed to promote the goal of ensuring safe and reliable drinking water in our communities. In 2003, the Washington State Legislature adopted the Municipal Water Law, which addresses the increasing demand on our state's water resources and directs the state Department of Health (DOH) to adopt an enforceable WUE program. The WUE program became effective January 22, 2007, and is intended to achieve a consistently high level of stewardship among all municipal water suppliers.

The Lake Whatcom Water and Sewer District (District) is committed to providing safe, reliable water to our customers while working to ensure that state water resources remain reliable and adequate for future generations. The District actively pursues implementation of conservation and system reliability measures. This WUE Plan (Plan) summarizes progress to date and updates the goals and measures adopted by the District since the last Plan revision (2015) to ensure that all DOH requirements remain met.

A. WATER USE DATA COLLECTION REQUIREMENTS

The District currently supplies water to four distinct areas: Sudden Valley, Geneva, North Shore/Eagleridge, and North Shore Wells/Agate Heights. The total number of connections served by the District is 4,027, representing 4,031 equivalent residential units (as of 12/31/2020).

The District's service area primarily consists of residential development. The rate structure is based on Equivalent Residential Units (ERUs) with a water allowance for a base bi-monthly fee. Water use above the allowance is charged at a per cubic foot rate with an increasing two tier block rate structure. Multi-family and commercial customers are assigned a number of ERUs and charged the base rate times that number of ERUs.

The District collects water use data for each of the four areas separately. The best available water use data for 2016 through 2020 are included in Appendix A. The District does not sell wholesale water and therefore does not collect data on wholesale water sold.

The District collects customer meter use data by the listed customer classes in its billing system. The number of non-residential customers served by the District is relatively small. The water use data by customer class listed in Appendix A, Exhibit 1 is based on an assumption of equal use per ERU throughout the customer classes.

WUE data are analyzed once per year and include the following:

- Number of water services renovated/replaced
- Frequency of water conservation bill inserts
- Average Daily Demand (ADD) for each distinct area
- Maximum Daily Demand (MDD) for each distinct area
- Distribution system losses for each distinct area

B. WATER DEMAND FORECAST

The projected future populations used for the Sudden Valley and Geneva Study Areas were based on the projected growth analysis prepared by the District in conjunction with its connection fee analysis. The projected future populations for the North Shore are discussed in detail in the North Shore sections below. Water demand forecast data can be found in Appendix A, Exhibit 2. ADD and MDD were re-evaluated for each area because demand per ERU has changed in all service areas since the 2015 Plan revision. The updated ADD and MDD analysis is described below.

Sudden Valley Area

The Sudden Valley Study Area is a residential area with a golf course and a small commercial strip mall. There are no projected agricultural or industrial water needs. The Sudden Valley Community Association has its own water source for irrigation of the golf course.

A table in Exhibit 2, Appendix A, summarizes the water demand forecasting for the Sudden Valley Study Area. A low population growth projection was selected due the slowing of growth throughout the District's service area. The District holds surface water rights equivalent to 3.4 cubic feet per second (cfs) maximum instantaneous withdrawal, and an average annual withdrawal of 1,800 acre-feet (the Sudden Valley and Geneva areas are served by these water rights).

The ADD used in the 2015 Plan for Sudden Valley was 150 gallons per day per ERU (gpd/ERU). This came from analyzing the 2014 water year's data, accounting for distribution system loss (DSL) and rounding up to be conservative. The ADD since 2015 in Sudden Valley has decreased. Exhibit 1 in Appendix A shows that the annual ADD from 2016-2020 increased from 106 gpd/ERU to 109 gpd/ERU from 2016 to 2017, and then decreased to 106, 104, and 104 gpd/ERU from 2018-2020, respectively. Therefore, an ADD value of 130 gpd/ERU is used for future projections because it is closer to recent demand and accounts for DSL while remaining conservative.

The Sudden Valley MDD recommended in the 2015 Plan was 250 gpd/ERU, which was significantly lower than the value of 335 gpd/ERU used in the 2010 Plan. However, during the period from 2016-2020 the annual MDD was highest at 254 gpd/ERU in 2017, and then dropped to 197-226 gpd/ERU in 2019-2021 (see Exhibit 3). The value of 250 gpd/ERU will be used as a MDD for future planning since it is closer to the most recent data.

Water rights for Sudden Valley and Geneva are discussed below with respect to future demand.

Geneva Area

The Geneva area is primarily residential development, but has two schools and a church complex. There are no projected agricultural or industrial water needs.

A table in Exhibit 2, Appendix A, summarizes the water demand forecasting for the Geneva Study Area. As with the Sudden Valley area, a low growth projection was used in this analysis.

In the 2015 Plan revision, the Geneva area ADD was 175 gpd/ERU. This came from analyzing the 2014 water year's data, accounting for DSL and rounding up to be conservative. Similar to Sudden Valley, Geneva has seen decreased ADD since that time. Exhibit 1 shows that annual ADD from 2016-2020 decreased from 140 to 125 gpd/ERU. To remain conservative and account for DSL, an ADD of 150 gpd/ERU is used for future projections.

MDD in Geneva recommended in the 2015 Plan was 370 gpd/ERU, which was significantly lower than the value of 500 gpd/ERU used in the 2010 Plan. During 2016-2021 the annual MDD was highest at 314 gpd/ERU in 2018, then dropped to 248-283 gpd/ERU in 2019-2021 (see Exhibit 3). MDD for future projections was selected to be 315 gpd/ERU, as this value is closer to the most recent data.

The demand forecasting shown in Exhibit 2 table incorporates these reduced criteria. The third table in Exhibit 2 shows the forecast for the combined Sudden Valley and Geneva systems. It can be seen that under the combined full build-out for both systems, annual and instantaneous demands can easily be met with the existing water rights.

North Shore/Eagleridge Area

The Eagleridge Water System serves a residential area, with all water purchased from the City of Bellingham's water system through an intertie (City Connection). Unlike the Sudden Valley/Geneva areas, there are no Urban Growth Areas in the District's North Shore area. Whatcom County-designated zoning previously ranged from RR2 (rural residential—2 units/acre) to R5A (rural—1 unit/acre); however, Whatcom County has since imposed development restrictions in this area requiring that all new subdivided properties have a minimum of 5 acres. Therefore, any new development will be rural in nature.

The District serves the Eagleridge development and adjacent residences with the existing Eagleridge Water System. This currently consists of 70 developed residences, with a potential to increase to 71 developed residences. There are no projected non-residential water needs. There are no sources for non-revenue water. Eagleridge represents less than 2% of the District's connections.

The table in Exhibit 2, Appendix A, summarizes the water demand forecasting for the North Shore/Eagleridge Area. There are currently 70 connections, and there is only 1 potential future residences within the service area, unless the distribution system is extended along North Shore Road. The forecast conservatively assumes that this lot will be developed before 2026.

The ADD used in the 2015 Plan revision for the Eagleridge system was 250 gpd/ERU without conservation savings and 210 gpd/ERU with conservation savings. Average demand in this system has decreased over time, and ADD values for 2016-2020 ranged from 197 to 189 gpd/ERU (Exhibit 1) indicating Eagleridge was able to meet its 2015 Plan-defined conservation goal of 210 gpd/ERU. To remain conservative, an ADD value of 220 gpd/ERU is used for future projections (without conservation savings). Considering that there is still room for conservation savings, a projected ADD with conservation savings is 210 gpd/ERU.

The Eagleridge MDD in the 2015 Plan revision was 800 gpd/ERU without conservation savings and 600 gpd/ERU with conservation savings. This level was maintained from the 2010 Plan because of one extremely high daily reading that was 2.5 times other high readings from 2014-2015. There was no clear explanation for the high demand. A three-day average resulted in 841 gpd/ERU. Other than that anomalous demand, the typical MDD had decreased in this system, with the highest normal MDD for 2014 and 2015 being 659 gpd/ERU. However, the highest MDD during 2016-2021 was 752 gpd/ERU (in 2021). The MDD had been trending down from 749 gpd/ERU in 2017 to a low of 568 gpd/ERU in 2019. The summer of 2021 was one of the hottest on record which undoubtedly contributed to the higher MDD. The value of 750 gpd/ERU will be used for future projections without conservation. MDD with projected conservation savings remains 600 gpd/ERU.

The demand forecasting shown in the Appendix A, Exhibit 2 table incorporates the reduced criteria for the Eagleridge system. It shows the forecast for Eagleridge demand can easily be met from the existing City Connection with or without conservation savings.

Agate Heights Area

The Agate Heights (Wells) System is also rural residential in nature. The initial system was designed to supply 42 connections (with storage for 52 connections).

The table in Exhibit 2, Appendix A, summarizes the water demand forecasting for the North Shore/Agate Heights Well System Area. The Agate Heights system currently serves 45 residences. With the recent upgrade to the water treatment plant capacity, full build-out for this system is 81 ERUs. For the forecast, it was conservatively assumed that an additional 7 residences will be developed by 2027. This system may be expanded along Northshore Road to serve potential connections that include two small Group A water systems, four Group B water systems, approximately 141 ERUs associated with the failed 1995 ULID W-6, and approximately 70 properties with pending residential surface water

right applications. Many of these ERUs represent existing residences that currently draw water directly from Lake Whatcom or private wells.

The ADD used in the 2015 Plan revision for the Agate Heights system was 230 gpd/ERU without conservation savings and 200 gpd/ERU with conservation savings. Demand in this system has increased over time. ADD values for 2016-2020 increased from 166 to a maximum of 199 gpd/ERU in 2018, and then decreased to 191 gpd/ERU in 2020 (Exhibit 1). Even though there was an increase, conservation goals of 200 gpd/ERU were met. To remain conservative but more realistic, an ADD value of 200 gpd/ERU is used for future projections (without conservation savings). Considering that there is still room for conservation savings, a projected ADD with conservation savings is 190 gpd/ERU.

Agate Heights MDD in the 2015 Plan was 500 gpd/ERU without conservation savings and 420 gpd/ERU with conservation savings. However, between 2016-2021 the annual MDD increased to 603 gpd/ERU in 2016, then ranged from 446-523 gpd/ERU from 2019-2021 (Exhibit 3). MDD for future projections without conservation savings is set at 525 gpd/ERU, a value indicative of more recent trends. MDD with projected conservation savings is 420 gpd/ERU.

The Agate Heights (Wells) System is supplied by a well with a 60 gpm water right permit (G1-22681P), a 360 gpm water right permit (G1-22763P), and an 18 gpm water right certificate (G1-23449C). The G1-22763P water right permit was tied to the Agate Heights Well System through a water right transfer which was completed in 2003. The G1-23449C water right certificate was tied to the Agate Heights Well System through a water right transfer in 2010 from the Lake Whatcom Residential and Treatment Center. The number of buildout connections does not necessarily represent existing zoning for the original Agate Heights Well System service area since there is the possibility that the Agate Heights system could be expanded to include: the Eagleridge system, at least 141 ERUs associated with the failed 1995 ULID W-6, 70 residential surface water right applications, two small Group A water systems and four Group B water systems in the vicinity of Agate Heights. As can be seen from the Eagleridge and Agate Heights demands, the Agate Heights Well System easily has sufficient water rights to serve Eagleridge and many additional connections. Exhibit 2 shows calculated ERUs that could be served based on the annual and instantaneous water rights and the ADD and MDD, respectively, of the Agate Heights system. Demand for new connections would need to be assessed to determine the number of additional connections that could be served from the Agate Heights Wells System.

C. WATER USE EFFICIENCY GOALS

The District developed WUE goals in conjunction with public input. The following goals were presented for public comment before being incorporated into this Plan.

2015 Report Goals and Results:

Goal 1: Reduce Distribution System Losses in South Shore (Geneva and Sudden Valley) service areas. The goal is to reach and maintain less than 10% losses in all service areas.

Result 1: Based on Exhibit 4 presented in Appendix A, all service areas maintained a DSL less than 10%.

Goal 2: Reduce high peak residential consumption in all service areas. Goal sets target summer peak usage by service area by 2020.

Result 2: ADD per capita was used to determine if the goal was exceeded on a bimonthly basis (billing cycles). The numbers of exceedances are listed below. Sudden Valley was the only service area that met the goal (though the number of exceedances decreased in all other service areas).

Summer Peak Targets	2020 Target Summer Usage per Capita (gpd)	2016-2020 Summer Usage per ERU (gpd)	2016-2020 Number of Exceedances	2020 Number of Exceedances	Goal Met by 2020
Sudden Valley	55	148.5	6	0	Yes
Geneva	65	188.5	2	1	No
Agate Heights	75	202.5	11	2	No
Eagleridge	100	270	5	1	No

Goal 3: Reduce the 3-year average annual per capita usage in Sudden Valley and Geneva by 2% and annual per capita usage in Eagleridge and Agate Heights by 10% by 2020.

Result 3: Sudden Valley was the only system that met reduction Goal 3 by 2020, in part because the number of persons per household has increased. Conversely, the number of persons per household has decreased on the Northshore, making the per capita results for Agate Heights and Eagleridge worsen. See below for the results.

3-yr Average Annual Targets	2015 Report Annual Usage per Capita (gpd)	2020 Target Annual Usage per Capita (gpd)	2020 3-yr Annual Usage per Capita (gpd)	Goal Met by 2020
Sudden Valley	44.0	43.2	43	Yes
Geneva	47.6	46.6	48	No
Agate Heights	69.2	62.3	77	No
Eagleridge	74.5	67.0	73	No

2020 Report Goals:

1. Reduce Distribution System Losses in South Shore (Geneva and Sudden Valley) service areas. The goal is to reach and maintain less than 10% losses in all service areas.

2. Reduce high peak residential consumption in all service areas. Goal sets target summer peak usage by service area by 2025.

Summer Month Peak Targets	2025 Target Summer Month Usage per ERU (gpd)
Sudden Valley	145.5
Geneva	188
Agate Heights	202
Eagleridge	270

3. Reduce the 3-year average annual consumption per equivalent residential unit (ERU) to the targets listed in the table below.

3-yr Average Annual Targets	2020 3-yr Annual Usage per ERU (gpd)	2025 3-yr Target Annual Usage per ERU (gpd)
Sudden Valley	116.1	113.4
Geneva	139.2	135.1
Agate Heights	207.9	168.2
Eagleridge	197.1	180.9

D. WATER USE EFFICIENCY MEASURES

1. The District is required to implement the following WUE Measures:

- Install production (source) meters – *Complete*
- Install consumption (service) meters – *Complete*
- Perform Meter Calibration – *Ongoing*
- Implement a water loss control action plan to control leakage – *Plan implemented; progress is good*

- Educate customers about water use efficiency practices – *Ongoing; bimonthly bills contain water conservation information*

2. The District has identified several (additional) supply-side WUE Measures it plans to implement:

- Improve record-keeping of non-metered authorized consumption (hydrant flushing, construction, gravity sewer flushing, Fire Department training, quantify known leaks, etc.). – *Ongoing*
- Replace service meters (age, failure); track progress. – *Ongoing*
2010 – 20; 2011 – 22; 2012 – 60;
2013 – 64; 2014 – 74; 2015 – 49;
2016 – *; 2017 – 1,243; 2018 – 1,471;
2019 – 107; 2020 – 19 ; 2021 – 57 year-to-date

*Data for 2016 was not available, however, the District indicated the number was similar to the value for 2017.

- Replace malfunctioning and obsolete fire hydrants. – *Ongoing*
- Control unauthorized use of water. – *Ongoing*
- Monitor overnight tank levels for unusual drops. – *Ongoing*

3. The District is required to implement a minimum of 6 consumption-side WUE Measures. Since measures are implemented for all 4 customer classes, the WUE rule counts each as 4 measures:

- Conservation Rate Structure (+4) – Each customer class (4) counts as a measure
- Water bill showing consumption history (+4)
- Customer conservation education (see Appendix B) (newsletter, bill stuffers, social media posts) (+4)
- Customer leak education (See Appendix B) (+4)
- Participate in Regional water conservation programs and/or measures (Whatcom Water Alliance) (+1)

Total: 17 WUE Measures

E. DISTRIBUTION SYSTEM LEAKAGE

Distribution system losses have been reduced in all District service areas. A summary of the improvements are listed below. Detailed data is attached Exhibit 4 in Appendix A.

Sudden Valley Area

The Sudden Valley service area has a history of high levels of distribution system losses. The three-year average distribution system losses in 2005-2007 were 27.59%, the 2012-2014 three-year average was 12.86%, and the 2018-2020 three-year average was 7.91%, with a 2020 data point of 4.71%. The District also maintains a program to estimate and track system leaks in an effort to correlate events with fluctuations in unaccounted for water.

Geneva Area

The three-year average distribution system losses in Geneva for 2005-2007 were 10.97%. The 2012-2014 three-year average was 9.1%, and the 2018-2020 three-year average was

8.05%. In 2013 the District replaced about 13,000 feet of asbestos concrete (AC) water main and all associated service lines in Geneva. The majority of the new mains were ductile iron, with about 1,000 feet of high density polyethylene (HDPE) in challenging construction locations. This may have had a positive impact on reducing distribution system losses. There are no major non-revenue water users.

The District reports on these two service areas in a single WUE report for the South Shore Water System. The combined 2012-2014 three-year average leakage from the data used in this report is 11.61%. There is a slight discrepancy between this and the 2012-2014 average leakage reported on the annual Water Use Efficiency report (12.1%). The difference is likely due to a small difference in the time that the meters were read. The combined 2018-2020 three-year average leakage was 8%, a decrease from the previous reporting period.

North Shore/Eagleridge Area

Distribution system losses in this system increased from the 2.87% 2012-2014 three-year average to 5.5% for 2018-2020. There are several possibilities that might account for the increasing distribution system losses such as decreasing accuracy of water meters as they age, or increasing main leaks in the now 36-year old pipes.

Agate Heights Area

The distribution system losses in 2005-2007 ranged from 4.4% to 46.1%. There were several data anomalies in this system that may have been due to water testing or other un-metered use. These were corrected and/or accounted for. The 2012-2014 three-year average was 2.83% which is lower than the 2018-2020 three-year average which increased to 4.42%.

F. RATE STRUCTURES

The current rate structure for the District is an inclining block rate, as follows:

2021 Rates– Every Two Months

SERVICE	RATE
Basic Rate – Water	\$76.05
Water Usage Over 600 CF up to 2,500 (per 100 CF)	\$10.79
Water Usage Over 2,500 CF (per 100 CF)	\$13.50

The base rate of \$76.05 includes a usage allocation of 600 cu ft for two months. Any usage over 600 cu ft but less than 2,500 cu ft is billed at \$10.79 per 100 cu ft. Any usage over 2,500 cu ft is billed at \$13.50 per 100 cu ft. This is a stepped rate structure with two steps. The rate structure encourages water conservation and is considered a conservative rate structure. The District adopted this new two-tier rate structure in 2014 and implemented it in January 2015. The reduced consumption demonstrates the 2-tiered structure's effectiveness. More customers have decreased irrigation over the last few years – for example, Eagleridge is largely “brown” during the summer, whereas they used to keep lawns green throughout the summer.

