



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: April 21, 2022

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 April 27, 2022 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.

April 27, 2022 Regular Board Meeting
Wed, April 27, 2022 8:00 AM – 10:00 AM (PST)

Join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/721895133>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 721-895-133

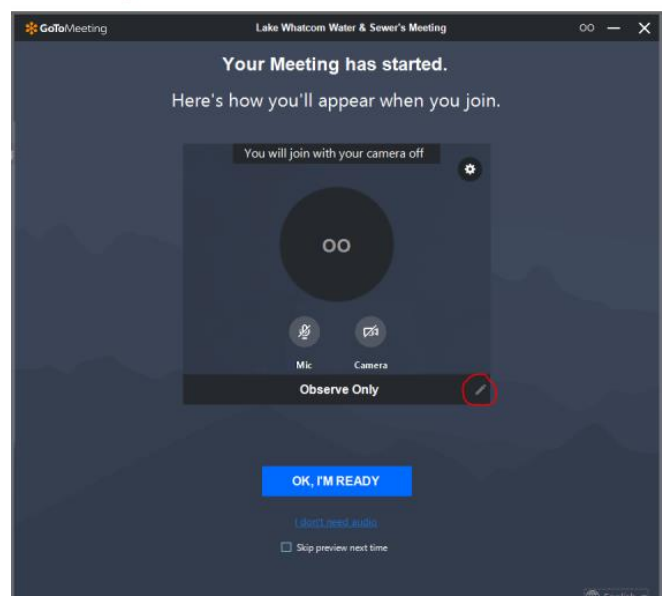
New to GoToMeeting? Get the app now and be ready when the meeting starts:

<https://meet.goto.com/install>

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.

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LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

April 27, 2022


8:00 a.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. CONFIRMATION OF COMPLIANCE WITH REMOTE MEETING ATTENDANCE PROTOCOLS
4. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name prior to making comments.
5. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
6. CONSENT AGENDA
7. SPECIFIC ITEMS OF BUSINESS
 - A. City of Bellingham Post Point Resource Recovery Project Status Presentation
 - B. General Facilities Charges Update Presentation
 - C. Division 7 Reservoir Design Contract Amendment Approval
 - D. Interlocal Agreement with Whatcom County for Cost Sharing associated with Licensed Pictometry Imagery and Software
8. OTHER BUSINESS
9. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA
BILL
Item 6**

Consent Agenda

DATE SUBMITTED:	April 21, 2022	MEETING DATE:	April 27, 2022
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 04.26.2022****

BACKGROUND / EXPLANATION OF IMPACT

- Payroll for Pay Period #08 (04/02/2022 through 04/15/2022) totaling \$48,993.99
- Payroll Benefits for Pay Period #08 totaling \$53,285.08
- 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 2022 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 *March 30, 2022*

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 Bruce Ford	Finance Manager/Treasurer Jenny Signs
	Commissioner John Carter	Operations Manager Brent Winters
	Commissioner Leslie McRoberts	

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

Roll Call

General Manager Justin Clary performed a roll call to identify those in attendance, and then verbally confirmed that the meeting was noticed in accordance with Resolution No. 859 allowing remote meeting attendance, as well as in compliance with current statutory requirements. It was confirmed that all participants were able to be heard and hear each other clearly.

Changes to Agenda

Clary requested under Item 8, Other Business, the addition an update on the City of Bellingham's Post Point Resource Recovery Project. The board agreed.

Consent Agenda

Action Taken

Citron moved, McRoberts seconded, approval of:

- **Meeting Minutes for the 03/09/2022 Regular Board Meeting**
- **Payroll for Pay Period #06 (03/05/2022 through 03/18/2022) totaling \$44,676.72**
- **Payroll Benefits for Pay Period #06 totaling \$49,178.02**
- **Accounts Payable Vouchers totaling \$252,453.41**

Motion passed.

Resolution No. 882—2020 Census Commissioner District Boundary Adoption

As a special purpose district authorized under Title 57 Revised Code of Washington (RCW), the District is governed by five commissioners who set its policies and rates. The District is divided into five distinct commissioner districts; each represented by a resident elected from that commissioner district to serve a six-year term of office. Every 10 years following receipt of the federal decennial census data, the District goes through the process of redrawing district boundaries to adjust for population changes in order to maintain commissioner districts that are relatively equal in population. This ensures all residents of the District have access to fair representation.