G. RECLAIMED WATER OPPORTUNITIES

The District currently sends all sewerage collected to the City of Bellingham for wastewater treatment. Since the District does not have any facilities to process wastewater, and the City's treatment plant is over 8 miles from the District's service areas, there are no immediate opportunities for implementing reclaimed water projects within the District. The City currently has no plans to implement any reclaimed water projects. It is unlikely that the District will pursue any reclaimed water projects in the next six years.

The most obvious potential consumer of reclaimed water in the District service area would be the Sudden Valley Community Association (SVCA) golf course. However, SCVA holds water rights for withdrawals from Lake Louise which they use for irrigating the golf course. They do not purchase water from the District for irrigating the golf course.

H. WATER SUPPLY CHARACTERISTICS

1) Source(s) description:

The two sources of water for the District are Lake Whatcom and the Squalicum Aquifer, both located in the Lake Whatcom Watershed. The Watershed receives 45-60 inches of rain annually, which aids the recharge of both the aquifer and the lake.

2) Name and location of the source(s)

Lake Whatcom – Whatcom County, just East of Bellingham, Whatcom County
Squalicum Aquifer – Located just North of Lake Whatcom, Whatcom County

3) Production Capacity

Lake Whatcom holds roughly 250 billion gallons, and is replenished by water from the Nooksack River (via occasional diversion controlled by the City of Bellingham) and multiple streams. The District's Agate Heights well has a production capacity of 465 gpm, and water rights for 438 gpm.

4) Seasonal Variability

Seasonal weather changes do not impact the District's ability to provide water to our customers, and the sources have shown little change in capacity. However, the District strongly encourages limited outdoor water use during dry months.

5) Water Rights

The District has surface water rights and reservoir rights of 1,526 gpm instantaneous and 1,800 afy (acre-feet per year) from Lake Whatcom. The District has ground water rights of 438 gpm instantaneous and 506.9 afy (acre-feet per year) from the Squalicum Aquifer.

6) Legal Constraints

Both sources are shared with multiple parties, the most notable being the City of Bellingham. This does not limit the District's use of the water in any significant way.

For more information about Lake Whatcom, see

<http://www.lakewhatcom.whatcomcounty.org/about-the-lake>.

APPENDIX A: WATER USE DATA TABLES

(note: the Sudden Valley Water System is on a different billing cycle than the other water systems, and as such will have unique monthly cycles)

2020 WATER USE PER CUSTOMER CLASS

Total Bi-Monthly Volume in Cubic Feet (CF), assuming equal use per ERU

SUDDEN VALLEY WATER SYSTEM

CUSTOMER CLASS	Volume (CF)					
	DEC/JAN	FEB/MAR	APR/MAY	JUN/JUL	AUG/SEP	OCT/NOV
Single Family Residences	2,070,457	1,837,277	2,254,517	2,275,949	2,505,476	2,022,070
Multi-family Residences	133,588	114,446	128,039	141,803	152,369	131,056
Recreational Services (Campsites, RV Sites, Spigots)	560	1,819	474	575	2,547	493
Institutional, Commercial, or Industrial Services	44,593	35,029	20,627	34,918	37,211	33,142
Total Residential CF	2,204,045	1,951,723	2,382,556	2,417,752	2,657,845	2,153,126
Total Non-Residential CF	45,153	36,848	21,101	35,493	39,758	33,635
Total Volume (CF)	2,249,198	1,988,571	2,403,657	2,453,245	2,697,603	2,186,761

GENEVA WATER SYSTEM

CUSTOMER CLASS	Volume (CF)					
	JAN/FEB	MAR/APR	MAY/JUN	JUL/AUG	SEP/OCT	NOV/DEC
Single Family Residences	951,307	1,017,520	1,084,100	1,523,985	1,219,221	928,070
Multi-family Residences	31,982	35,199	31,410	36,085	34,729	35,916
Recreational Services (Campsites, RV Sites, Spigots)						
Outdoors						
Institutional, Commercial, or Industrial Services	23,331	17,553	13,938	53,689	26,207	15,706
Total Residential CF	983,289	1,052,719	1,115,510	1,560,070	1,253,950	963,986
Total Non-Residential CF	23,331	17,553	13,938	53,689	26,207	15,706
Total Volume (CF)	1,006,620	1,070,272	1,129,448	1,613,759	1,280,157	979,692

AGATE HEIGHTS WATER SYSTEM

CUSTOMER CLASS	Volume (CF)					
	JAN/FEB	MAR/APR	MAY/JUN	JUL/AUG	SEP/OCT	NOV/DEC
Single Family Residences	36,695	41,287	44,570	63,562	56,126	38,188
Institutional, Commercial, or Industrial Services (LWRTC)	23,264	23,535	22,703	22,872	23,823	22,032
Total Residential CF	36,695	41,287	44,570	63,562	56,126	38,188
Total Non-Residential CF	23,264	23,535	22,703	22,872	23,823	22,032
Total Volume (CF)	59,959	64,822	67,273	86,434	79,949	60,220

EAGLERIDGE WATER SYSTEM

CUSTOMER CLASS	Volume (CF)					
	JAN/FEB	MAR/APR	MAY/JUN	JUL/AUG	SEP/OCT	NOV/DEC
Single Family Residences	72,982	82,511	104,157	174,977	140,573	72,537

2020 WATER USE PER CUSTOMER CLASS
Number of Equivalent Residential Units (ERUs)

SUDDEN VALLEY WATER SYSTEM

CUSTOMER CLASS	ERU					
	DEC/JAN	FEB/MAR	APR/MAY	JUN/JUL	AUG/SEP	OCT/NOV
Single Family Residences	2,403	2,406	2,409	2,414	2,419	2,426
Multi-family Residences	245	245	245	245	245	245
Recreational Services (Campsites, RV Sites, Spigots)	6	6	6	6	6	6
Institutional, Commercial, or Industrial Services	79	79	79	79	79	79
Total Residential ERUs	2,648	2,651	2,654	2,659	2,664	2,671
Total Non-Residential ERUs	85	85	85	85	85	85
Total ERUs	2,733	2,736	2,739	2,744	2,749	2,756

GENEVA WATER SYSTEM

CUSTOMER CLASS	ERU					
	JAN/FEB	MAR/APR	MAY/JUN	JUL/AUG	SEP/OCT	NOV/DEC
Single Family Residences	1,032	1,033	1,033	1,033	1,034	1,035
Multi-family Residences	57	57	57	57	57	57
Recreational Services (Campsites, RV Sites, Spigots)	1	1	1	1	1	1
Outdoors	1	1	1	1	1	1
Institutional, Commercial, or Industrial Services	64	64	64	64	64	64
Total Residential ERUs	1,089	1,090	1,090	1,090	1,091	1,092
Total Non-Residential ERUs	66	66	66	66	66	66
Total ERUs	1,155	1,156	1,156	1,156	1,157	1,158

AGATE HEIGHTS WATER SYSTEM

CUSTOMER CLASS	ERU					
	JAN/FEB	MAR/APR	MAY/JUN	JUL/AUG	SEP/OCT	NOV/DEC
Single Family Residences	39	39	39	39	39	39
Institutional, Commercial, or Industrial Services (LWRTC)	6	6	6	6	6	6
Total Residential ERUs	39	39	39	39	39	39
Total Non-Residential ERUs	6	6	6	6	6	6
Total ERUs	45	45	45	45	45	45

EAGLERIDGE WATER SYSTEM

CUSTOMER CLASS	ERU					
	JAN/FEB	MAR/APR	MAY/JUN	JUL/AUG	SEP/OCT	NOV/DEC
Single Family Residences	70	70	70	70	70	70