Clary recalled that FLO Analytics (FLO) was contracted in Fall 2021 to assist the District in completing the redistricting process and developed two initial commissioner district boundary options, which were presented to the Board during its regularly scheduled February 23, 2022, meeting. A public hearing was held during the Board's meeting on March 9, 2022; no public testimony was received during the public hearing. Following closure of the public hearing, the Board directed staff to proceed with incorporation of Draft Map 1 into a resolution for the Board's consideration during its March 30, 2022, meeting. The final map was published on the District's website on March 18, 2022, meeting the statutory requirement of publishing a minimum of seven days prior to adoption.

Action Taken

Citron moved, Ford seconded, to adopt Resolution No. 882 as presented. Motion passed.

Resolution No. 883—Conclusion of Emergency Declaration related to the COVID-19 Pandemic

Clary explained that at the onset of the COVID-19 pandemic in early 2020 and following emergency declarations at the federal, state and local levels, the Board adopted Resolution No. 863, declaring a local emergency related to the pandemic. With many unknowns related to the pandemic at the time of the emergency declaration, the intent of the declaration was to provide the District more flexibility in responding impacts created by the pandemic.

Since that time, the District has shifted its operations in response to pandemic conditions, and federal, state and local guidance. Considering current pandemic conditions, the Board discussed during its regularly scheduled March 9, 2022, meeting whether the flexibility allowed under the emergency declaration (primarily the ability to expedite contracting for external services) remains warranted. Based upon the discussion, staff prepared Resolution No. 883 allowing for the conclusion of the emergency declaration. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to adopt Resolution No. 883 as presented. Motion passed.

2022 Lake Whatcom Boulevard Sewer CIPP Project Public Works Contract Award

Hunter outlined that this project is the second of a series of projects to systematically rehabilitate degraded gravity pipe segments along the Lake Whatcom Boulevard Sewer Interceptor to improve flow capacity. In the Fall of 2020 Wilson Engineering completed a hydraulic analysis that prioritized segments for rehabilitation, ranking them from the greatest positive impact to the least impact, on improving hydraulic capacity. The segments are located along Lake Whatcom Boulevard just west of Strawberry Point.

The 2022 scope of work includes rehabilitation of approximately 700 feet of 10-inch diameter sanitary sewer pipe, traffic control, and sewage bypass pumping. The District published an advertisement for bids in the Bellingham Herald on January 27, 2022, with bids due on March 16, 2022. Four bids were received. Staff reviewed mandatory and supplemental bidder responsibility criteria of the low bidder, and recommended awarding the contract to Insta-Pipe, Inc. Discussion followed.

Action Taken

Citron moved, Ford seconded, to award the 2022 Lake Whatcom Boulevard Sewer CIPP Project public works contract to Insta-Pipe, Inc. for a total contract price of \$89,103.04, including 8.6% sales tax, and authorize the general manager to execute the contract. Motion passed.

Public Assistance Grant Agreement for FEMA Funding associated with the 2021 Flood Event

Clary explained 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 and adjacent waterways, causing damage to District infrastructure. Due to the magnitude of the flood event throughout the region, President Biden issued Presidential Disaster Declaration No. FEMA-4635-DR-WA.

With the issuance of the disaster declaration, the District is eligible for reimbursement of costs expended in response to damage caused by the flood event. Staff presented a grant agreement, administered by the Washington State Military Department, providing for reimbursement of at least 75% of costs incurred by the District associated with recovery from the flood event. Discussion followed.

Action Taken

Citron moved, Carter seconded, to authorize the general manager to execute the Public Assistance Grant Agreement with the Washington State Military Department to enable receipt of federal funds associated with recovery from the 2021 flood event as presented. Motion passed.

Other Business

Clary gave a brief summary of progress on the City of Bellingham's Post Point Resource Recovery Project. He recalled that the main goal of the project was to move from incineration to biosolid processing with a digester system. The project is currently in the design/build process. With the addition of citizen concerns about in compostable material and biosolids, the Board requested a representative from the City be invited to an upcoming meeting to provide updated information on the status of the project. Discussion followed.

General Manager's Report

Clary updated the board on several topics including newly hired field crew members and ongoing collaborative work with Whatcom County around sewer release protocols. Discussion followed.

Engineering Department Report

Hunter highlighted several ongoing projects, including the Division 7 Reservoir and Lakewood & Rocky Ridge Sewer Pump Station redesigns. He also touched on the pick-up of land development requests and the upcoming building season.

Finance Department Report

Signs reported that both water and sewer funds are tracking on budget for revenue and expenditures, updated the Board on collection activity with past due accounts over 35% lower than they were at this time last year, as well as the District's accounting software and pros and cons of transitions vs utilization of the current system. Discussion followed.

Operations & Maintenance Department Report

Winters gave a report on field crew operations, including ongoing excellent safety record, potential tree removal near the Division 30 reservoir, and ongoing maintenance and repair.

With no further business, Abele adjourned the Regular Session 9:21 a.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 *April 13, 2022*

Board Secretary Todd Citron called the Regular Session to order at 6:30 p.m.

Attendees:

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

Also in attendance were Melanie Mankamy and Brian Smith of Wilson Engineering; as well as the following District constituents:

- | | |
|---------------------------------|-------------------|
| • Claire Beiser & Tom Rosenberg | • Sandy Dentinger |
| • Jordan Forbes | • Jeremy Voigt |
| • Patti Ramsey | • Robert Schmidt |
| • Brian & Maureen Sullivan | • Dave McEachran |
| • Kim Koyamatsu & Alan Chang | • Roger DeSpain |
| • Jennifer Hine | • Kristi Bailey |

Excused Absences: Commissioner Laura Abele

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

Carter moved, McRoberts seconded, approval of:

- Payroll for Pay Period #06 (03/19/2022 through 04/01/2022) totaling \$43,490.60
- Payroll Benefits for Pay Period #06 totaling \$49,388.29
- Accounts Payable Vouchers totaling \$192,535.08

Motion passed.

Euclid Sewer Pump Station Improvements Architectural/Engineering Agreement Amendment

Hunter explained that the Euclid Sewer Pump Station project consists of the replacement of the power service with a 3-phase 480-volt service, refurbishment of existing pumps, temporary bypass pumping, site, stormwater and retaining wall improvements, electrical and automatic control improvements, and automatic transfer switch and stationary generator installation.

The Board of Commissioners awarded a construction contract to Colacurcio Brothers, Inc during its March 9, 2022 meeting. Staff requested the design engineer, RH2 Engineering Inc., prepare a scope of work and fee for Services During construction to assist District staff with inspection, submittal review, evaluating requests for information, change order support, onsite meetings, record drawings, testing and startup, and SCADA software development. District staff will perform contract administration tasks with support from the consultant. Staff will also coordinate on-site observations with the consultant to ensure inspections are performed throughout construction.

Action Taken

Carter moved, Ford seconded, to authorize the General Manager to execute Architectural/Engineering Agreement Amendment No. 7 for Euclid Sewer Pump Station Improvements Services During Construction with RH2 Engineering, Inc. for time and materials not to exceed \$79,767 as presented. Motion passed.

Eagleridge Water Booster Station Conversion Project Discussion

Clary recalled that following the District's determination that system pressures around the Eagleridge Water Booster Station meet current District policy, and DOH's approval of the planned project to remove the booster pumps, the District provided outreach to Eagleridge system customers via a letter dated December 6, 2021.

Since issuance of the December 6 letter, there has been ongoing dialogue with Eagleridge customers regarding the impacts of the proposed project. The Board has discussed the project during a regularly scheduled meeting held on January 12, 2022 and a work session held on February 9, 2022. Staff presented the board with a letter dated March 30, 2022 that was issued to all Eagleridge customers providing additional information regarding the expected impacts of the project and addressing comments received by representatives of the Donald Avenue customers and the Eagleridge HOA. The board was also provided a memorandum dated April 01, 2022 that addressed a request from the Board to provide a comparison of the expected Eagleridge water system pressures with other District water systems; as well as a table summarizing the various project alternatives discussed during the February 9 work session.

Discussion followed, and all attendees were provided with an opportunity to express concerns or pose questions. No action was taken, however the Board requested the topic be further discussed at an upcoming meeting or work session.

November 2021 Flood Event Lessons Learned

Hunter shared various operational and emergency response lessons learned from the county-wide flood event that began November 14, 2021. The event caused damage to multiple District water and sewer facilities, some of which are still out of service or in emergency operations. The District is currently working with FEMA to secure grant funding assistance to recover, restore, and mitigate against future events. Recovery and mitigation efforts are anticipated to occur over the next 18 months.