2020 AVERAGE DAILY WATER USE PER SYSTEM

Gallons per day per ERU

SUDDEN VALLEY WATER SYSTEM

	GPD/ERU						
	DEC/JAN	FEB/MAR	APR/MAY	JUN/JUL	AUG/SEP	OCT/NOV	ANNUAL AVG
Average Usage/ERU	101	91	108	110	120	97	104

GENEVA WATER SYSTEM

	GPD/ERU						
	JAN/FEB	MAR/APR	MAY/JUN	JUL/AUG	SEP/OCT	NOV/DEC	ANNUAL AVG
Average Usage/ERU	109	114	120	171	136	104	125

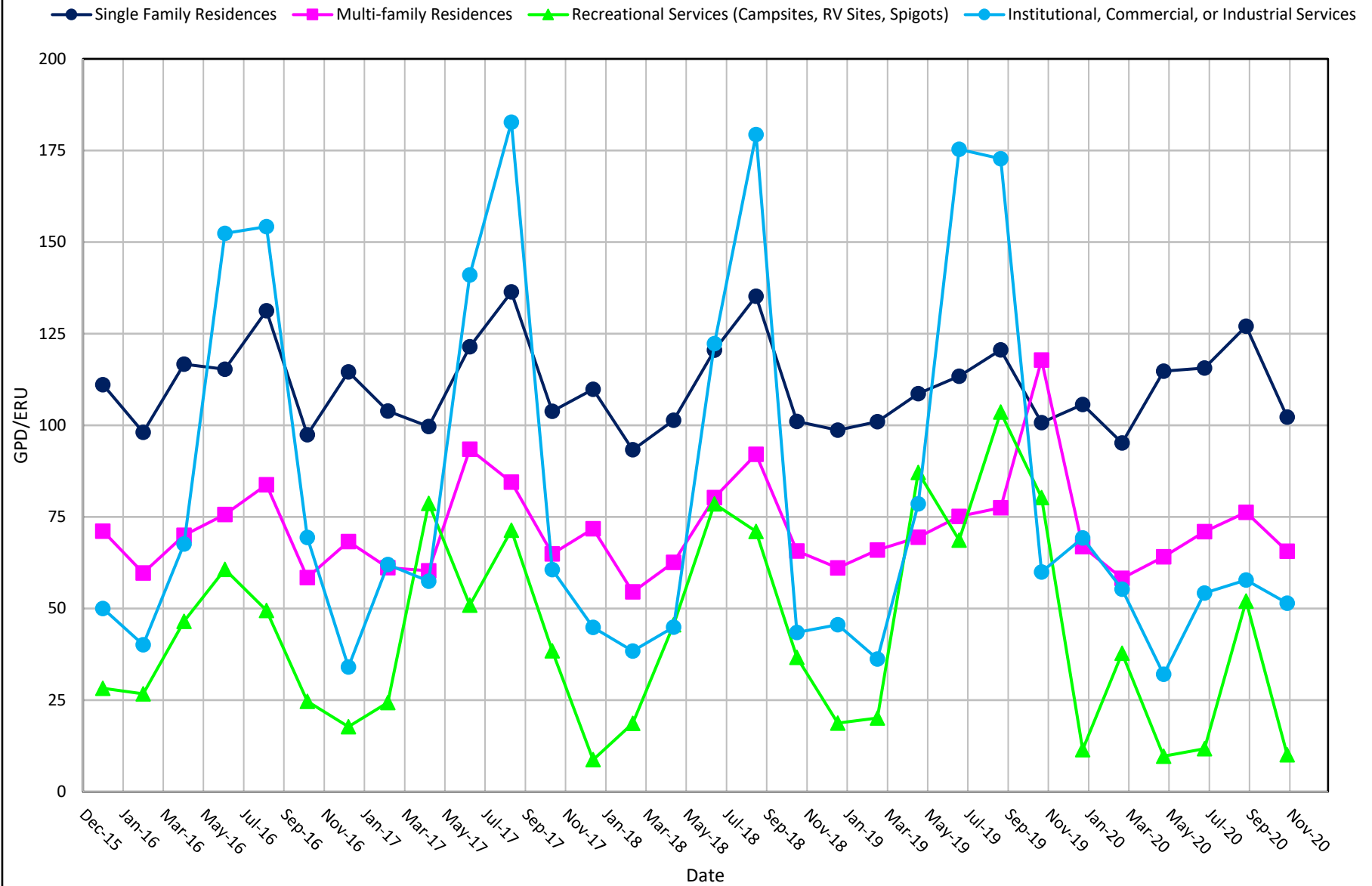
AGATE HEIGHTS WATER SYSTEM

	GPD/ERU						
	JAN/FEB	MAR/APR	MAY/JUN	JUL/AUG	SEP/OCT	NOV/DEC	ANNUAL AVG
Average Usage/ERU	166	177	183	236	218	164	191

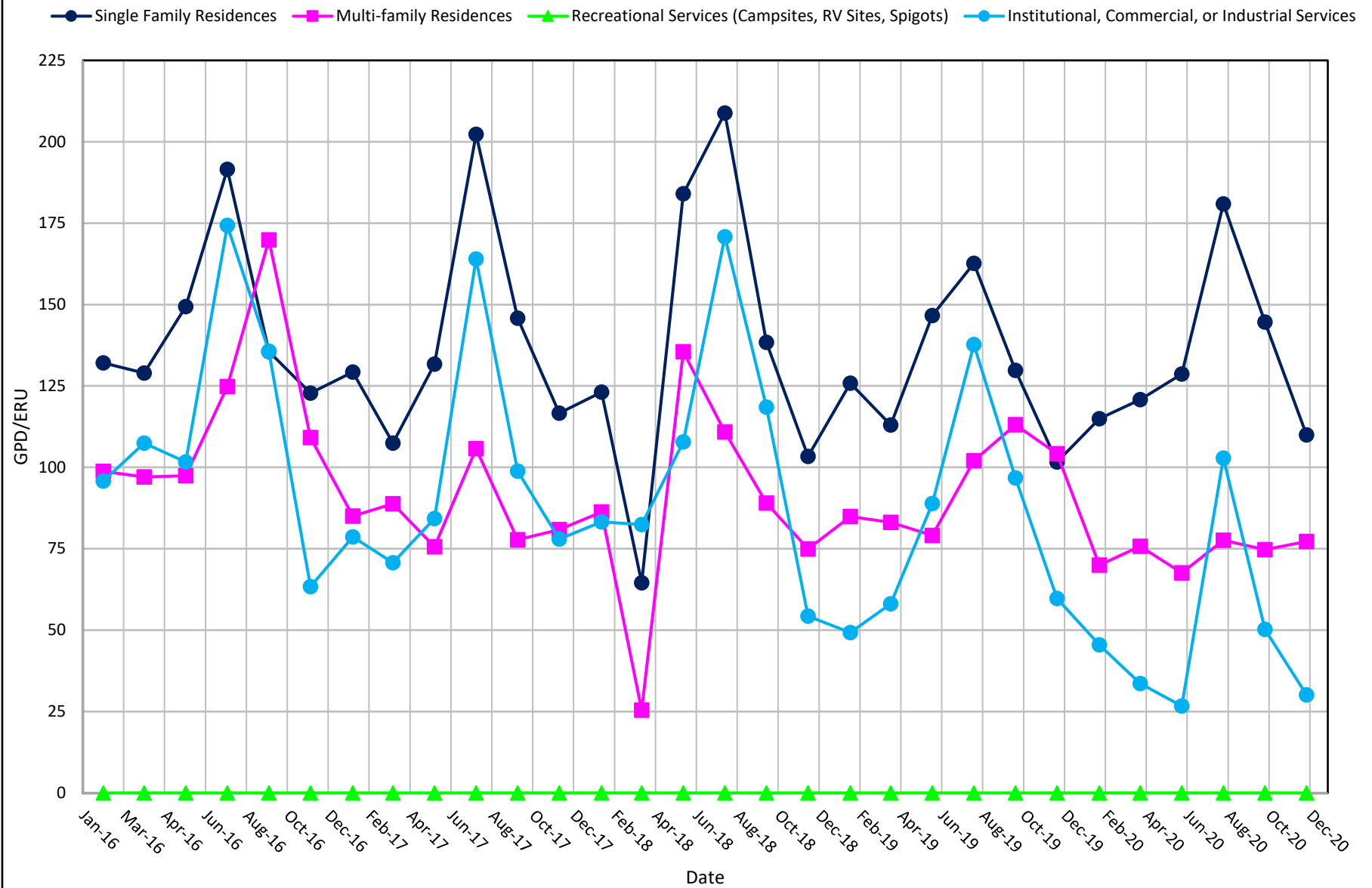
EAGLERIDGE WATER SYSTEM

	GPD/ERU						
	JAN/FEB	MAR/APR	MAY/JUN	JUL/AUG	SEP/OCT	NOV/DEC	ANNUAL AVG
Average Usage/ERU	130	145	182	307	246	127	189

2016 - 2020 Sudden Valley Consumption by Usage Class



2016 - 2020 Geneva Consumption by Usage Class



2016-2020 Bi-Monthly Average Use by Water System

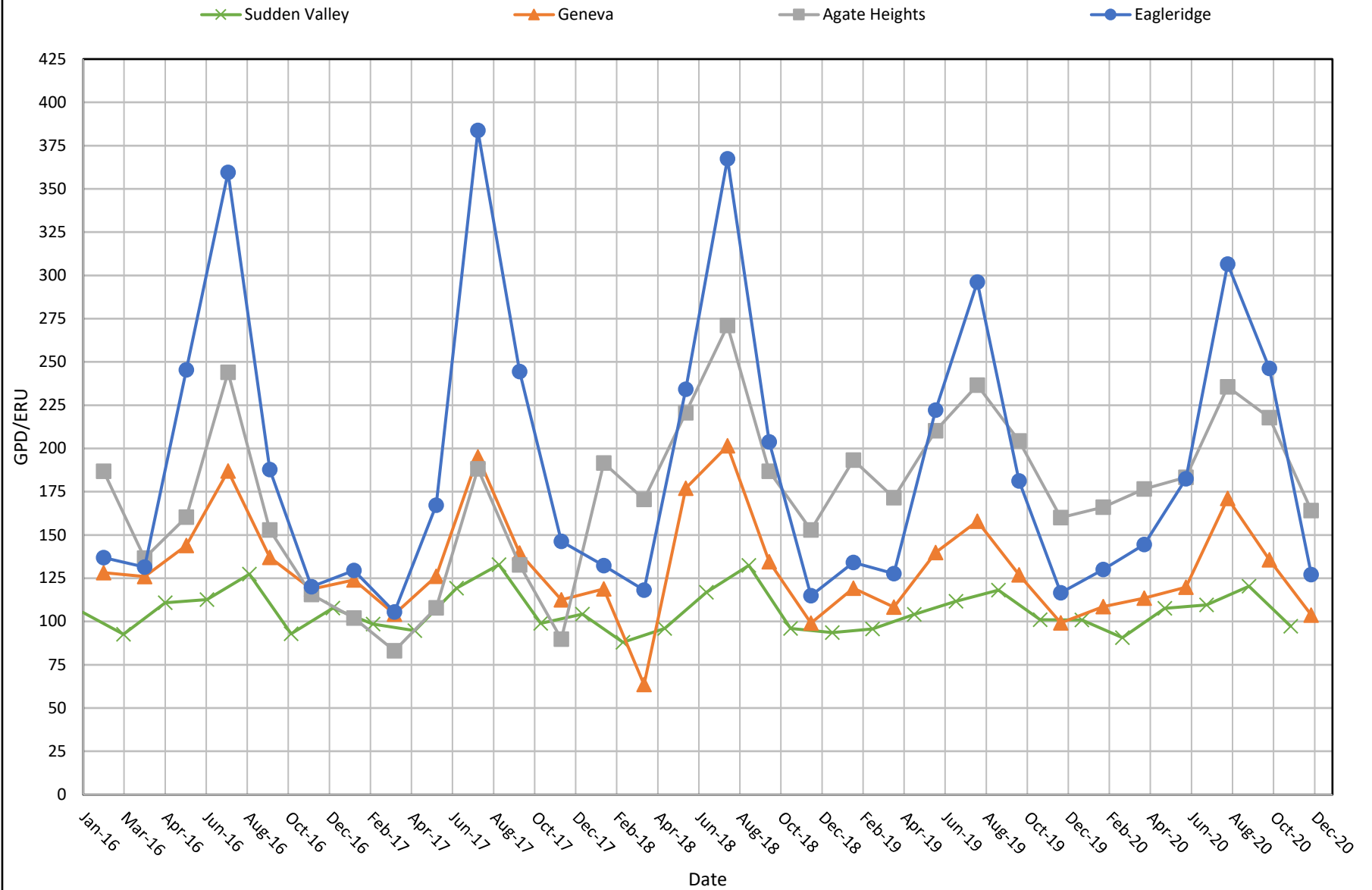


EXHIBIT 2

Water Demand Forecasting

SUDDEN VALLEY WATER SYSTEM

Water Demand Forecasting	ERUs	With Conservation Savings	
		Total Average Volume -GPD (based on ADD= 130 gpd/ERU)	Maximum Daily Volume-GPD (based on MDD= 250 gpd/ERU)
Current - 2021	2763	359,190	690,750
Six years - 2027	2817	366,210	704,250
20 years - 2041	2943	382,590	735,750
Full build-out	3287	427,310	821,750
Water Rights – Annual / Instant. (shared with Geneva)		Annual (Daily Avg) = 1,607,178 GPD Instantaneous = 2,197,472 GPD	

GENEVA WATER SYSTEM

Water Demand Forecasting	ERUs	With Conservation Savings	
		Total Average Volume -GPD (based on ADD= 150 gpd/ERU)	Maximum Daily Volume-GPD (based on MDD= 315 gpd/ERU)
Current - 2021	1160	174,000	365,400
Six years - 2027	1190	178,500	374,850
20 years - 2041	1250	187,500	393,750
Full build-out	1250	187,500	393,750
Water Rights – Annual / Instant. (shared with Sudden Valley)		Annual (Daily Avg) = 1,607,178 GPD Instantaneous = 2,197,472 GPD	

COMBINED SUDDEN VALLEY/GENEVA WATER SYSTEMS

Water Demand Forecasting	ERUs	With Conservation Savings	
		Total Average Volume (GPD)	Maximum Daily Volume (GPD)
Current - 2021	3923	533,190	1,056,150
Six years - 2027	4007	544,710	1,079,100
20 years - 2041	4193	570,090	1,129,500
Sudden Valley full build-out	3287	427,310	821,750
Geneva full build-out	1250	187,500	393,750
Combined full build-out	4537	614,810	1,215,500
Water Rights – Annual / Instant.		Annual (Daily Avg) = 1,607,178 GPD Instantaneous = 2,197,472 GPD	

* ADD and MDD values are based on source data which includes distribution system leakage.

EXHIBIT 2

Water Demand Forecasting

NORTH SHORE /EAGLERIDGE WATER SYSTEM

Water Demand Forecasting	ERUs	Without Conservation Savings	
		Total Average Volume -GPD (based on ADD= 220 gpd/ERU)	Maximum Daily Volume-GPD (based on MDD= 750 gpd/ERU)
Current - 2021	70	15,400	52,500
Six years - 2027	71	15,620	53,250
20 years - 2041	71	15,620	53,250
Full build-out**	71	15,620	53,250
City Connection – 150 gpm	288	216,000 gpd	

NORTH SHORE /EAGLERIDGE WATER SYSTEM

Water Demand Forecasting	ERUs	With Conservation Savings	
		Total Average Volume -GPD (based on ADD= 210 gpd/ERU)	Maximum Daily Volume-GPD (based on MDD= 600 gpd/ERU)
Current - 2021	70	14,700	42,000
Six years - 2027	71	14,910	42,600
20 years - 2041	71	14,910	42,600
Full build-out **	71	14,910	42,600
City Connection – 150 gpm	360	216,000 gpd	

* ADD and MDD values are based on source data which includes distribution system leakage.

** Based on including all vacant lots to determine maximum potential connections. Will require ULID for construction of additional water sytem facilities.

EXHIBIT 2

Water Demand Forecasting

NORTH SHORE /AGATE HEIGHTS WELL SYSTEM

Water Demand Forecasting	ERUs	Without Conservation Savings	
		Total Average Volume -GPD (based on ADD= 200 gpd/ERU)	Maximum Daily Volume-GPD (based on MDD= 525 gpd/ERU)
Current - 2021	45	9,000	23,625
Six years - 2027	51	10,200	26,775
20 years - 2041	65	13,000	34,125
Full build-out**	80	16,000	42,000
Water Rights – Annual	2263	Annual (Daily Avg) = 452,530 GPD	
Water Rights – Instantaneous	1201	Instantaneous = 630,720 GPD (438 GPM)	

NORTH SHORE /AGATE HEIGHTS WELL SYSTEM

Water Demand Forecasting	ERUs	With Conservation Savings	
		Total Average Volume -GPD (based on ADD= 190 gpd/ERU)	Maximum Daily Volume-GPD (based on MDD= 420 gpd/ERU)
Current - 2021	45	8,550	18,900
Six years - 2027	51	9,690	21,420
20 years - 2041	65	12,350	27,300
Full build-out**	80	15,200	33,600
Water Rights – Annual	2382	Annual (Daily Avg) = 452,530 GPD	
Water Rights – Instantaneous	1502	Instantaneous = 630,720 GPD (438 GPM)	

* ADD and MDD values are based on source data which includes distribution system leakage.

** Based on including all vacant lots to determine maximum potential connections. Will require ULID for construction of additional water sytem facilities.

EXHIBIT 3

2016-2021 MAXIMUM DAILY WATER USE PER SYSTEM Gallons per day per ERU (includes actual DSL)

SUDDEN VALLEY WATER SYSTEM

	GPD/ERU						Max MDD
	2016	2017	2018	2019	2020	2021	
Sudden Valley	240	254	240	226	197	217	254

GENEVA WATER SYSTEM

	GPD/ERU						Max MDD
	2016	2017	2018	2019	2020	2021	
Geneva	308	312	314	248	272	283	314

AGATE HEIGHTS WATER SYSTEM

	GPD/ERU						Max MDD
	2016	2017	2018	2019	2020	2021	
Agate Heights	603	510	536	446	462	523	603

EAGLERIDGE WATER SYSTEM

	GPD/ERU						Max MDD
	2016	2017	2018	2019	2020	2021	
Eagleridge	745	749	701	568	627	752	752

2016-2021 Maximum Day Demand

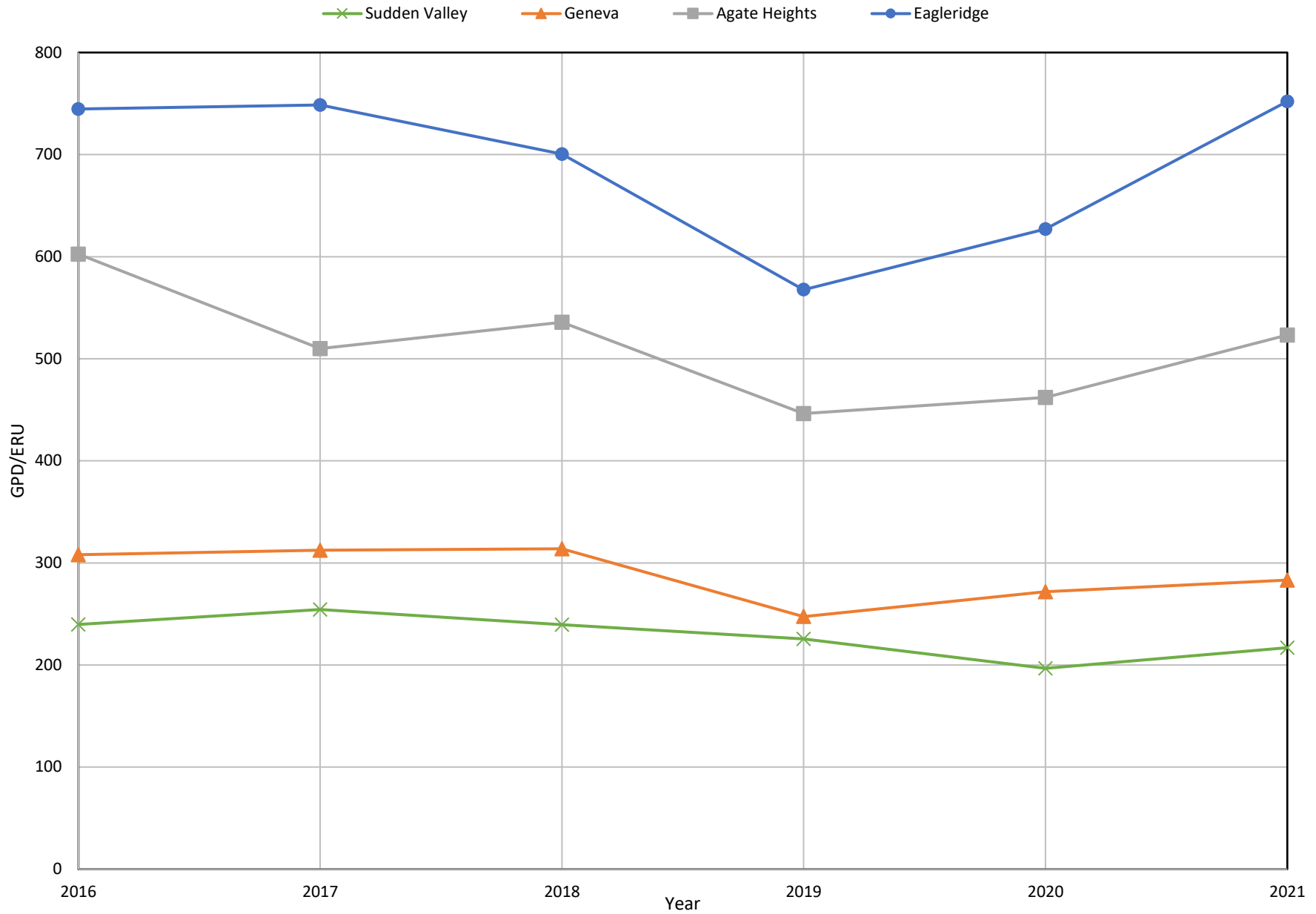


EXHIBIT 4

LWWSD DISTRIBUTION SYSTEM LOSSES THREE-YEAR RUNNING AVERAGE

SUDDEN VALLEY WATER SYSTEM

Month	Gross Production (CU. FT.)	Metered Residential Consumption (CU. FT.)	Distribution System Leakage (CU. FT.)	% of Water Consumed	Net % of Distribution System Leakage
TOTAL 2018	15,902,786	13,771,694	2,131,092	86.60%	13.40%
TOTAL 2019	14,467,291	13,656,673	810,618	94.40%	5.60%
TOTAL 2020	14,593,716	13,905,864	687,852	95.29%	4.71%
3-YR AVG	14,987,931	13,778,077	1,209,854	92.09%	7.91%

GENEVA WATER SYSTEM

Month	Gross Production (CU. FT.)	Metered Residential Consumption (CU. FT.)	Distribution System Leakage (CU. FT.)	% of Water Consumed	Net % of Distribution System Leakage
TOTAL 2018	8,125,974	7,294,568	831,406	89.77%	10.23%
TOTAL 2019	7,471,145	6,962,632	508,513	93.19%	6.81%
TOTAL 2020	7,692,811	7,145,644	547,167	92.89%	7.11%
3-YR AVG	7,763,310	7,134,281	629,029	91.95%	8.05%

AGATE HEIGHTS WATER SYSTEM

Month	Gross Production (CU. FT.)	Metered Residential Consumption (CU. FT.)	Distribution System Leakage (CU. FT.)	% of Water Consumed	Net % of Distribution System Leakage
TOTAL 2018	459,887	438,432	21,455	95.33%	4.67%

TOTAL 2019	454,504	430,206	24,298	94.65%	5.35%
TOTAL 2020	432,743	418,657	14,086	96.74%	3.26%
3-YR AVG	449,045	429,098	19,946	95.58%	4.42%

EAGLERIDGE WATER SYSTEM

Month	Gross Production (CU. FT.)	Metered Residential Consumption (CU. FT.)	Distribution System Leakage (CU. FT.)	% of Water Consumed	Net % of Distribution System Leakage
TOTAL 2018	689,060	651,997	37,063	94.62%	5.38%
TOTAL 2019	650,051	614,046	36,005	94.46%	5.54%
TOTAL 2020	686,113	647,737	38,376	94.41%	5.59%
3-YR AVG	675,075	637,927	37,148	94.50%	5.50%

EXHIBIT 5**2020 AVERAGE DAILY WATER USE PER SYSTEM**
Gallons per day per ERU**SUDDEN VALLEY WATER SYSTEM**

Month	Modified Gross Production (Gal.)	Number of ERUs	% Full Time Occupancy	Average Bi-Monthly Consumption	Average Daily Consumption	Average Occupancy Per Conn. (persons)	Per Capity Average Daily Consumption
DEC/JAN20	17,242,092	2,731	100%	6313	103	2.7	38
FEB/MAR 20	16,509,118	2,734	100%	6038	101	2.7	37
APR/MAY 20	19,484,167	2,737	100%	7119	117	2.7	43
JUN/JUL 20	18,041,682	2,742	100%	6580	108	2.7	40
AUG/SEP 20	20,321,336	2,749	100%	7392	121	2.7	45
OCT/NOV	17,569,898	2,756	100%	6375	105	2.7	39
2020 AVERAGE DAILY CONSUMPTION (gpd/ERU)				6636	109	2.7	40

GENEVA WATER SYSTEM

Month	Modified Gross Production (Gal.)	Number of ERUs	% Full Time Occupancy	Average Bi-Monthly Consumption	Average Daily Consumption	Average Occupancy Per Conn. (persons)	Per Capity Average Daily Consumption
JAN/FEB 20	8,084,663	1,155	100%	7000	117	2.9	40
MAR/APR 20	8,557,430	1,157	100%	7396	121	2.9	42
MAY/JUN 20	9,142,832	1,157	100%	7902	130	2.9	45
JUL/AUG 20	12,691,446	1,157	100%	10969	180	2.9	62
SEP/OCT 20	10,935,017	1,158	100%	9443	155	2.9	53
NOV/DEC 20	8,134,685	1,159	100%	7019	115	2.9	40
2020 AVERAGE DAILY CONSUMPTION (gpd/ERU)				8288	136	2.9	47

AGATE HEIGHTS WATER SYSTEM

Month	Modified Gross Production (Gal.)	Number of ERUs	% Full Time Occupancy	Average Bi-Monthly Consumption	Average Daily Consumption	Average Occupancy Per Conn. (persons)	Per Capity Average Daily Consumption
JAN/FEB 20	467,151	44	100%	10617	177	2.7	66
MAR/APR 20	495,839	44	100%	11269	185	2.7	68
MAY/JUN 20	547,784	44	100%	12450	204	2.7	76
JUL/AUG 20	647,402	44	100%	14714	241	2.7	89
SEP/OCT 20	610,650	44	100%	13878	228	2.7	84
NOV/DEC 20	468,318	44	100%	10644	174	2.7	65
2020 AVERAGE DAILY CONSUMPTION (gpd/ERU)				12262	201	2.7	75

EAGLERIDGE WATER SYSTEM

Month	Modified Gross Production (Gal.)	Number of ERUs	% Full Time Occupancy	Average Bi-Monthly Consumption	Average Daily Consumption	Average Occupancy Per Conn. (persons)	Per Capity Average Daily Consumption
JAN/FEB 20	593,564	70	100%	8479	141	2.7	52
MAR/APR 20	659,655	70	100%	9424	154	2.7	57
MAY/JUN 20	816,790	70	100%	11668	191	2.7	71
JUL/AUG 20	1,360,751	70	100%	19439	319	2.7	118
SEP/OCT 20	1,108,935	70	100%	15842	260	2.7	96
NOV/DEC 20	592,786	70	100%	8468	139	2.7	51
2020 AVERAGE DAILY CONSUMPTION (gpd/ERU)				12220	201	2.7	74