During the board meeting, staff presented a list of operations lessons learned and the resulting changes and additions to District policies and emergency response plans resulting from these lessons. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including an upcoming presentation from City of Bellingham staff scheduled for the April 27, 2022 regular board meeting and progress on the Division 7 Reservoir Replacement project.

With no further business, Citron adjourned the Regular Session 9:30 p.m.

Board President, Laura Abele

Attest: _____
Recording Secretary, Rachael Hope

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

CHECK REGISTER

Lake Whatcom W-S District

Time: 14:59:47 Date: 04/18/2022

04/21/2022 To: 04/21/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1147	04/21/2022	Payroll	5	EFT		435.24	04/02/2022 - 04/15/2022 PR 8
1148	04/21/2022	Payroll	5	EFT		468.51	04/02/2022 - 04/15/2022 PR 8
1149	04/21/2022	Payroll	5	EFT		469.71	04/02/2022 - 04/15/2022 PR 8
1150	04/21/2022	Payroll	5	EFT		3,547.75	04/02/2022 - 04/15/2022 PR 8
1151	04/21/2022	Payroll	5	EFT		2,622.66	04/02/2022 - 04/15/2022 PR 8
1152	04/21/2022	Payroll	5	EFT		3,881.69	04/02/2022 - 04/15/2022 PR 8
1154	04/21/2022	Payroll	5	EFT		1,827.27	04/02/2022 - 04/15/2022 PR 8
1156	04/21/2022	Payroll	5	EFT		1,731.36	04/02/2022 - 04/15/2022 PR 8
1157	04/21/2022	Payroll	5	EFT		3,018.52	04/02/2022 - 04/15/2022 PR 8
1158	04/21/2022	Payroll	5	EFT		2,239.38	04/02/2022 - 04/15/2022 PR 8
1159	04/21/2022	Payroll	5	EFT		3,467.42	04/02/2022 - 04/15/2022 PR 8
1160	04/21/2022	Payroll	5	EFT		3,286.78	04/02/2022 - 04/15/2022 PR 8
1161	04/21/2022	Payroll	5	EFT		2,357.44	04/02/2022 - 04/15/2022 PR 8
1162	04/21/2022	Payroll	5	EFT		469.71	04/02/2022 - 04/15/2022 PR 8
1163	04/21/2022	Payroll	5	EFT		2,591.43	04/02/2022 - 04/15/2022 PR 8
1164	04/21/2022	Payroll	5	EFT		1,593.96	04/02/2022 - 04/15/2022 PR 8
1165	04/21/2022	Payroll	5	EFT		2,173.46	04/02/2022 - 04/15/2022 PR 8
1166	04/21/2022	Payroll	5	EFT		3,223.44	04/02/2022 - 04/15/2022 PR 8
1167	04/21/2022	Payroll	5	EFT		1,932.15	04/02/2022 - 04/15/2022 PR 8
1168	04/21/2022	Payroll	5	EFT		2,965.55	04/02/2022 - 04/15/2022 PR 8
1169	04/21/2022	Payroll	5	EFT		2,617.65	04/02/2022 - 04/15/2022 PR 8
1153	04/21/2022	Payroll	5	12753		587.13	04/02/2022 - 04/15/2022 PR 8
1155	04/21/2022	Payroll	5	12754		1,485.78	04/02/2022 - 04/15/2022 PR 8

401 Water Fund


14,586.79

402 Sewer Fund

34,407.20

48,993.99 Payroll: 48,993.99

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 4/18/2022
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: 15:23:23 Date: 04/18/2022

04/21/2022 To: 04/21/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1170	04/21/2022	Payroll	5	EFT	UNITED STATES TREASURY	17,536.09	941 Deposit for Pay Cycle(s) 04/21/2022 - 04/21/2022
1171	04/21/2022	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 04/21/2022 To 04/21/2022 - SUP ENF
1172	04/21/2022	Payroll	5	12755	AFLAC	354.85	Pay Cycle(s) 04/21/2022 To 04/21/2022 - AFLAC Pre-Tax; Pay Cycle(s) 04/21/2022 To 04/21/2022 - AFLAC Post-Tax
1173	04/21/2022	Payroll	5	12756	AFSCME LOCAL	379.20	Pay Cycle(s) 04/21/2022 To 04/21/2022 - Union Dues; Pay Cycle(s) 04/21/2022 To 04/21/2022 - Union Fund
1174	04/21/2022	Payroll	5	12757	DEPARTMENT OF RETIREMENT SYSTEMS	5,018.00	Pay Cycle(s) 04/21/2022 To 04/21/2022 - DCP
1175	04/21/2022	Payroll	5	12758	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 04/21/2022 To 04/21/2022 - VEBA
1176	04/21/2022	Payroll	5	12759	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 04/21/2022 To 04/21/2022 - ICMA
1177	04/21/2022	Payroll	5	12760	WA ST HEALTH CARE AUTHORITY	17,061.33	Pay Cycle(s) 04/21/2022 To 04/21/2022 - PEBB Medical; Pay Cycle(s) 04/21/2022 To 04/21/2022 - PEBB ADD LTD; Pay Cycle(s) 04/21/2022 To 04/21/2022 - PEBB SMK Surcharge; Pay Cycle(s) 04/21/2022 To 04/21/2022
1178	04/21/2022	Payroll	5	12761	WA ST PUBLIC EMP RET PLAN 2	8,884.07	Pay Cycle(s) 04/21/2022 To 04/21/2022 - PERS 2
1179	04/21/2022	Payroll	5	12762	WA ST PUBLIC EMP RET PLAN 3	3,153.20	Pay Cycle(s) 04/21/2022 To 04/21/2022 - PERS 3
401 Water Fund						39,072.70	
402 Sewer Fund						14,212.38	
						53,285.08	Payroll:
							53,285.08

BENEFITS

CHECK REGISTER

Lake Whatcom W-S District

Time: 15:23:23 Date: 04/18/2022

04/21/2022 To: 04/21/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 4/18/2022
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**

**City of Bellingham Resource
Recovery Project Status
Presentation**

DATE SUBMITTED:	April 13, 2021	MEETING DATE:	April 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The City of Bellingham owns and operates the Post Point Wastewater Treatment Plant, which receives and treats the District's wastewater through an interlocal agreement between the City and District. The solids handling process equipment (incinerators) at the facility are reaching the end of their useful lives and require replacement. Based upon the City's policy for climate action and community feedback on various replacement options, a digestion process with energy recovery has been identified as the preferred solution. Since the last presentation to the Board in April 2021, the City and its consultant have been proceeding with design, permitting, and cost estimating associated with this project (referred to as the Resource Recovery Project).

Also since the April 2021 presentation, the City has received a number of comments from the community pertaining to consideration of the presence (and associated risk) of per- and polyfluoroalkyl substances (PFAS) within the compostable end product of the proposed digestion process. Though PFAS has gained significant notoriety over the past decade pertaining to human health risk associated with its potential presence in drinking water (the risk of which is still being defined by state and federal agencies), its presence and associated risk in wastewater treatment end products has only recently come to light (in regard to drinking water, there have been no detections of PFAS in Lake Whatcom water to-date).

Based upon the community's concern with the potential for PFAS in the compostable end product of the proposed digestion process, the City has held significant discussion pertaining to the current Resource Recovery Project, and if any additional processes should be considered to address PFAS. With the potential for any additional processes to increase project costs significantly relative to the already historically costly project, the City has been invited to provide an update to the Board on the project and receive any input from the District as the City's largest single wastewater customer.

FISCAL IMPACT

No impacts will be incurred in the 2022 Budget. Based upon the interlocal agreement between the City and District for wastewater treatment, the District's share of any capital improvements to the Post Point WWTP will be 4.8% of the total costs (currently estimated at approximately \$10.5 million in 2026).

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality

Financial Viability

Infrastructure Strategy and Performance

Community Sustainability

RECOMMENDED BOARD ACTION

No action is recommended.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 7.B**

**General Facilities Charges
Update Presentation**

DATE SUBMITTED:	April 11, 2022	MEETING DATE:	April 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. FCS Group General Facilities Charges Presentation		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Under [Revised Code of Washington 57.08.005 \(11\)](#), the Lake Whatcom Water and Sewer District is allowed to fix rates and charges to property owners seeking to connect to the District's water and sewer systems using reasonable connection charges so that property owners bear their equitable share of the cost of the system. For purposes of calculating a connection charge, the Board determines the share of the cost of existing facilities and facilities planned for construction over the next ten years.