EXHIBIT 5

2016-2020 AVERAGE DAILY WATER USE PER SYSTEM **Gallons per day per ERU**

SUDDEN VALLEY WATER SYSTEM

	GPD/ERU				
	2016	2017	2018	2019	2020
Sudden Valley	127	132	123	111	109

GENEVA WATER SYSTEM

	GPD/ERU				
	2016	2017	2018	2019	2020
Geneva	150	146	145	133	136

AGATE HEIGHTS WATER SYSTEM

	GPD/ERU				
	2016	2017	2018	2019	2020
Agate Heights	225	196	214	212	201

EAGLERIDGE WATER SYSTEM

	GPD/ERU				
	2016	2017	2018	2019	2020
Eagleridge	210	209	202	190	201

EXHIBIT 5

2016-2020 AVERAGE DAILY WATER USE PER SYSTEM

Gallons per day per Capita

SUDDEN VALLEY WATER SYSTEM

	GPD/Capita				
	2016	2017	2018	2019	2020
Sudden Valley	49	51	47	41	40

GENEVA WATER SYSTEM

	GPD/Capita				
	2016	2017	2018	2019	2020
Geneva	48	52	52	46	47

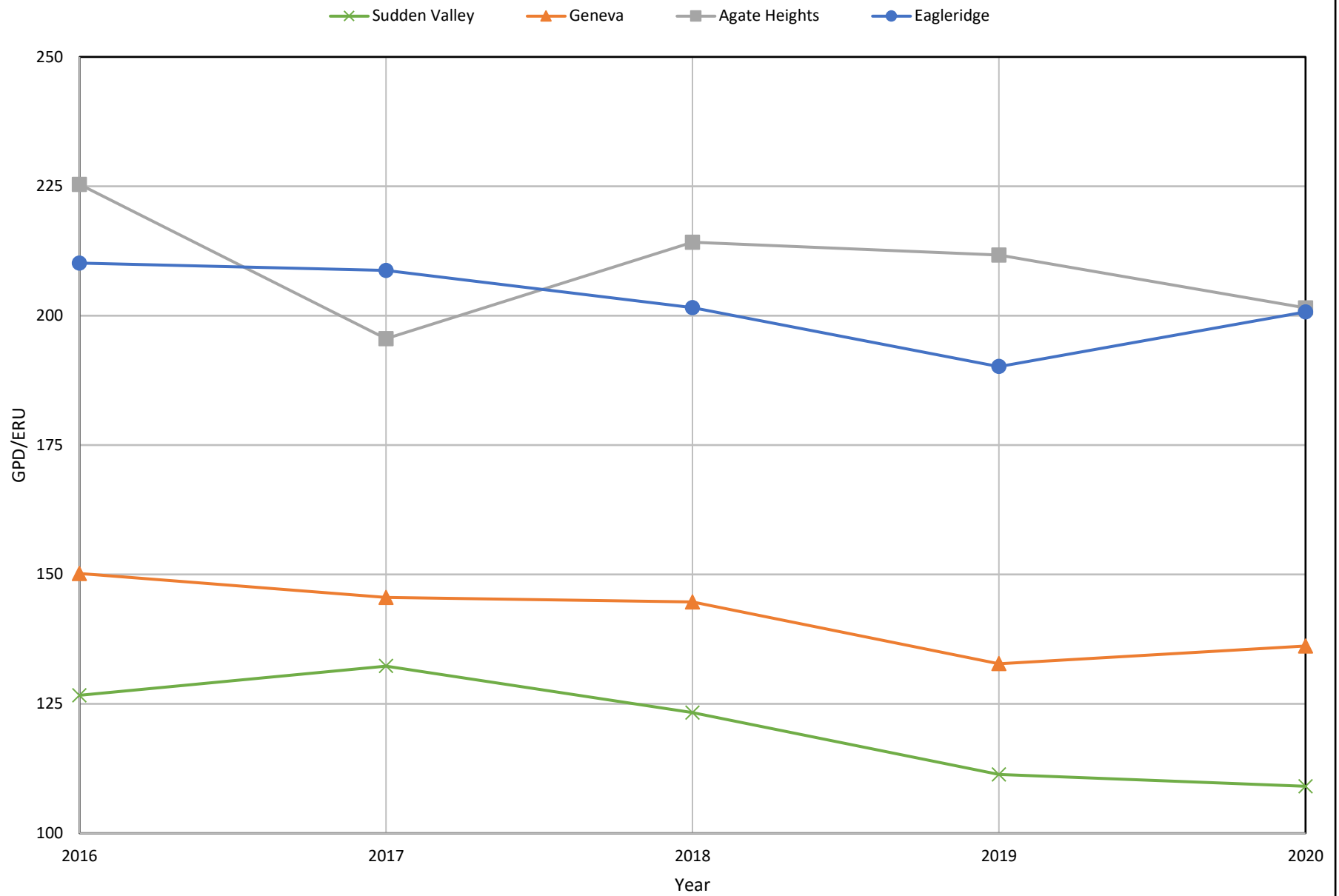
AGATE HEIGHTS WATER SYSTEM

	GPD/Capita				
	2016	2017	2018	2019	2020
Agate Heights	78	70	79	78	75

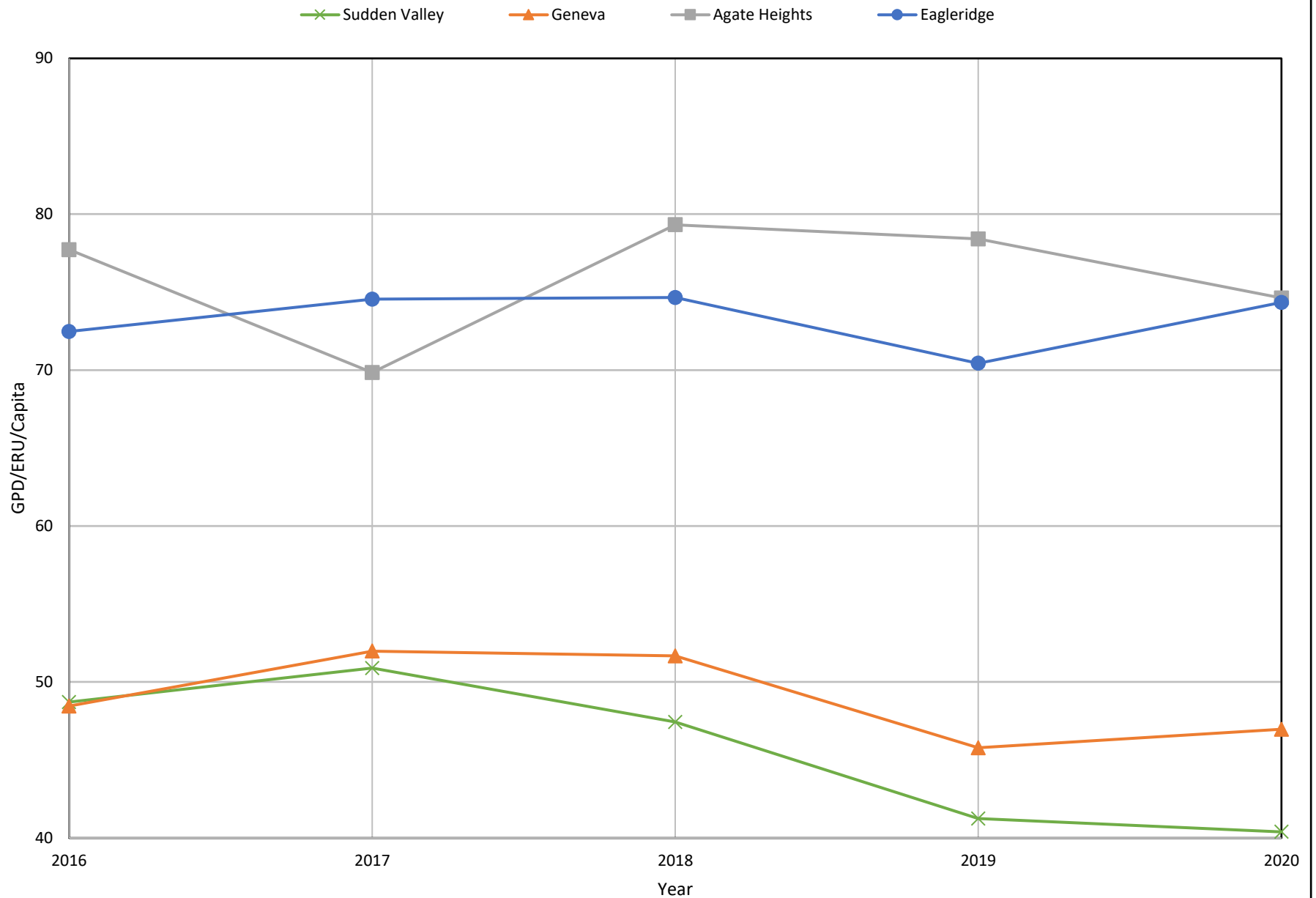
EAGLERIDGE WATER SYSTEM

	GPD/Capita				
	2016	2017	2018	2019	2020
Eagleridge	72	75	75	70	74

2016-2020 Average Day Demand



2016-2020 Average Day Demand per Capita



APPENDIX B: EXAMPLES



SAVE OUR WATER, SAVE YOUR MONEY



Summer is the perfect time to
think about water conservation!

Water Leaks Are Costly!

Leak This Size	Water Loss (in cubic feet)		Annual Loss in Dollars (@\$9.98/100 cf)
	Per Day	Per Month	
●	98	2,948	\$ 3,531
●	221	6,637	\$ 7,948
●	394	11,811	\$ 14,145
●	885	26,549	\$ 31,795
●	1,573	47,203	\$ 56,530

Leakage estimates based on 50 psi pressure

- ★ Check for dripping faucets & running toilets
- ★ Look for ways to reduce everyday usage—turning the tap off while brushing your teeth can save over 750 cubic feet every year!
- ★ Consider using a rain barrel to water flower & vegetable gardens.
- ★ Follow the voluntary watering schedule
- ★ Water deeply 2-3 times per week, rather than daily
- ★ Putting in new landscaping? Consider low-water alternatives like Eco-Lawn, Pearl's Premium grass, lawn-free landscapes, and native plants.

Voluntary Watering Schedule

**Even addresses water on Tuesdays,
Thursdays & Saturdays**

**Odd addresses water on Wednesdays,
Fridays & Sundays**

No Watering on Mondays!
Let the reservoirs replenish.

Did you know....

95% of American lawns are thirsty bluegrass. The EPA estimates that lawn watering accounts for over 30% of American's water usage.

Traditional turf lawns require a minimum of 1 inch of water per week. At an average of 10,000 ft², that's over 800 ft³ per week! Watering for 20 min/day for 7 days is equivalent to running the shower constantly for 4 days. That's enough water for the average family to take 1 year's worth of showers.



With increased time at home for most customers this year, the District has seen an increase in average water consumption. As we head into the drier months, it's the perfect time to dust off our water conservation skills!

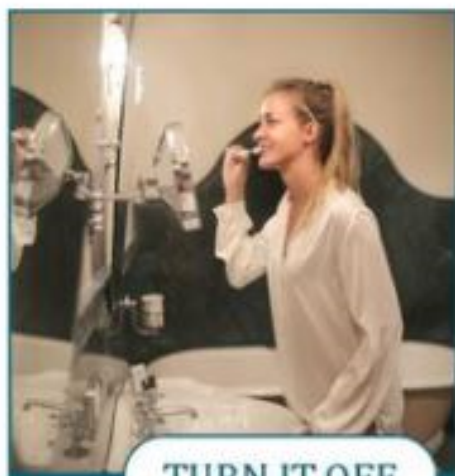
Following these simple tips, as well as sticking to the voluntary watering schedule listed below will help save our water - and save your money!

Voluntary summer watering schedule:

Even addresses water on Tuesdays, Thursdays, and Saturdays.

Odd addresses water on Wednesdays, Fridays, and Sundays.

No watering on Mondays to let the reservoirs replenish.



TURN IT OFF

Turn off taps while brushing your teeth and doing dishes.



FIX LEAKING TAPS

A dripping tap or running toilet wastes thousands of gallons of water and your money!



SAVE OUR WATER, SAVE YOUR MONEY

Summer is the perfect time to think about water conservation.



PLANT SMART

Consider low-water alternatives & native plants.



RECYCLE WATER

Re-use cooking, rain, and bath water to water plants.



Do Earth a favor; be a water saver!

LWWSD is proud to be a sponsor of Whatcom Water Week! Things are a bit different this year, so Water Week's gone virtual. Check out the website below to pick up your virtual passport to celebrating water in all its forms right in your back yard.

Whatcom Water Week

September 12 - 19, 2020



**Virtual Tours, Online Games &
Webinars, Self-Guided Tours,
Riddles, & Photo Contests!**

***There's something for everyone, event details at
www.whatcomwaterweeks.org***

Thank you sponsors!



Whatcom Watersheds Information Network

September 14, 2020 ·

Water - it's everybody's business! Help us celebrate and learn about water here in Whatcom County during Whatcom Water Week happening all week long. For event d... See more



Lake Whatcom Water & Sewer District

Published by Rachael Hope · December 8, 2020 ·

...

As the days grow shorter and colder, it's time once again to think about preparing your home and pipes for winter! Here are some quick tips for winterizing. Sudden Valley residents can also tune in to 1610 am on any radio for recorded safety messages.



PLAN AHEAD TO STAY SAFE & WARM

PREPARING FOR WINTER WEATHER

www.lwwsd.org



Cover outside hose bibs and faucets with insulated covers to prevent freezing and ice damage.



Leaving town? Shut off your water at the main valve of your home & drain pipes to prevent frozen or burst pipes.



Choose a watershed-friendly de-icing solution for your driveway. Calcium magnesium acetate (CMA) is recommended.



If you'll be gone for longer than 2 months, contact us to put your account on billing suspension.

35

People reached

5

Engagements

–

Distribution score

[Boost With Credit](#)



3

Like

Comment

Share

WINTER IS COMING

Choosing the Right De-Icer



Living in the watershed means we must be careful about outdoor chemical use. Here are some tips for choosing a watershed-friendly de-icing solution.

- Rock salt (sodium chloride) is common, but contains cyanide that is toxic to underwater life and harmful for plants.
- Magnesium chloride is considered the least toxic deicing salt, it contains less chloride.
- **Calcium magnesium acetate (CMA) is considered the best choice for safely melting ice.**
- When shopping for de-icer, look for products that are labeled as environmentally friendly and pet-safe.
- If in doubt, ask a store employee! They'll be able to help you locate the right de-icer for your needs.

Preparing for Potential Outages

Lake Whatcom Water & Sewer District does our best to make sure all of our services are able to run continually even through power outages. Despite that, it's a good idea to prepare for outages that may affect your access to heat, power, and hot water.

- Stock up on candles, lanterns, flashlights, batteries, and matches
- Keep some non-perishable goods like energy bars, beef jerky, and bottled water on hand in case you're snowed in
- If your cell phone is your only communication device, keep portable chargers on hand and fully powered
- Have emergency numbers in a safe place in case of losing phone or internet service

COLD WEATHER TIPS



Cover outside hose bibs and faucets with insulated covers to prevent freezing and ice damage.



Leaving town? Shut off your water at the main valve of your home and drain your pipes to prevent frozen or burst pipes.



If you'll be gone for longer than 2 months, contact Lake Whatcom Water & Sewer District to put your account on billing suspension.

Sudden Valley customers can tune in to 1610 am on any radio for recorded safety messages



Summer is the perfect time to think about water conservation

Save Water the Simple Way

Outside

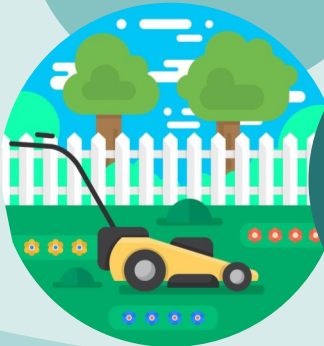
Consider using a rain barrel to water flowers and veggies

Water deeply 2-3 times per week rather than daily

Instead of using a timed sprinkler, check every day to see if watering is necessary

Consider low-water landscaping alternatives and native plants

Don't mow too short—leaving at least $\frac{1}{3}$ length allows grass to grow deeper roots



Inside

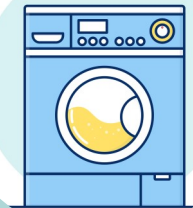


Keep an eye on dripping faucets and running toilets and repair them ASAP

Replace old showerheads with low-flow models to save gallons per minute

Use small load settings or make sure to run the washer with full loads only

Turn off the faucet when brushing teeth



**Voluntary
Watering
Schedule**

Even addresses
water on Tue,
Thu, and Sat

Odd addresses
water on Wed, Fri
& Sun

No watering on
Monday - allow res-
ervoirs to replenish

COLD WEATHER IS JUST AROUND THE BEND

Preparing for Outages

Lake Whatcom Water & Sewer District does our best to make sure all of our services run continually through power outages. Our crew is on call to man the generators and keep your water accessible. Despite that, it's smart to prepare for outages that may limit access to heat, power, and hot water.

- Stock up on candles, lanterns, flashlights, batteries, and matches
- Keep some non-perishable goods like energy bars, beef jerky, and bottled water on hand in case you're snowed in
- If your cell phone is your only communication device, keep portable chargers on hand and fully powered
- Have emergency numbers in a safe place in case of losing phone or internet service

De-Icing Your Property

Living in the watershed means we must be careful about outdoor chemical use. Here are some tips for choosing a watershed-friendly de-icing solution.

- * Avoid rock salt (sodium chloride) as it contains cyanide that is toxic to underwater life and harmful for plants.
- * **Calcium magnesium acetate (CMA) is considered the best choice for safely melting ice.**
- * Look for de-icers labeled as **environmentally friendly** and **pet-safe** or ask a store employee for assistance!

Leaving town? Cover outdoor hose bibs and faucets, and consider shutting your water off at the main valve and draining the pipes to prevent freezing or bursting.

Leaving for longer than 2 months? Contact us for information on our billing suspension program.

Don't be caught unaware...



BE PREPARED!





Lake Whatcom Water & Sewer District

Published by Rachael Hope · March 15 ·



March 15-21 is the EPA's annual Fix a Leak Week!

Household leaks account for nearly 1 trillion gallons of water waste in the U.S. annually! Not only is this water wasted, but it costs you money. 10% of homes that's leaking 90 gallons or more per day. That's 12 cubic feet, and it adds up to an extra 720 cubic feet per billing cycle!

Check out the EPA's website to become a leak detective with tons of tips on finding leaks in your home.

<https://www.epa.gov/watersense/fix-leak-week>



27

People reached

3

Engagements

—

Distribution score

Boost With Credit





The sun is out and summer's begun! With higher temperatures and less rain, our Sudden Valley water treatment plant is already running 30% more than it does in the wet season.

It's a great time to think about water conservation! Check out this cool graphic made by [South Florida Water Management District](#) for some ideas about how to keep water use down and make sure there's plenty to go around! From bigger steps like choosing native landscaping to smaller ones like turning off the water while you brush your teeth, there are tips for everyone.

SOUTH FLORIDA WATER MANAGEMENT DISTRICT

Simple Steps to SAVE WATER

Outdoors & In



TEST WITH TRACKS

Water your lawn and landscape only when it is actually needed, such as when footprints are left when you walk across the grass.

AVOID BUZZ CUTS

Cut your grass at the highest recommended height for your turf species or the highest setting on your lawn mower. Cut no more than one-third of the grass length at one time to encourage grass roots to grow deeper.



SPRINKLE WITH CARE

Apply moderate amounts of water to create a healthy, drought- and stress-tolerant lawn. For most Florida soils, applying no more than three-quarters of an inch of water per application is enough to revitalize the grass. Use spray heads designed for planting beds. Position the sprinkler so that you water only the lawn and shrubs, not paved areas.



OUTDOORS



PLANT FLORIDA-FRIENDLY LAWNS

Plant native or drought-tolerant vegetation that thrives in the native soil and local weather conditions. Go native, and resist the urge to water it and just let it go brown during the dry season. It will come back, as nature intended, when the rains come.



FERTILIZE RESPONSIBLY

Excessive nutrients flowing into our waterways do not only come from big industry or agriculture. The use of fertilizers and pesticides on our yards results in pollutants contaminating the waterways in stormwater runoff when it rains. Residents are encouraged not to use fertilizers or pesticides during the warmer months and to use them in the correct amounts during other times of the year.

INDOORS



COLOR YOUR WATER

Detect a leaking toilet by adding a few drops of food coloring to the tank. If the tank is leaking, color will appear in the bowl within 30 minutes. Replace the bad parts or consider upgrading to water-efficient toilets. Avoid flushing the toilet unnecessarily. Dispose of tissues, insects and other such waste in a trash can rather than in the toilet.

NOZZLE THE NOSE OF YOUR HOSE

Equip hoses with automatic shutoff nozzles for car washing, hand watering, etc.





Lake Whatcom Water & Sewer District

Published by Rachael Hope · July 12 ·



Lake Whatcom Water & Sewer is proud to be a member of the Whatcom Water Alliance. Check out their Facebook page every week for tips about water conservation to help save our water, and save your money!

Also be sure to check out their brand new website full of information, tips, news, and events.

Save our water, Save your money.



Water deeply, but less frequently. Follow the voluntary watering schedule based on your house number to stay on track this summer.

Sunday



Monday



Tuesday



Wednesday



Thursday



Friday



Saturday



Whatcom Conservation District

July 8 ·

Watering deeply, but less frequently, such as every other day will save our water and save your money. Following the voluntary watering schedule, between June 1st and September 30th, based on even or odd street address number.

For more water saving tips visit:

<https://www.whatcomwateralliance.org/lawns-and-landscaping>

Always check with your local water provider for details regarding specific water use or restrictions in your area.

32

People reached

4

Engagements

–

Distribution score

Boost Unavailable



3



Lake Whatcom Water & Sewer District

Published by Rachael Hope · July 20 ·

...

Every drop counts!



Whatcom Conservation District

July 15 ·

Make every drop count! Watering early or late in the day is part of smart watering practices, as it will reduce evaporation to save our water and save your money. For more water saving tips visit: <https://www.whatcomwateralliance.org/lawns.../smart-watering>. Always check with your local water provider for details regarding specific water use or restrictions in your area.

20

People reached

0

Engagements

–

Distribution score

Boost Unavailable

Like

Comment

Share



Comment as Lake Whatcom Water & Sewe...





Lake Whatcom Water & Sewer District

Published by Rachael Hope · July 29 ·

...

Whatcom Water Alliance has great tips for saving our water, and saving yourself some money in the process!



**Save our water,
Save your money.**

**Water where it matters.
Water deeply and slowly to
prevent surface runoff and
allow time for the water to
penetrate.**

www.whatcomwateralliance.org

Whatcom Conservation District

July 22 ·

Get water right to the roots, watering deeply and slowly.

Use a watering wand for small areas and a drip or soaker hose placed under mulch for larger areas. Practices like this will save our water and save your money. For more water saving tips visit:

<https://www.whatcomwateralliance.org/lawns.../smart-watering>.

Always check with your local water provider for details regarding specific water use or restrictions in your area.

22

People reached

2

Engagements

—

Distribution score

Boost Unavailable

Like

Comment

Share




Comment as Lake Whatcom Water & Sewe...





**AGENDA
BILL
Item 7.D**

**2022-2024 AFSCME Council 2
Local 114WD Collective
Bargaining Agreement**

DATE SUBMITTED:	December 1, 2021	MEETING DATE:	December 8, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. 2022-2024 Collective Bargaining Agreement		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The majority of District staff are represented by the American Federation of State, County and Municipal Employees (AFSCME) Council 2 Local 114WD, which has a long history of partnering with the District in executing mutually beneficial collective bargaining agreements. With the current agreement (2019-2021) set to expire December 31, District management and union representatives embarked on negotiation of a successor agreement this past July. Following six negotiation sessions the two sides have tentatively agreed upon a collective bargain agreement for January 1, 2022 through December 31, 2024 (attached). Union membership is scheduled to discuss and consider ratification of the tentatively agreed to agreement on the evening of December 2.

FISCAL IMPACT

The fiscal impact would be an additional \$102,287 in 2022 (including step increases for eligible employees). The draft 2022 Budget accommodates this proposed increase.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Employee Leadership & Development

RECOMMENDED BOARD ACTION

Staff recommends that the Board approve the proposed collective bargaining agreement with AFSCME Council 2 Local 114WD.

PROPOSED MOTION

A recommended motion is:

"I move to authorize the general manager and Board President to execute the 2022-2024 collective bargaining agreement between the Lake Whatcom Water and Sewer District and AFSCME Council 2 Local 114WD as presented."

AGREEMENT BETWEEN

LAKE WHATCOM WATER
AND SEWER DISTRICT

AND

AFSCME COUNCIL 2 LOCAL 114WD

JANUARY 1, 2022 – DECEMBER 31, 2024

TABLE OF CONTENTS

Contents

TABLE OF CONTENTS.....	1
CONTRACT.....	2
DEFINITIONS.....	2
ARTICLE 1 – PURPOSE	4
ARTICLE 2 – RECOGNITION	4
ARTICLE 3 – MANAGEMENT’S RIGHTS CLAUSE	4
ARTICLE 4 – RIGHTS OF EMPLOYEES.....	4
ARTICLE 5 – UNION ACTIVITIES	5
ARTICLE 6 – UNION SECURITY	6
ARTICLE 7 – HOURS OF WORK, BREAKS AND MEAL PERIODS, CALL BACK, ON-CALL.....	7
ARTICLE 8 – PAY.....	8
ARTICLE 9 – FRINGE BENEFITS.....	11
ARTICLE 10 – PROBATIONARY PERIOD	22
ARTICLE 11 – GRIEVANCE PROCEDURE.....	22
ARTICLE 12 – DISCIPLINE AND TERMINATION.....	24
ARTICLE 13 – POSITION DESCRIPTIONS	24
ARTICLE 14 – REDUCTION IN FORCE (RIF).....	25
ARTICLE 15 – JOINT LABOR/MANAGEMENT COMMITTEE	26
ARTICLE 16 – SAFETY.....	27
ARTICLE 17 – USE OF VEHICLES FOR DISTRICT BUSINESS	27
ARTICLE 18 – TRAINING	27
ARTICLE 19 – SAVINGS CLAUSE.....	27
ARTICLE 20 – DURATION.....	28
ARTICLE 21 – SUPREMACY AND EXTRA AGREEMENTS.....	28

CONTRACT

PREAMBLE

This contract is made by and between Lake Whatcom Water and Sewer District, hereinafter known as the District, and the Washington State Council of County and City Employees, AFSCME, Council 2 Local 114WD, hereinafter known as the Union.

DEFINITIONS

Bargaining Unit: All positions of the District covered by this Contract.

Day: The 24-hour time period from: 7:00 a.m. to 7:00 a.m.

Disability Leave: Periods of time an employee is formally excused from work due to physical injury or illness.

Employee: A person employed by the District who occupies, regardless of duration, a position within the Bargaining Unit.

Family Member: The employee's: child or parent (including biological, adopted, foster, step or legal guardian, and parent of spouse or registered domestic partner), spouse, registered domestic partner, grandparent, grandchild, or sibling; or other relative who lives in the employee's home; or any individual who regularly resides in the employee's home where the relationship creates an expectation that the employee cares for the person, and that individual depends on the employee for care.

Grievant: An Employee or the Union itself alleging an infraction of, or other noncompliance with, this Contract.

Job Classification: Classification of Regular Positions are by job title.

Normal District Business Day: Monday through Friday, except Holidays as defined at Article 9 of this Contract.

Normal District Business Hours: 8:00 a.m. to 5:00 p.m. on Normal District Business Days.

Normal Work Day: The Supervisor scheduled time periods per Day for each employee that the employee works during a Work Week.

Promotion: Appointment of an Employee to a different position where the corresponding maximum pay rate is greater than the maximum pay rate of the occupied position.

Regular Employee: An Employee who occupies a Regular Position, and who has successfully completed any probationary period associated with occupancy of the Position.

Regular Position: A Board of Commissioners designated position within the Bargaining Unit deemed necessary to perform District missions.

Seniority: The Employee's total years of service with the District to the nearest whole day.

Supervisor: An Employee assigned to a position classified as supervisory by Public Employment Relations Commission definition.

Temporary Employee: An Employee who occupies a Temporary Position.

Temporary Position: A Board of Commissioners designated position within the Bargaining Unit deemed necessary to perform a District mission(s) over a specifically defined, limited duration time period.

Transfer: Appointment of an Employee to a different Regular Position where the corresponding maximum pay rate is the same or less than the maximum pay rate of the occupied position.

Work Week: The seven consecutive day time period beginning and ending at 12:00 p.m. (noon) each Friday for the 5-day 40-hour schedule, and the 9-day 80-hour alternative work schedule. The 4-day 40-hour schedule time period will begin and end at 5:30 p.m. each Thursday.

ARTICLE 1 – PURPOSE

The parties have entered into this agreement in order to set forth wages, hours, terms and conditions of employment for employees covered by this contract.

ARTICLE 2 – RECOGNITION

The District recognizes the Union as the sole and exclusive bargaining representative for employees, excluding management and confidential employees. Management and confidential employees include the General Manager, the District Engineer/Assistant General Manager, the Finance Manager, the Operations and Maintenance Manager and the Administrative Assistant who works with the General Manager and Board of Commissioners.

ARTICLE 3 – MANAGEMENT’S RIGHTS CLAUSE

Any and all rights concerned with the management and operation of the District and its departments are exclusively those of the District unless otherwise provided by the terms of this agreement. The District has the authority to adopt rules for operations and for the conduct of its employees, provided such rules are not in conflict with the provisions of this agreement, or with applicable laws. The District has the right to, among other actions, discipline, suspend, or discharge employees for cause; to assign work and determine duties of employees; to establish, change or combine jobs, positions, job classifications and descriptions; to schedule hours of work; to determine the number of personnel to be assigned duty at any time; and to perform all other functions not otherwise expressly limited by this agreement or applicable laws.

ARTICLE 4 – RIGHTS OF EMPLOYEES

1. The provisions of this contract shall be applied equally to all employees within the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, religion, disability, sexual orientation, national origin or political affiliation, or Union affiliation.
2. The private and personal life and activities of Union members shall not be grounds for disciplinary, discriminatory or other comparable actions unless such activities represent a conflict of interest. Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict with the best interest of the District or interfere with the employee’s ability to perform their assigned District job. An Employee, who chooses to have an additional job, contractual commitment or self-employment, subject to the below conditions, may do so after obtaining prior approval from the General Manager. Outside employment may not:
 - 2.1. Prevent the employee from being available to work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee’s job;
 - 2.2. Be conducted during the employee’s work hours;
 - 2.3. Utilize District owned land line telephones, cellular phones, computers, supplies, vehicles, or any other resources, facilities or District owned equipment;

- 2.4. Be with a firm which has contracts with or does business with the District; or
- 2.5. Reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.
3. Each employee shall have access to the employee's District personnel file, which shall be the official personnel file. Medical information about employees is contained in a separate confidential file. Access to and maintenance of all official personnel records shall be limited to the General Manager and, with the authorization of the General Manager, those managers whose job responsibilities require them to have access to those files or knowledge of specific information contained in them.
4. Any performance evaluation or disciplinary notice or commendation that is inserted into the employee's personnel file shall be brought to the attention of the employee within ten (10) Normal District Business Days. If requested, the employee should acknowledge receipt of any document that is placed in the personnel file by signing and dating the document. In the event the employee refuses to sign the document, the Union President shall sign an acknowledgment that a copy was made available to the employee and that the employee refused to acknowledge receipt. The employee shall have an opportunity to insert into their District personnel file whatever documentation the employee believes necessary to challenge contentions made in the material.
5. Employees have the right to review their file at least annually, if they request to do so. An employee may make a written request to remove irrelevant or erroneous information in their personnel file. If the District denies the employee's request to remove the information, employees may file a rebuttal statement to be placed in their file.
6. Records of oral warnings and written reprimands shall be removed from the employee's personnel file after 36 months if no related violations have occurred. Any discipline relating to sexual harassment and/or unlawful discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, physical, sensory or mental disability, or age will stay in the employee's personnel file permanently.
7. Any complaint by any person or from any source which has the potential to be used in a disciplinary matter of an employee shall be reduced to writing within fourteen (14) Normal District Business Days of the event triggering the complaint and shown to the employee as soon as practicable. Any complaint not reduced to writing and shown to the employee will not be used in any disciplinary matter concerning that employee.

ARTICLE 5 – UNION ACTIVITIES

1. The Union agrees that no officer or member will conduct Union business at any work station or during working hours unless such business is initiated by the District. Rest periods and lunch periods are specifically excepted from working hours.
2. The District agrees to allow without charge reasonable use of District facilities for Union meetings outside Normal District Business Hours.
3. Collective bargaining between the District and the Union shall be carried out by the Board of Commissioners of Lake Whatcom Water and Sewer District or their designates and by the Executive Board of the Union or its designates.

4. The District shall allow the following without loss of pay:
 - 4.1. One (1) Union representative and the grievant to attend formal grievance meetings with the District.
 - 4.2. Two (2) representatives of the Local Union to attend negotiation sessions with the District.
 - 4.3. The President and/or Officer of the Local Union may use up to a total of two (2) hours per month, non-cumulative for Union business.
5. Upon written request the District agrees to provide an updated list of employees covered by this agreement.
6. The District agrees to allow the Union to install and use a District-purchased bulletin board for the purpose of posting Union notices and other relevant Union material.
7. The District agrees to allow a designated representative of the Washington State Council of County and City Employees, AFSCME access to the work areas of Lake Whatcom Water and Sewer District employees under District General Manager, or District General Manager designated staff, escort. All visiting Union representatives shall check in and check out with the General Manager.
8. Employees who are elected representatives of Local 114WD shall be allowed to use vacation time, compensatory time, or time off without pay at the employees' choice to attend conferences and conventions of the Washington State Council of County and City Employees and/or the American Federation of State County and Municipal Employees or AFL-CIO, provided the District is able to adequately staff, as determined exclusively by the General Manager, the employees' duties during their absence.
9. The right of employees to have time off with or without pay pursuant to this article is granted on the condition that the employee shall deliver a written request to the General Manager, via their respective Supervisor, in advance of the desired beginning date of the time off period by at least an equal number of Normal District Business Days for the length of the requested absence period.

ARTICLE 6 – UNION SECURITY

1. Union Membership. All employees that are members of a collective bargaining unit covered by this Agreement may choose whether or not to become a member of the Union. Written authorization is necessary for the payroll deduction of union dues or alternative payments as set forth below.
2. Deduction of Union Dues. Upon receipt of written authorization of the employee, the Employer shall deduct all dues and fees uniformly levied against Union members, twice per month, from all members and transfer the total amount deducted to the Union Treasurer once per month. The Employer shall continue to deduct and remit Union dues and fees to the Union until such time as the authorization is revoked as outlined below.
3. Revocation of Dues Deduction. An employee may revoke authorization for payroll deductions of payments to the Union by written notice to the Employer and the Union in accordance with the terms and conditions of their signed authorization. If notified by the

Union or the Employer determines the employee has revoked his or her authorization in accordance to the terms and conditions of their signed authorization, the deduction will end as soon as administratively feasible.

4. **New Employee Orientation.** The Employer shall notify the Staff Representative and Local President of any scheduled New Hire Orientation. One union official shall, on paid time, present for no more than thirty (30) minutes, a basic overview of the employee's rights and responsibilities and collect any Union dues deduction cards and/or insurance cards. The Employer, at least two (2) working days prior to the orientation, shall make available a list of participants in electronic format with corresponding job titles and Departments they work in to the Union including the Staff Representative. In event of a holiday that occurs on a Monday, the information shall be made available the morning one (1) work day before the orientation.
5. **Indemnification.** The Union agrees that it may not state or imply in any way that an employee must join the Union or pay a fee as a condition of employment or to maintain Union representation. The Union agrees to indemnify and save the Employer harmless against any liability which may arise by reason of any action taken by the Employer pursuant to the provisions of this Article, including reimbursement for any legal fees or expenses incurred in connection with such action. The Employer will promptly notify the Union in writing of any claim, demand, suit or other form of liability asserted against it relating to its implementation of this Article.

ARTICLE 7 – HOURS OF WORK, BREAKS AND MEAL PERIODS, CALL BACK, ON-CALL

1. Working Hours

- 1.1. A normal working schedule for regular, full-time employees consists of a five day, forty hour work week during Normal District Business Hours. Alternate work schedules may be established by mutual agreement or assignment by the General Manager. Alternate work schedules include:
- 1.2. 9 day – 80 hour
- 1.3. 4 day – 40 hour
- 1.4. The four day ten hour work schedule will begin on President's Day holiday in February and continue through the end of October.
- 1.5. Each employee's supervisor will advise employees of their specific working hours. Part-time and temporary employees will work hours as specified by their supervisor.

2. Breaks and Meal Periods

- 2.1. Employees may take one (1) fifteen-minute break for every four hours worked. Breaks shall not interfere with District business or service to the public. Breaks may not be saved in order to extend the meal period or leave early from work.
- 2.2. The meal period is normally thirty (30) minutes in length, unless otherwise agreed to by the employee and their supervisor.

3. Call Back

- 3.1. All employees are subject to call back in emergencies or as needed by the District to provide necessary services to the public. Employees who are called back outside their assigned work schedule or scheduled time off will be compensated for a minimum of two (2) hours at the appropriate premium rate of pay. This paragraph does not apply to employees who are "on-call".