While the District has some flexibility to define an equitable share of system costs, it is important that the District follows a rational approach to consistently implement cost-based General Facilities Charges (GFCs). The most recent review of District GFCs was conducted in 2017, with an annual escalation of 2.5% applied to each (water and sewer) GFC since. Recognizing that much has changed in regards to the water and sewer capital improvement programs over the past five years, the Board has authorized through the 2022 Budget funding to enable hiring a consultant to review and make recommendations to the District's GFCs. Following a competitive solicitation process, the District has contracted with FCS Group to perform an update to the current GFC rates through a comprehensive study to determine what the fair and equitable share of those costs would be, and to make recommendations to the Board for GFC rates in the coming years.

Similar to prior studies, the District is developing a long-range financial forecast that will ensure GFCs recover a proportionate share of the cost of existing and future system assets from new customers as growth occurs. By not updating GFCs, growth doesn't fully pay its equitable share of costs and shifts a portion of those costs to existing rate payers. FCS Group will provide a presentation on their approach to conducting this update, the scope of their work, and a timeline for this project.

FISCAL IMPACT

The Board-adopted 2022 Budget provides up to \$25,920 to complete the analysis. Future revenues for GFCs will be determined and presented in the coming months as a result of the study.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable.



Introduction to General Facilities Charges (GFCs)



John Ghilarducci, Principal
Tage Aaker, Project Manager
Zech Hazel, Senior Analyst
April 27, 2022