4. On-Call

- 4.1. Certain employees of the District are required to be on-call during weekends. On-call duties are rotated among District employees on a regular rotation. The primary on-call person may call for additional support if the situation cannot be handled by one person.
- 4.2. The on-call employee will be equipped with electronic devices and a District vehicle with which to respond to on-call emergencies. Employees who are on-call must remain within a 30-minute response time of the District's service area. Vehicle occupancy by non-District personnel, except for emergency personnel, shall be prohibited when vehicles are being used for call-out situations. When responding to an alarm or emergency call-out, travel time to and from the employee's residence (or other place of origin) to District facilities is not working time.
- 4.3. Employees assigned to on-call duty are responsible for the assigned time period. Individuals may mutually agree to trade assignments but must advise their supervisor of any negotiated changes.
- 4.4. On-call employees receive mileage reimbursement for use of their personal vehicle for distance traveled between the location from which they depart to respond to a call and the District office. On-call employees are encouraged to use a District vehicle when available.
- 4.5. Employees who are on-call will be paid three (3) hours of pay at their regular rate of pay for each day they are on call as "Standby Pay". Standby Pay is to compensate the employee for clearing their personal schedule and maintaining a state-of-mind unaltered by illicit drugs or alcohol, staying within the specified response time, committing to receive phone calls & SCADA alarms, remote monitoring SCADA, and travel to/from District facilities outside normal business hours. On-call employees will also be paid for any time worked outside of the normal on-call person work schedule (typically 5-day, 8 hour work week) while on call, at the appropriate premium rate of pay. To be eligible to receive premium pay while on-call, employees must submit a detailed daily time/activity log to their supervisor the next normal business day. The detailed daily time/activity log must be approved by the supervisor to be eligible for payment.

ARTICLE 8 – PAY

1. Compensatory (Comp) Time

- 1.1. Non-exempt employees (as defined and classified by the Fair Labor Standards Act) are entitled to additional compensation, either in cash or compensatory time off, for all overtime. The employee's supervisor must authorize in advance all overtime for non-exempt employees.

1.2. Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay.

1.3. Non-exempt employees entitled to overtime pay may request in writing compensatory time off instead of cash payment. The General Manager approves compensatory time off on a case-by-case basis. The District is not required to grant compensatory time instead of overtime or premium pay. If the compensatory time option is exercised, the employee is credited with the appropriate premium rate of pay for hours worked as overtime. Maximum accruals of compensatory time shall be limited to eighty (80) hours. After maximum accrual, overtime or premium compensation shall be paid. At the end of each calendar year any compensatory time in excess of forty (40) hours still on the books shall be cashed out.

2. Overtime

2.1. Non-exempt employees (as defined and classified by the Fair Labor Standards Act FLSA) are entitled to additional compensation, either in cash or compensatory time off, when they work more than forty (40) hours during a work week. The employee's supervisor must authorize in advance all overtime for non-exempt employees. The District shall apply the appropriate premium rate of pay per the premium rate table to the employee's current straight time pay rate for overtime.

3. Premium Rate of Pay

3.1. Regardless of FLSA overtime provisions, premium rates of pay will be paid for hours worked during "call-back", "on-call", and additional hours assigned by the supervisor that extends the assigned working schedule. Premium rates of pay will not be paid for early-in / early-out, late-in / late-out, or working thru meal periods when the schedule flex request is made by the employee and approved by the supervisor. Premium rates of pay will be paid by multiplying the employee's regular pay by the multipliers in the following table:

Regular Pay Multiplier for Premium Pay								
	MON	TUE	WED	THUR	FRI	SAT	SUN	HOL
Call-Back	1.5x	1.5x	1.5x	1.5x	1.5x	1.5x	2.0x	2.0x
On-Call	1.5x	1.5x	1.5x	1.5x	1.5x	1.5x	2.0x	2.0x

4. Out of Class Pay

4.1. An employee who is temporarily assigned to do the work of an employee in a position where the corresponding maximum pay rate is greater than the maximum pay rate of the occupied positions and, in fact, performs the full scope of work of the temporarily assigned position on a full-time basis for a period of three (3) consecutive shifts or more, shall be paid for all hours actually worked at 5% over the rate of pay which the employee is normally paid, or at the entry level of the new pay range, whichever is greater. Any such temporary assignment must be in writing.

5. Promotion

5.1. Where ability and qualifications of two (2) or more employees are equal, seniority shall govern in promotions. Whenever an employee is promoted to a higher position, said employee will enter the new grade/position at the entry level of the new position. In the event the entry level step of the new position does not provide a salary increase of 5% or more, the employee shall enter the next closest step which provides a salary

increase of 5% or more. The new rate, upon promotion, shall not exceed the maximum of the new pay range.

5.2. Promotions do not change the person's date of hire. However, the anniversary date for future pay increases will be revised to coincide with the promotion date.

5.3. Persons so promoted will be subject to a six (6) month trial period for the new position, unless specifically waived by the General Manager. Those who fail the trial period may re-assume any prior appointment held prior to the promotion unless that position has been filled.

6. New Position Descriptions/Review

6.1. New position descriptions may be established by the District from time to time with proposed rates of pay attached. The new descriptions and proposed rate of pay will be sent to the Union, which must give the District written notice of any disagreement within ten (10) normal District business days from receipt of the information. In the event of such disagreement, the parties shall commence negotiations as soon as possible in order to arrive at an agreed-to rate of pay. Should substantive changes to existing position descriptions support a rate of pay adjustment, the same notice and negotiation procedures will apply.

6.2. If a position description review as defined in Article 13 concludes that the employee's position should be reclassified, the re-description and consequent pay adjustments will be retroactive to the date of the employee's written request, or management's initiation, provided the employee was performing the full range of duties of the re-described position at the time of the re-description request or initiation.

6.3. When a position is re-described to a higher salary range as the result of a change in duties of the position, the incumbent employee shall retain the position at the higher description level.

7. Pay Plan

7.1. The District shall maintain an Employee Performance Evaluation System (EPES) based on an "Outstanding/Superior/Proficient/Marginal/Unsatisfactory" performance premise.

7.2. The EPES will require minimum annual performance evaluations of each District employee.

7.3. The District shall ensure that complete and approved employee evaluations are on file before the employee's anniversary date.

7.4. The Maintenance Worker I position is the entry level position within the Maintenance Worker category which contains two classifications. Maintenance Worker I positions are intended to be promoted or upgraded to the journey level Maintenance Worker II within two years based upon their skills and required certifications as described within the District approved job description. Based upon the successful completion of these requirements and performance an individual may be eligible for promotion to the journey level Maintenance Level II position before the end of two years.

- 7.5. Attached as Appendix A is a seven (7) step squared pay schedule pay program with a 4% spread between each step and nineteen (19) pay grades with 5% between each grade. Once the employee reaches the top step the employee's wages are frozen at that level with only a yearly COLA being applied to the steps.
- 7.6. It is mutually agreed the parties will agree on the selection of a consultant to conduct future compensation and benefit studies, as well as comparable jurisdictions to be used in the study.

ARTICLE 9 – FRINGE BENEFITS

1. Boot Allowance/Coats

- 1.1. The District shall make available to each employee required to purchase steel-toed boots for safety reasons access to an allowance of six hundred dollars (\$600.00) for use over the 3-year life of the contract.
- 1.2. The District will provide an outdoor work coat clearly marked with the District logo with appropriate reflective markings. Coats will be provided as needed, but not more than one every three years. Coats will be maintained and kept in a clean condition by the employee.

2. Cost of Living Adjustment (COLA)

- 2.1. The District shall adjust the employee salary range minimums and maximums, and actual salaries, according to the following schedule:
- 2.1.1. Effective January 1, 2022, the compensation schedule in effect December 31, 2021 shall be increased 4%. The District shall also provide each represented employee a one-time payment of \$1,000 on the first paycheck of 2022 in recognition that the COLA does not reflect the full Consumer Price Index Seattle Area (CPI-U) for October 2020 to October 2021.
- 2.1.2. Effective January 1, 2023, the compensation schedule in effect December 31, 2022 shall be increased based on the CPI-U from October 2021 to October 2022 (published in November) but not less than 1% and not more than 3%. Should the October 2022 CPI-U exceed 3.5%, the District shall also provide each represented employee a one-time payment of \$500 on the first paycheck of 2023, and should the CPI-U exceed 4%, the District shall provide an additional \$500 on the same paycheck.
- 2.1.3. Effective January 1, 2024 the compensation schedule in effect December 31, 2023 shall be increased based on the CPI-U from October 2022 to October 2023 (published in November) but not less than 1% and not more than 3%. Should the October 2023 CPI-U exceed 3.5%, the District shall also provide each represented employee a one-time payment of \$500 on the first paycheck of 2024, and should the CPI-U exceed 4%, the District shall provide an additional \$500 on the same paycheck.

3. Holidays

- 3.1. The following are recognized as paid holidays for all regular employees:

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Day before or after Christmas	Dec. 24 th or 26 th (Employee vote)
Christmas Day	December 25 th

3.2. Any paid holiday falling on Saturday will be observed on the preceding Friday. Any paid holiday falling on Sunday will be observed on the following Monday.

3.3. Religious Holidays: If an employee's religious beliefs require observance of a bona fide religious holiday not included in the holiday schedule, the employee may, with their supervisor's approval, take the day off using vacation, compensatory time, or leave without pay.

3.4. A Holiday is worth one (1) full day's work regardless of which work schedule the employee is on.

3.5. In addition to regular holiday pay, non-exempt employees who are scheduled or called to work on a holiday by their supervisor, or the General Manager, will be paid for all hours actually worked on the holiday at the appropriate premium rate of pay.

3.6. Part time employees will receive holiday pay on a pro-rata basis. If an employee works an irregular schedule, holiday pay will be based on the average daily hours worked during the preceding quarter.

3.7. Holidays that occur during paid leave shall be paid as holidays and not charged against paid leave.

4. **Vacation Leave**

4.1. Each regular full-time employee is entitled to vacation leave as follows:

Leave Accrual Table

In table below, N = Current year – employment year

N	Calendar days from date of hire to December 31	Total vacation leave hours accrual ⁽²⁾	Date to credit accrued leave to employee's vacation leave account ⁽³⁾
0	1 - 30	0	First day of each month after the month of date of hire
	31 - 60	8	
	61 - 91	16	
	92 - 121	24	
	122 - 152	32	
	153 - 183	40	
	184 - 213	48	
	214 - 244	56	
	245 - 274	64	
	275 - 305	72	
	306 - 365	80	
1	N/A	88	January 1 of current year
2	N/A	96	
3	N/A	104	
4	N/A	120	
5	N/A	128	
6	N/A	136	
7	N/A	144	
8	N/A	152	
9	N/A	160	
10	N/A	168	
11	N/A	176	
12	N/A	184	
13	N/A	192	
14+	N/A	200	

(1) Employment year is the calendar year the District hires the employee.

(2) For any part-time regular employees, vacation hour accrual is pro-rated.

(3) Employees cannot use accrued leave prior to 6 months from date of hire.

All regular full time employees earn vacation leave on an accrual basis. Vacation accrual begins on the first day of the month following date of hire for all new employees. All employees are eligible to use earned vacation after six (6) months of employment. Regular part-time employees working in excess of twenty (20) hours per week earn vacation on a pro-rated basis. Temporary employees are not eligible for vacation leave. Current employees are credited vacation hours at the beginning of each year prior to the employee's actual anniversary date. Upon separation of employment vacation will be pro-rated and adjusted to the last day of employment. The employee's last paycheck will reflect any adjustment. In no case will the District pay for unearned vacation hours. Members of Local 114WD will be notified the beginning of each year their actual earned vacation balance in addition to the credited amount. The vacation schedule adopted by the District and included in the LWWS District Personnel Manual will be used for the purpose of this article.

- 4.2. Initial Scheduling: Although employees are not required to request vacation time by January 31st, those who do apply for and are granted vacation shall be given preference over subsequent conflicting requests, notwithstanding the normal conflict procedures in this section. In doing so, maximum management and employee flexibility is preserved while simultaneously optimizing the accomplishment of the District's missions, visions and goals. In any event, and regardless of the time of submission, each employee must submit a written request for vacation time to their supervisor. The supervisor will endorse each request and forward it to the General Manager.
- 4.3. Scheduling Conflicts: The General Manager will approve or deny each request. The supervisor is responsible for scheduling employee vacations without disrupting department and District operations while preserving minimum staffing levels. Conflicting requests for leave that cannot be resolved by negotiation will be awarded or denied after the supervisor has taken into consideration the circumstances of the parties involved, including but not limited to the following and in no particular preference; historical vacation patterns (subordinate preference to those with a demonstrated pattern of routine vacation periods), unusual circumstances, financial impacts and flexibility of the parties involved. If, after considering the above, a conflict still exists, the General Manager will award vacation leave based on service time seniority with the District.
- 4.4. Schedule Changes: Proposed changes to the approved vacation schedules, or requests for compensatory time require a written request and approval by the employee's supervisor and the General Manager. All such requests must be made in advance of the desired use date by a minimum equal in length to the absence requested. Any changes in the approved vacation calendar will be subject to preserving minimum staffing levels and will be subordinate to other scheduled and approved requests. Conflicts that arise from requests to change the approved vacation schedule will be resolved following the same procedures noted in "Initial Scheduling" above.
- 4.5. Vacation Carryover: Employees are encouraged to use vacation in the year it is earned. The maximum number of vacation hours that may be carried over at the end of the calendar year is eighty (80) hours. Where District operations make it impractical for an employee to use their vacation time, the General Manager may authorize additional accruals. Employees will be paid for unused vacation time upon separation from employment.
- 4.6. Vacation Credit: Vacation credit does not accrue during leave without pay or while receiving paid family or medical leave from the state program. Vacation accrual begins on the first day of the month following date of hire.
- 4.7. Mandatory Vacation: For internal control purposes, employees whose duties include handling financial transactions shall be required to take a minimum of five consecutive workdays off per year. Current union positions handling financial transactions include: Accounts Payable/Payroll & Benefits Administrator, Accounts Receivable Technician, and Accounting Clerk/Utility Technician.

5. Sick Leave

5.1. Accrual: Sick leave shall accrue to each regular employee at the rate of 8.67 hours per month for each calendar month of continuous employment with the District. A regular employee may carryover up to a thousand (1000) hours of paid sick leave into the following year. No employee shall accrue sick leave benefits during periods of leave without pay or while receiving paid family or medical leave from the state program.

5.2. Temporary Employees: Temporary employees accrue one (1) hour of sick leave for every 40 hours worked. A temporary employee is eligible to use their accrued paid sick leave beginning on the 90th calendar day of their employment. A temporary employee may carryover up to 40 hours of paid sick leave into the following year. Upon separation, temporary employees are not reimbursed for unused, accrued paid sick leave. If rehired within 12 months of separation, as required by state law, a temporary employee is eligible for reinstatement of unused, accrued paid sick leave and their previous calendar days of employment are counted for purposes of determining eligibility to use paid sick leave.

5.3. Reasons for Sick Leave: Sick leave may be used for the following:

5.3.1. The employee's mental or physical illness, injury, or health condition, including medical diagnosis, care, or treatment of the same.

5.3.2. Care of the employee's family member with a mental or physical illness, injury, or health condition, including medical diagnosis, care, or treatment of the same.

5.3.3. The employee's, or care of the employee's family member who needs, preventive medical care such as medical, dental or optical appointments. Employees should try their best to schedule such appointments at times that least interfere with the work day.

5.3.4. Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons.

5.3.5. Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others.

5.3.6. Use of a prescription drug which impairs job performance or safety.

5.3.7. Actual periods of temporary disability associated with pregnancy or childbirth.

5.3.8. Additional leave beyond bereavement leave for a death of a family member, to be authorized by the General Manager.

5.3.9. To address issues related to domestic violence, sexual assault, or stalking.

5.3.9.1. Employees may use their sick leave to:

5.3.9.1.1. Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: Preparing for, or participating in, any civil or criminal legal

proceeding related to or derived from domestic violence, sexual assault, or stalking.

5.3.9.1.2. Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.

5.3.9.1.3. Attend health care treatment for a victim who is the employee's family member.

5.3.9.1.4. Obtain, or assist the employee's family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.

5.3.9.1.5. Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.

5.3.9.1.6. Participate, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

5.3.9.2 For purposes of leave related to domestic violence, sexual assault, or stalking, family member has the following definition:

5.3.9.2.1 Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

5.4. Employee's Responsibilities: Sick leave is to be used only for the purposes outlined above, and is not equivalent to vacation leave. In addition, the District may call an employee in sick leave status during normal working hours to ask the employee District business related questions.

5.5. Written Verification: At the discretion of the General Manager, written verification may be required when an employee has used paid sick leave for more than three (3) successive days. The provisions of District Personnel Policies Manual, Chapter 7.02 apply.

5.6. When Sick Leave is Exhausted: Employees who use all of their accumulated sick leave and require more time off due to illness or injury may, with their supervisor's prior approval, take vacation leave, or may accept donations of sick leave from other employees as prescribed in Article 9 Section 11. See Article 9 Section 10 regarding Leave of Absence Without Pay.

- 5.7. Sick Leave Buyback: The District will pay into a MSA VEBA account a sum of money equal to 25% of the balance of the employee's unused sick leave on the effective day of their resignation or retirement, provided that the employee's total District service time is at least ten (10) years on their effective day of resignation or retirement. If rehired within 12 months of separation, as required by state law, an employee is eligible for reinstatement of uncompensated unused, accrued sick leave.
- 5.8. Family: Recognizing the importance of family and out of concern for the well-being of its employees, the District's leave program enables employees to use time off to take care of family members. The family leave policy shall apply to regular employees who have completed their trial period. Employees in their trial period may use any accrued sick leave. Different family situations are covered by different types of paid and/or unpaid leaves as follows:
- 5.8.1. Pregnancy/Childbirth Disability: Female employees may use any or all of their sick leave during the time they experience a medical disability related to pregnancy or childbirth. Medical disability is assumed for a period of six weeks following childbirth. Other disability from working during pregnancy or after this six-week assumed disability period, must be confirmed in writing by the employee's physician.
- 5.8.2. Care for New Baby: In order to care for a new born or newly adopted child, both male and female employees may take up to eighty (80) hours of accrued sick leave for the care of a new born or newly adopted child, to be taken immediately after the birth or adoption of the child. This leave is in addition to sick leave taken by the mother for a medical disability related to pregnancy or childbirth.
- 5.8.3. Care for a Child or Spouse: A regular employee may use any or all accrued sick leave while caring for a dependent child under the age of eighteen (18) years who has a health condition that requires treatment or supervision. This provision also applies to the care of an employee's spouse or domestic partner.
- 5.8.4. Unpaid Family Leave: In addition to sick leave, parental leave, and other applicable paid leaves, a regular employee may request leave without pay for up to twelve (12) weeks for the following reasons:
- 5.8.4.1. To care for a new born or newly adopted child.
- 5.8.4.2. To care for a spouse, domestic partner, child or parent who has a serious health condition.
- 5.8.4.3. To care for self, if the employee has a serious health condition that makes the employee unable to perform the functions of their position.
- 5.8.4.4. Unpaid family leave will be granted at the discretion of the General Manager.
- 5.8.5. Continuation of Benefits: During all paid leaves noted in this family leave policy, the District will continue to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their share of insurance premiums, if any. Leaves such as vacation and sick leave will continue to accrue during paid

leave, but not during unpaid leave. An employee may be required to use any accrued paid leaves before a leave without pay commences.

5.8.6. Notification and Return to Work: Employees who anticipate the need for any of the above leaves should inform their supervisor of their plans to take leave as soon as they can so that arrangements for staffing and workload can be made. They shall also provide the supervisor with their intended date of return.

5.8.7. Upon return from leave, an employee shall be entitled to return to their position, unless the District's Board of Commissioners abolishes the position. If the employee chooses not to return to work for any reason, they shall notify the District as soon as possible.

5.8.8. In addition to the requirements of Section 5.5 above, the District may also request the opinion from a second doctor at the District's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs their ability to perform the job.

5.9. Sick Leave Converted to Standard Pay: Employees with at least 240 banked sick leave hours on November 1 may request up to 16 hours to be converted to standard pay. A request can be made once per year between November 1 and December 31.

6. Family and Medical Leave

7.1 Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law and total four-tenths of one percent (0.4%) of employees' wages (unless otherwise limited by action of the State). Employees will pay through payroll deduction the full cost of the premiums associated with family leave benefits and forty-five percent (45%) of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.04.115.

7. Bereavement Leave

7.1. Any regular employee who suffers a death of a family member shall receive up to three (3) days leave with pay. If additional time is needed, the General Manager may authorize use of accrued sick leave or the employee may use vacation leave or compensatory time.

8. Jury Duty and Witness Service

8.1. The District will grant time off at regular pay to an employee to screen for, or serve on, a jury after the employee is so summoned. If an employee is summoned during a critical work period, the District may ask the employee to request a waiver from jury duty.

8.2. The employee shall report to work if a break in jury duty occurs and the court does not require the employee's immediate presence. On any day or partial day that an employee is not required to serve, the employee shall return to work.

8.3. An employee serving on jury duty will continue to receive their regular wages but shall sign over to the District any monetary compensation received for jury services.

- 8.4. Witness Service: The District will grant time off (in vacation leave or leave without pay status) to an employee to serve as a court witness when witness service is for purposes other than directly related to District business.

9. Military Leave of Absence

- 9.1. Military Training Leave: Employees who are members of the National Guard or federal reserve military units are entitled to paid leave for a period of up to twenty-one (21) calendar days per year, or any greater period required by law, for performing ordered active duty training. If the active duty exceeds twenty-one (21) calendar days, the employee will take compensatory time, vacation, and then leave without pay.
- 9.2. Leave for Active Duty Military Service: Regular employees who are called to, or volunteer for active duty military service will be placed on indefinite unpaid leave of absence during the time the employee is on active duty status with any branch of the United States Armed Forces or state militia. The employee may, at their option, use any or all of accrued vacation leave prior to moving to the unpaid status. Any unused leave accruals remaining at the time the unpaid leave begins will be held until the employee returns to active employment with the District. The employee will not earn additional vacation or sick leave during the time of the unpaid leave, nor will they be entitled to health insurance benefits. Reinstatement following active duty will be in compliance with state and federal laws at the time of the return to work.
- 9.3. Position Vacancy: An employee promoted to fill a vacancy created by a person serving in the armed forces shall hold such position subject to the return of the veteran. The employee affected by the return shall be restored to the position they had held previously or any other equivalent position.
- 9.4. New Employee: A new employee hired to fill a vacancy created by a person serving in the armed forces shall, upon the return to work of the service member, be placed in an equivalent position that is vacant or, if no vacancy exists, may be subject to permanent discontinued employment as defined in Chapter 11 of the District's Personnel Policies Manual.

10. Leave of Absence Without Pay

- 10.1. The General Manager may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of absences that may qualify include, but are not limited to:
- 10.1.1. Personal reasons.
 - 10.1.2. Prolonged illness or medical condition.
 - 10.1.3. Parenting.
 - 10.1.4. Caring for an ill relative.
 - 10.1.5. Pursuing an education.
 - 10.1.6. Fulfilling a military obligation in excess of twenty-one (21) days per year.
- 10.2. Leave without pay will generally be limited to a minimum of three (3) days and a maximum determined at the discretion of the General Manager.
- 10.3. During an approved leave of absence without pay, the employee may continue membership in the health insurance program by paying each month's premium costs in advance, as long as this is permitted under the insurance policy in effect at the time.

- 10.4. Upon returning from Disability Leave or Family Leave an employee shall resume the same job or a similar job with at least the same pay if the employee can perform, in the exclusive opinion of the General Manager, the full scope of duties.
- 10.5. Any employee who fails to return from unpaid Family Leave for reasons other than illness or circumstances beyond the employee's control shall reimburse the District for medical insurance premium costs paid during the period of unpaid leave. Alternatively, if the District determines compensation is also due to the employee, such as unused vacation time, the District may subtract medical insurance premium costs the employee owes the District from any compensation the District owes the employee.

11. Shared Leave Program

- 11.1. The General Manager may authorize employees to donate their accrued vacation and/or sick leave to another District employee who is suffering from or who has a family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate their employment. The following conditions apply:
- 11.1.1. To be eligible to donate vacation or sick leave, the employee who donates leave must have at least one hundred forty-four (144) hours accrued sick leave to donate sick leave and one hundred twelve (112) hours of accrued vacation leave to donate vacation leave. In no event shall a leave transfer result in the donor employee reducing their total vacation and sick leave balances to a combined total of less than one hundred forty-four (144) hours. Transfer of leave will be in increments of whole days. All donations of leave are strictly voluntary.
- 11.1.2. Employees receiving donated leave shall have exhausted all their accumulated vacation and sick leave, and compensatory time. The amount of donated leave any employee may receive in any calendar year is limited to thirty (30) days.
- 11.1.3. While an employee is using shared leave, they will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave, or compensatory time.

12. Health Insurance

- 12.1. The District will make available to employees and their eligible dependents the medical, dental, life, and vision insurance plans administered through the Washington State Health Care Authority Public Employees Benefits Board (PEBB).
- 12.2. District's Maximum Contribution. The District's maximum contribution towards medical, dental, life, and vision insurance premiums is a percentage of the second-lowest cost non-high deductible health plan offered each year by PEBB which includes medical, dental, life, and vision insurance plans. The District's maximum contribution percentage is as follows:

Year	District's Maximum Contribution Percentage
2022	95%
2023	95%
2024	95%

- 12.3. Employee's Contribution. The employee will pay a fixed amount contribution towards medical, dental, life, and vision insurance premiums based on their rate classification. The fixed amount is calculated each year as a percentage of the second-lowest cost non-high deductible health plan offered each year by PEBB which includes medical, dental life, and vision insurance plans for each rate classification. The employee's fixed contribution percentage is as follows:

Year	Employees Fixed Contribution Percentage
2022	5%
2023	5%
2024	5%

- 12.4. Employee's Option to "Buy-Up". The District will contribute the same maximum dollar amount towards other PEBB medical plan options available to the District. Should the employee opt for a higher cost plan or add optional benefits, the employee will pay the difference between the full premium rate and the District's maximum contribution. The District does not offer a credit, refund, or payment to the employee for an employee opting for a lesser cost plan.

- 12.5. VEBA Contributions. The District will provide each employee a sum of \$300.00 per year to be placed in a VEBA account for the use of the employee per the MSA VEBA plan.

13. Long-Term Care Program

- 13.1. Eligible employees are covered by Washington's Long-Term Services and Support Trust Program, RCW 50B.04. Eligibility for benefits, which begins January 1, 2025, is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law and total fifty-eight hundredths of one percent (0.58%) of employees' wages (unless otherwise limited by action of the State, or an employee has met the requirements of RCW 50B.04.085). Employees will pay through payroll deduction the full cost of the premiums associated with the program, as determined under RCW 50B.04.080.

14. Longevity

- 14.1. Employees having more than ten (10) years of continuous service with the District will receive an additional sixty dollars (\$60.00) per month.
- 14.2. Matching Deferred Compensation Based on Longevity. The District will match an employee's deferred compensation contribution to the available employer offered deferred compensation plans based on longevity per the following table. The District's maximum match is the employee's annual base pay (2,080 hours x regular hourly rate) multiplied by the percentage in the following table.

<u>Years of service</u>	<u>Match up to:</u>
Less than 1	none
Beginning the 2nd year through 9 years	1.5% of base pay
Beginning the 10th year through 14 years	2.0% of base pay
Beginning the 15th year through 19 years	2.5% of base pay
More than 20	3.0% of base pay

ARTICLE 10 – PROBATIONARY PERIOD

1. Upon employment, all employees enter a probationary period that is considered an integral part of the selection and evaluation process. The probationary service period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate. If during this period, the employee's attitude, work habits, attendance, or performance prove unsatisfactory, the employee may be released at the General Manager's discretion. Probationary employee's separations from employment are not subject to the grievance process defined in Article 11.
2. The probationary period is twelve (12) months from the employee's date of employment or reemployment.
3. Once the probationary period is successfully completed, the employee will be certified to regular employment status. Satisfactory completion of the probationary period does not create a guarantee of employment with the District for any specific duration. Supervisors shall complete a Performance Evaluation prior to the end of the probationary period.
4. Use of Sick Leave/Vacation: Probationary employees may use sick leave as provided in Article 9. Probationary employees may not use earned vacation until they have been employed for six (6) months.
5. In lieu of immediate discharge of an employee for unsatisfactory performance, the District may extend an employee's probationary service period for a period not to exceed three (3) months.

ARTICLE 11 – GRIEVANCE PROCEDURE

1. The purpose of this procedure is to provide an orderly method for resolving grievances, and to do so at the lowest possible level in the grievance procedure, with the least possible disruption of work and services.
2. For the purpose of this Contract, a grievance is defined as only those disputes involving the interpretation, application or alleged violation of any provision of this Contract. Grievances shall be processed in accordance with the following procedure within the stated time limits.
3. Steps in the grievance procedure:
 - 3.1. Step 1: The grievant shall attempt to resolve the dispute with their immediate supervisor informally and with the least possible disruption of work and services, and if the grievance is not resolved to the grievant satisfaction at this point, the grievant and immediate supervisor must try to resolve the dispute informally with the supervisor's supervisor.
 - 3.2. Step 2: If unable to resolve the dispute informally, the grievant employee or the Union representative shall present the grievance in writing directly to the General Manager within ten (10) Normal District Business Days of the alleged occurrence, or within ten (10) Normal District Business Days of the date when the employee could reasonably have known of the alleged occurrence. The grievance must state:
 - 3.2.1.1. The relevant facts.

3.2.1.2. Specific provision(s) of the contract alleged to be violated.

3.2.1.3. The remedy sought.

Within ten (10) Normal District Business Days of receipt of the grievance, the General Manager shall, if not absent from the workplace, discuss the grievance with the employee. Grievance discussions may occur during normal working hours without loss of pay to the aggrieved employee. Within ten (10) Normal District Business Days of the grievance discussion, the General Manager, if not absent from the workplace, shall give the employee a written answer to the grievance.

- 3.3. Step 3: Within ten (10) Normal District Business Days of the receipt of the General Manager's answer, the grievant may appeal the grievance to the Joint Labor/Management Committee. Within ten (10) Normal District Business Days after receiving the grievance, the Joint Labor/Management Committee shall convene a settlement conference with the grievant present. The written answer of the Joint Labor/Management Committee shall be given to the grievant and to the Union within ten (10) Normal District Business Days of the conclusion of the appeal meeting.
- 3.4. Step 4: Within ten (10) Normal District Business Days of receiving the Joint Labor/Management Committee's answer, the grievant may appeal the grievance to the Board of Commissioners. Within ten (10) Normal District Business Days after receiving the grievance, the Board shall hold a grievance meeting with the employee and the Union. The written answer of the Board shall be given to the employee and to the Union within ten (10) Normal Business Days of the conclusion of the appeal meeting.
- 3.5. Step 5: Within ten (10) Normal Business Days the written answer referred to in Step 4, the Union may submit the grievance to arbitration in accordance with the following procedures. The referral to arbitration may be made only by the parties to this agreement (Union and District), and must be in writing and presented to the other party within ten (10) Normal District Business Days of the written answer referred to in Step 4.
- 3.5.1. In the event the grievance is referred to arbitration, the parties shall attempt to designate a single arbitrator. In the event an arbitrator is not agreed upon within ten (10) Normal District Business Days, the parties shall jointly request the American Arbitration Association to submit a list of nine arbitrators. The arbitrator shall be chosen from the list by alternate striking of arbitrator names. When each party has stricken four (4) names, the remaining arbitrator shall be the appointed arbitrator. The order of who is first to strike names from the list shall be determined by the flip of a coin.
- 3.5.2. The arbitrator shall investigate the grievance, hear testimony from both sides and render a decision.
- 3.5.3. All meetings and hearings under this procedure shall be kept informal and private, and shall include only such parties in interest and/or their designated representatives; however, if the grievant does not designate the Union as their representative, the Union reserves the right to appoint a representative to attend for the sole purpose of discharging its duty to represent the bargaining unit. The arbitrator shall render a decision within thirty (30) calendar days from the date of the conclusion of the formal hearing. The power of the arbitrator shall be limited to

interpreting this Contract and determining if the disputed Article or portion thereof has been violated. The arbitrator shall have no authority to add to, alter, modify, vacate or amend any terms of this Contract or to substitute their judgment on a matter or condition for that of the District where the District has not negotiated and limited its authority on the matter or condition. The decision of the arbitrator within these stated limits shall be final and binding on the parties.

- 3.5.4. No issue whatsoever shall be arbitrated or subject to arbitration unless such issue results from an action or occurrence which takes place following the execution date of this Contract.
- 3.5.5. Expenses for the arbitrator's services and the proceedings shall be paid equally by both parties. However, each party shall be completely responsible for all costs of preparing and presenting its own case, including compensating its own representatives and witnesses. If either party desires a record of the proceedings, it shall solely bear the cost of such record.
- 3.5.6. In the event the arbitrator finds that they have no authority or power to rule in the case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.
- 3.5.7. Any and all time limits specified in the grievance procedure may be waived by mutual agreement of the parties. Failure by the employee to submit the grievance in accordance with these time limits without a mutual agreement shall constitute an abandonment of the grievance. Upon failure by the District to submit a reply within the specified time limits, the employee may advance the grievance to the next step.

ARTICLE 12 – DISCIPLINE AND TERMINATION

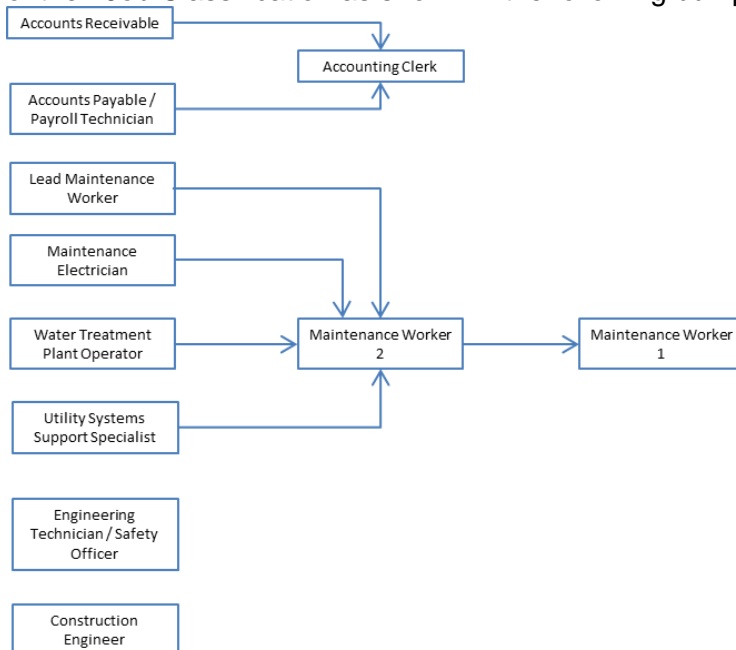
The District retains the right to discipline, suspend or discharge employees for cause, subject to the grievance procedure in this agreement. The provisions in Chapter 10 of the District's Personnel Policies Manual, regarding progressive discipline, shall apply.

ARTICLE 13 – POSITION DESCRIPTIONS

- 1. Employee Position Descriptions shall be established and maintained by the General Manager or the Board of Commissioners. The District shall provide a copy of each position description to the Union.
- 2. Review of Position Descriptions
 - 2.1. An employee may request in writing, or management may initiate, a review of the employee's position description if a substantial change of duties has occurred. Any re-description study will normally be scheduled for completion within ninety (90) calendar days of the employee's request or management's initiation.
 - 2.2. When a position is re-described to a lower salary range as the result of a change in duties of the position, the incumbent employee may either:
 - 2.2.1. Elect to transfer to a vacant position in the same classification; or,
 - 2.2.2. Elect to remain in the position at the lower description level.

ARTICLE 14 – REDUCTION IN FORCE (RIF)

1. A reduction in force (RIF) occurs when the elimination of work, reorganization, lack of funds, or other reason requires a reduction in the number of positions. See also the definition of Reduction in Force in District Personnel Policies Manual 11.01.
2. RIF Unit. The RIF unit shall consist of all positions in the same Job Classification within the bargaining unit.
3. Order of RIF. Temporary and trial employees within the RIF unit shall be discontinued first. Order of RIF among regular employees in the RIF unit shall be determined based on seniority within the same Job Classification.
4. Bumping Rights. An employee subject to RIF shall have the following rights:
 - 4.1. An employee may opt to bump a less senior employee (measured in total time employed at the District, regardless of positions held) in a previously held position.
 - 4.2. An employee who, at the time of hire in the bargaining unit, was assigned to a position of limited duration of not more than two years and who is subject to RIF as a result of the elimination of such position, shall not have any bumping rights under this article.
 - 4.3. An employee may opt to bump a less senior employee (measured in total time employed at the District, regardless of positions held) in a Job Classification to the right of their Job Classification as shown in the following bumping hierarchy diagram.



5. Notice of RIF. A notice of RIF, signed by the General Manager, shall be given to affected employees at least thirty (30) Normal District Business Days prior to the effective date. A copy of each RIF notice shall be provided to the Union.

6. RIF Register. The names of regular employees who have been RIFed (including those who have accepted a reduction in classification) shall be placed on a RIF register for classifications from which the employees were separated.
 - 6.1. An employee's name shall remain on the register for two (2) years from the date of RIF. An employee's name may be removed for any of the following reasons:
 - 6.1.1. Reappointment of the employee to their former classification.
 - 6.1.2. Written notification from the employee that they have no further interest in returning to District employment.
 - 6.1.3. Inability to contact the employee by mail at the employee's last address reflected in the employee's official personnel file.
 - 6.1.4. Rejection by the employee of an offer of employment in the same job classification.
7. Recall From RIF. The first consideration to fill vacancies shall be given to qualified employees on the RIF register who held regular employee status in the classification in which vacancies exist. Employees recalled from RIF shall have their pre-layoff seniority and step anniversary dates reinstated but adjusted for the time on RIF. They shall have the same sick leave and vacation rate of accrual which they had before RIF. Sick leave accrual balances shall be reinstated.

ARTICLE 15 – JOINT LABOR/MANAGEMENT COMMITTEE

1. In recognition of the value of cooperative problem solving, there shall be a joint Labor/Management Committee which shall meet not less than quarterly during the term of this agreement to discuss matters of mutual concern. Whenever possible, meetings will be held during normal working hours, and participants will receive their normal rate of pay for time spent attending the meetings.
2. The Committee shall meet at the request of either party.
3. Each party shall advise the other, in writing, in advance of the meeting of matters it wishes to discuss.
4. The Committee shall consist of no more than two (2) members representing each party. The Chair of each meeting shall alternate between the parties with the first meeting being chaired by a representative of the Union. Substitute members will be called upon when absence from one's department to attend the meeting is not feasible.
5. Participation on the Committee is voluntary. Preparation for meetings is not compensatory and shall be done during non-work hours unless otherwise arranged with and approved by the General Manager.
6. Employees asked to participate on the Committee will coordinate with their supervisor their absences for the purpose of attending meetings. Supervisors shall not refuse an employee's right to participate on the Committee. It is expected, however, that the work of the department shall have higher priority when a Committee meeting date conflicts with special needs of the department for that date.

ARTICLE 16 – SAFETY

1. It is the intent of the parties to maintain safe and healthful working conditions and to encourage employees to work in a safe manner.
2. No employee shall work or be directed to work in a manner or condition that does not comply with generally accepted safety practices or standards established by the State of Washington, Department of Labor and Industries. A safety committee shall be established and maintained in compliance with WISHA requirements.

ARTICLE 17 – USE OF VEHICLES FOR DISTRICT BUSINESS

1. Whenever practicable, District-owned vehicles will be made available for use by employees assigned to official business that requires the use of vehicles.
2. An employee who elects to use their personal vehicle to conduct District business shall maintain personal vehicle insurance on their vehicle(s) at the prevailing minimum liability limits mandated by Washington State. Accordingly, each employee acknowledges:
 - 2.1. That their personal automobile insurance policy shall provide primary coverage, and that District insurance shall provide secondary coverage in the event of a claim against the employee,
 - 2.2. That District insurance shall not apply to, or cover, any physical damage repair costs suffered by the employee's vehicle while being used on District business, and
 - 2.3. That they must report all claims made related to the use of their personal vehicle for District business to both their vehicle insurance company and to the Administrative Assistant.
 - 2.4. The District will reimburse the employee the standard IRS mileage reimbursement rate for mileage incurred for business use of their vehicle.

ARTICLE 18 – TRAINING

1. Employees may be reimbursed for tuition costs upon successful completion of education classes if the course of instruction is related to the employee's work and will be beneficial to the District and if the District has approved course attendance in advance. Reimbursement of tuition costs will be made only if budgeted funds are available.
2. Employees who are directed to take courses by management, including courses necessary to acquire continuing education credits to meet the requirements of their position description, and who schedule such continuing education with the approval of the department head (which shall not be unreasonably withheld) will be reimbursed for tuition and other expenses.

ARTICLE 19 – SAVINGS CLAUSE

Should any provision of this Contract be found in violation of any federal, state or local law, all other provisions of this Contract shall remain in full force and effect for the duration of this

Contract. The Article or section held invalid shall be modified as required by law or the tribunal of competent jurisdiction, or shall be renegotiated for the purpose of an adequate replacement.

ARTICLE 20 – DURATION

All provisions of this agreement, including the terms set forth in Appendix A, which is incorporated herein, shall be effective on the date executed and shall remain in full force and effect through December 31, 2024. The parties further agree to begin negotiating a successor agreement on or about July 15, 2024.

ARTICLE 21 – SUPREMACY AND EXTRA AGREEMENTS

The employer agrees not to enter into any agreement or contract with their employees in the employer's office, individually or collectively which is inconsistent with the terms of this Master Agreement and not approved by the Union.

Signed this ____ day of _____, 2021

**For Washington State Council of County
and City Employees, AFSCME, AFL-CIO,
Local 114 WD**

**For Lake Whatcom Water and Sewer
District**

Ken Zangari, Local 114 WD President

**Laura Abele, President
Board of Commissioners
Lake Whatcom Water and Sewer District**

Kevin Cook, Local 114WD Vice President

**Joe Downes, Staff Representative
WSCCCE, AFSCME Council 2**

**Justin Clary, General Manager
Lake Whatcom Water and Sewer District**



APPENDIX A

2022 LAKE WHATCOM WATER AND SEWER DISTRICT PAY SCHEDULE

JOB CLASSIFICATION	DEPARTMENT	PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
		20							
DISTRICT ENGINEER/ASST. GM	Exempt	19	56.35	58.60	60.95	63.38	65.92	68.55	71.30
		18	52.27	54.36	56.54	58.80	61.15	63.59	66.14
FINANCE MANAGER/TREASURER	Exempt	17	49.78	51.78	53.85	56.00	58.24	60.57	62.99
OPERATIONS/MAINTENANCE MANAGER	Exempt	16	47.41	49.31	51.28	53.33	55.47	57.69	59.99
		15	45.16	46.96	48.84	50.80	52.83	54.94	57.14
CONSTRUCTION ENGINEER	Engineering	14	43.00	44.72	46.51	48.37	50.31	52.32	54.41
		13	40.96	42.59	44.30	46.07	47.91	49.83	51.82
MAINTENANCE ELECTRICIAN	Operations	12	39.01	40.57	42.19	43.88	45.64	47.46	49.36
WATER TREATMENT PLANT OPERATOR	Operations	11	37.14	38.62	40.17	41.78	43.45	45.18	46.99
		10	35.38	36.80	38.27	39.80	41.39	43.05	44.77
ENGINEERING TECHNICIAN/SAFETY OFFICER	Engineering	9	33.70	35.04	36.45	37.90	39.42	41.00	42.64
LEAD MAINTENANCE WORKER	Operations	9	32.08	33.37	34.70	36.09	37.53	39.04	40.60
MAINTENANCE WORKER II	Operations	8	30.56	31.78	33.05	34.37	35.75	37.18	38.66
ADMINISTRATIVE ASSISTANT	Administration	7	30.56	31.78	33.05	34.37	35.75	37.18	38.66
UTILITY SYSTEMS SUPPORT SPECIALIST	Operations	7	30.56	31.78	33.05	34.37	35.75	37.18	38.66
ACCOUNTS PAYABLE/PAYROLL TECHNICIAN	Administration	6	29.09	30.25	31.46	32.72	34.03	35.39	36.81
ACCOUNTS RECEIVABLE TECHNICIAN	Administration	5	27.70	28.80	29.96	31.15	32.40	33.70	35.04
MAINTENANCE WORKER I	Operations	5	27.70	28.80	29.96	31.15	32.40	33.70	35.04
		4	26.40	27.45	28.55	29.69	30.88	32.11	33.40
ACCOUNTING CLERK	Administration	3	25.14	26.14	27.19	28.28	29.41	30.58	31.81
		2	23.94	24.90	25.89	26.93	28.01	29.13	30.29
		1	22.80	23.71	24.66	25.64	26.67	27.74	28.85


NOTES:

1) Squared pay schedule results in 4% between pay steps and 5% between pay grades.



**AGENDA
BILL
Item 7.E**

**2022 Non-represented Staff
Cost-of-Living-Adjustment**

DATE SUBMITTED:	December 1, 2021	MEETING DATE:	December 8, 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 checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Traditionally the non-represented employees have received the same annual cost-of-living-adjustment (COLA) increase as the represented (union) employees. Non-union employees include the General Manager, District Engineer/Assistant General Manager, Finance Manager/Treasurer, Operations & Maintenance Manager, and Administrative Assistant. For 2022 the represented employee's COLA will be 4%, per the collective bargaining agreement between AFSCME and the District scheduled for board consideration on December 8 just prior to this agenda item (the October 2020-October 2021 Consumer Price Index for All Urban Consumers in [CPI-U] the Seattle area was 6.5%).

FISCAL IMPACT

The fiscal impact would be an additional \$27,444 in 2022 (including step increases for two eligible employees). The draft 2022 Budget accommodates this proposed increase.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Employee Leadership & Development

RECOMMENDED BOARD ACTION

Staff recommends that the Board approve a COLA for non-represented staff that is effective January 1, 2022, and equal to 4%.

PROPOSED MOTION


A recommended motion is:

"I move to approve a salary adjustment for all non-represented District staff that is equal to an increase of 4% and effective January 1, 2022."



**AGENDA
BILL
Item 7.F**

2022 Wilson Engineering Rates

DATE SUBMITTED:	December 1, 2021	MEETING DATE:	December 8, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Wilson Engineering letter dated November 24, 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

Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on September 2, 2021, and effective through July 31, 2026. Per Section 8.4 of the agreement, Wilson Engineering may annually request revision to the approved rates to accommodate inflation and market conditions. Attached is a letter from Wilson Engineering dated November 24, 2021 requesting revision to its rates and fees for 2022.

FISCAL IMPACT

The proposed rates are anticipated to increase modestly and relatively consistent with inflationary and marketplace values. Because specific services to be performed have not been fully defined at this time, actual budgetary impacts are not known at this time.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy & Performance
Product Quality

RECOMMENDED BOARD ACTION

Staff recommends that the Board approve the Wilson Engineering-proposed 2022 rate and fee schedule.

PROPOSED MOTION

A recommended motion is:

"I move to approve rates and fees to be effective January 1, 2022, for professional services performed by Wilson Engineering under the existing on-call professional services contract with the District, as presented in the November 24, 2021 letter from Wilson Engineering."



November 24, 2021

Justin Clary, General Manager
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: On-Call Engineering Services Contract
Rate Increase Request for 2022

Dear Justin:

Wilson Engineering, LLC respectfully submits the following rate increase request in accordance with Section 8.4 of the On-Call Engineering Services Contract for the period of performance through December 31, 2022. The proposed rates for 2022 are presented in the attached 2022 Rate Schedule.

We are also providing a revised list of Key Personnel per Section 2.2 D. The changes include adding two new engineers, promotions for existing staff, and removing staff who have retired or left for other positions. Current staff changes are noted in underlined italics.

Our structural engineer, Charles Waugh, retired this year and rather than replace him, we have a been partnering with Kingworks Structural Engineers. If a task or project needs structural engineering, we would seek District approval to add Kingworks as a subconsultant in accordance with Section 2.2 B.


A comparison of the old and new rates is attached. The overall average increase is about 4.1%. These rates reflect a modest escalation to cover our increased costs to retain experienced staff and maintain a competitive benefits package.

We very much enjoy working with the District Board and staff and value our long-term relationship. We look forward to continuing to serve the District with its future engineering needs.

If you have any questions or require any additional information, please don't hesitate to call.

Very Truly Yours,

WILSON ENGINEERING, LLC


Melanie Mankamy, PE
Principal

Encl. 2022 Billing Rates
2022 Staff List
2021-2022 Rate Comparison

cc: Bill Hunter, PE, Assistant General Manager / District Engineer



Billing rates for work performed January 1 - December 31, 2020:

Principal Engineer	\$180
Senior Engineer	\$174
Engineer IV	\$164
Engineer III	\$152
Engineer II	\$140
Engineer I	\$128
Environmental / Permit Technician	\$96
Senior CAD Design Technician	\$114
CAD Design Technician	\$95
Inspector I	\$100
Inspector II	\$120
Clerical	\$81
Senior Professional Land Surveyor	\$174
Hydrographer	\$188
Professional Land Surveyor	\$166
Senior Survey Technician	\$126
Survey Technician	\$100
1-Person Survey Crew	\$150
2-Person Survey Crew	\$224
3-Person Survey Crew	\$280
3-D Scanning Survey Crew	\$295
Hydrographic Survey Crew	\$330
1-Person Survey Crew Prevailing Wage	\$180
2-Person Survey Crew Prevailing Wage	\$285
3-Person Survey Crew Prevailing Wage	\$370

Sub-consultants – reimbursed at cost plus 8%

Reimbursable direct expenses – reimbursed at cost plus 8% - include (but are not limited to) the following:

Project application fees and project permit fees

Publication of notices

Reproduction of drawings and construction documents

Postage and shipping

Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties

Mileage at project-current IRS mileage rate

Specialized Equipment Rental, at rental rate



KEY PERSONNEL LIST
Lake Whatcom Water and Sewer District
General Engineering Services

CIVIL ENGINEERING

Andrew Law, P.E.	Managing Member, Principal Engineer
Elizabeth Sterling, P.E.	Principal Engineer
Melanie Mankamy, P.E.	Principal Engineer
Jeff Christener, P.E.	Principal Engineer
Michael Matthes, P.E.	Principal Engineer
Danielle Johnston, P.E.	Senior Engineer
Curt Schoenfelder, P.E.	Senior Engineer
Scott Wilson, P.E.	Senior Engineer
Rhett Winter, P.E.	Engineer IV
Brian Smith, P.E.	Engineer IV
Ben Gibson, P.E.	Engineer III
Kenna Wurden-Foster, P.E.	Engineer II
<u>Paul Thomas, P.E.</u>	<u>Engineer II</u>
Samantha Rodriguez	Engineer I
<u>Eric Hull, E.I.T.</u>	<u>Engineer I</u>
Jeffery G. Smith	Senior CAD Design Technician /Inspector I
Ria Nickerson	Senior CAD Design Technician /Inspector I
Cheri Pendarvis	CAD Design Technician
Anthony Cavender	Environmental/Permit Technician
Steven Elliot	<u>Inspector II</u>

LAND AND HYDROGRAPHIC SURVEY

J. Thomas Brewster, PLS, CFM	Manager, Survey Department, Senior Professional Land Surveyor
Paul Darrow, PLS	Crew Chief / Professional Land Surveyor
Bruce Raper	Senior Survey Technician
Alan Mooers, LSIT	Senior Survey Technician
Colette McNabb	Senior Survey Technician
Alger Beal	Senior Survey Technician
Colin Hopps	Survey Technician / Inspector
<u>John Henry Brewster</u>	<u>Survey Technician</u>

Administrative Staff

Diana McLean	Bookkeeper
Janice Clayton	Clerical
Tom Dorr	Marketing Director

Note: New staff or changes in Billing Category are in underlined italics.



Rate Comparison between 2021 and 2022:


Billing Category	2021 Rate	2022 Rate	Approx. Increase
Principal Engineer	\$174	\$180	3.45%
Senior Engineer	\$168	\$174	3.57%
Engineer IV	\$158	\$164	3.80%
Engineer III	\$145	\$152	4.83%
Engineer II	\$135	\$140	3.70%
Engineer I	\$124	\$128	3.23%
Environmental /Permit Technician	\$92	\$96	4.35%
Senior CAD Design Technician	\$110	\$114	3.64%
CAD Design Technician	\$92	\$95	3.26%
Inspector I	\$97	\$100	3.09%
Inspector II (new category)		\$120	
Clerical	\$78	\$81	3.85%
Senior Professional Land Surveyor	\$168	\$174	3.57%
Hydrographer	\$180	\$188	4.44%
Professional Land Surveyor	\$160	\$166	3.75%
Senior Survey Technician	\$122	\$126	3.28%
Survey Technician	\$97	\$100	3.09%
1-Person Survey Crew	\$145	\$150	3.45%
2-Person Survey Crew	\$215	\$224	4.19%
3-Person Survey Crew	\$270	\$280	3.70%
3-D Scanning Survey Crew	\$280	\$295	5.36%
Hydrographic Survey Crew	\$320	\$330	3.13%
1-Person Survey Crew Prevailing Wage	\$170	\$180	5.88%
2-Person Survey Crew Prevailing Wage	\$265	\$285	7.55%
3-Person Survey Crew Prevailing Wage	\$350	\$370	5.71%





**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	December 02, 2021	MEETING DATE:	December 08, 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, December 8, 2021 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Dec 29, 2021	8:00 a.m.	Remote Attendance
Employee Staff Meeting	Thu Dec 9, 2021	8:00 a.m.	Remote Attendance Commissioner Carter to attend
Investment Comm. Meeting	Wed Dec 29, 2021	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Dec 16, 2021	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Policy Group Meeting	TBD	3:00 p.m.	Remote Attendance
Joint Councils Meeting	March 2022	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Dec 14, 2021	6:00 p.m.	Hybrid; Silver Lake WSD
Whatcom Water Districts Caucus Meeting	Wed Dec 15, 2021	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Dec 8, 2021	3:00 p.m.	Remote Attendance

Committee Meeting Reports

Safety Committee:

- The Safety Committee met on November 18. Topics included continued progress in review/revision of various safety programs, scheduling of fork lift certification training for operations staff, and launch of the next round of required online safety training for all staff.

Investment Committee:

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

Upcoming Board Meeting Topics

- Interlocal agreement with Whatcom Conservation District for water conservation services
- Termination of emergency declaration relative to the November flood events
- 2022 election of board officers, and appointment of board representatives to various committees/groups

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, as well as a retreat on October 25 to discuss the strategic plan, rate study, and capital improvement program priorities. Consideration of plan adoption is scheduled for December 8 meeting.

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.
An updated master fees and charges schedule that reflects Board-directed rates resulting from the rate study was adopted via Resolution No. 879 during the November 24 meeting.

Investment Policy Review

- Conduct a comprehensive review of the District's investment policy aimed at optimizing return on investments while sufficiently protecting District funds.
Resolution No. 473, which revised and incorporated the investment policy into the administrative code, was adopted by the board during its April 28, 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 (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, with five subsequent negotiations sessions held. Consideration of approval of the successor agreement is scheduled for December 8 meeting.

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) August 20 (Justin Clary appointment to Public Works Board), September 27 (TOP Award receipt), and November 15 (health advisory for direct lake draw residents due to flood event).

Intergovernmental Relations

- *J Clary and J Carter met with Kraig Olason and Holly Faulstich of Whatcom County Public Works on November 29 regarding the Lake Whatcom Stormwater Utility and associated activities.*

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 the policy group meeting on December 1.

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.