Agenda



Introduction



Current GFCs



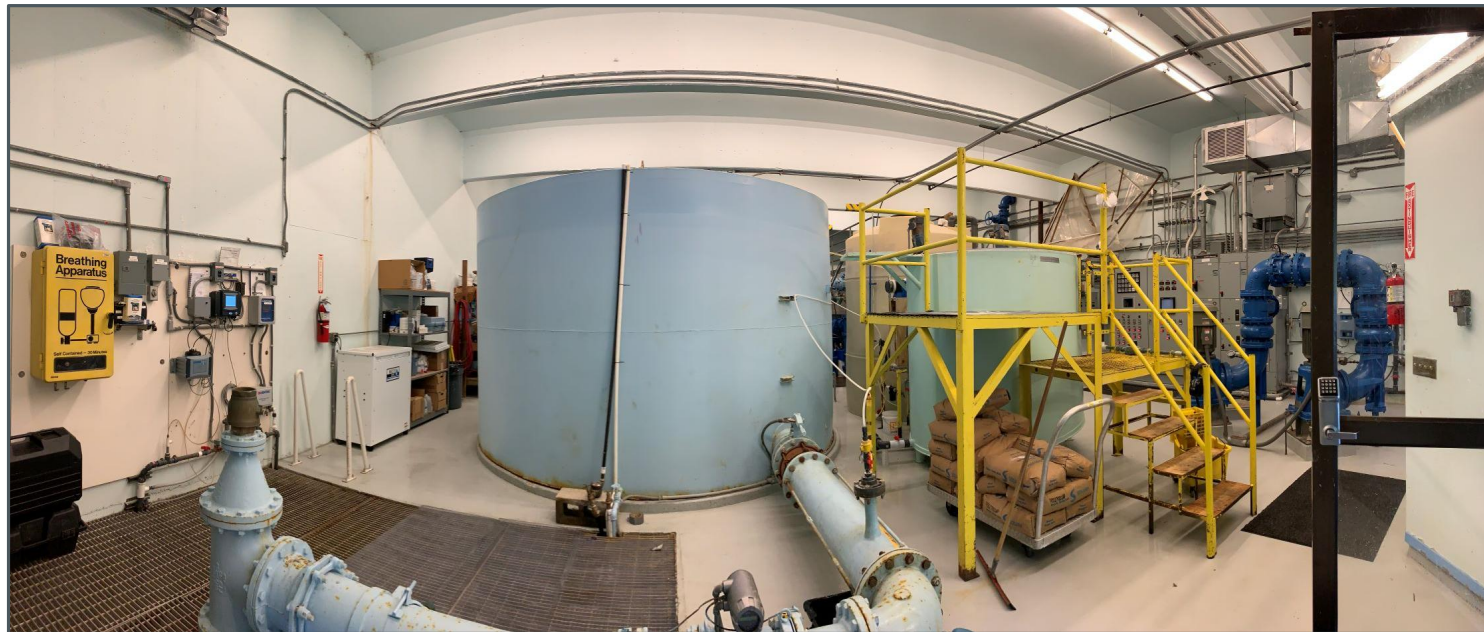
State RCW*



Methodology



District Policies



*Treatment Plant
Panorama*



Introduction

- Study goal: Update general facilities charges (GFCs) for water and sewer

GFCs recover a proportionate share of the cost of existing and future system assets from new customers, as growth occurs

- FCS GROUP last updated GFCs in 2017
 - » Water GFC for 5/8 x 3/4 inch increased from \$4,110 to \$6,183 by 2021
 - » Sewer GFC for 5/8 x 3/4 inch increased from \$5,201 to \$8,320 by 2021
 - » Both charges were increased by 2.5% for 2022



Characteristics of GFCs

One-time charges, not ongoing rates

Provide revenue for capital as growth occurs

Include future & existing infrastructure costs



Must be consistent with RCW 57.08.005

Recover proportionate share of cost of capacity from growth

For capital only, in both calculation and in use

Redevelopment charged for additional demand only



Current District GFCs (2022)

Meter Size	Water	Sewer	Total
5/8 x 3/4 Inch	\$6,337.58	\$8,528.00	\$14,865.58
1 Inch	\$12,676.18	\$17,056.00	\$29,732.18
1.5 Inch	\$31,689.93	\$42,641.03	\$74,330.96
2 Inch	\$50,703.68	\$68,226.05	\$118,929.73
3 Inch Compound	\$139,435.88	\$187,620.10	\$327,055.98
4 Inch Compound	\$185,894.00	\$250,131.78	\$436,025.78



State Law for Special Districts



Revised Code of Washington (RCW) 57.08.005 (11)

(11) Subject to subsection (7) of this section, to fix rates and charges for water, sewer, reclaimed water, and drain service supplied and to charge property owners seeking to connect to the district's systems, as a condition to granting the right to so connect, in addition to the cost of the connection, such reasonable connection charge as the board of commissioners shall determine to be proper in order that those **property owners shall bear their equitable share of the cost of the system**. For the purposes of calculating a connection charge, the **board of commissioners shall determine the pro rata share of the cost of existing facilities and facilities planned** for construction within the next **ten years** and contained in an **adopted comprehensive plan** and other costs borne by the district which are directly attributable to the improvements required by property owners seeking to connect to the system. The cost of existing **facilities shall not include those portions of the system which have been donated or which have been paid for by grants**. The connection charge **may include interest** charges applied from the date of construction of the system until the connection, or for a period **not to exceed ten years**, whichever is shorter, **at a rate commensurate with the rate of interest applicable to the district at the time of construction** or major rehabilitation of the system, or at the time of installation of the lines to which the property owner is seeking to connect. ...

- ✓ Equitable share
- ✓ Existing facilities
- ✓ Future facilities (must be in adopted plan)
- ✓ Up to 10 years of future facilities
- ✓ Exclude grant funded or donated facilities
- ✓ Can include up to 10 years of interest



District's GFC Methodology

$$\text{GFC} = \frac{\text{Existing System Cost} + \text{Future Project Cost}}{\text{Existing + Future Customer Base (System Capacity)}}$$

- Used in our 2017 GFC Update
- Methodology typically stable over time
- Equitable between existing customers and new connections



Existing System Cost

Existing System Cost

- Utility plant-in-service
 - » Based on each utility's fixed asset schedule
 - » Estimated original cost (not replacement cost)
- Plus: Construction work in progress
 - » Capital projects currently underway but not yet completed
- Less: Contributed assets
 - » GFC should only recover costs actually incurred by the District
 - » Excludes developer / grant funded assets
- Less: Net debt principal outstanding
 - » New customers will bear a proportionate share of annual debt service through ongoing utility service rates
- Plus: Interest on utility-funded assets
 - » RCW and subsequent legal interpretations provide a guideline for GFCs which suggests that such charges can include interest on an asset at the rate applicable during the time of construction



Future Project Cost

Future Project Cost

- A maximum of 10-years of capital projects
 - » Must be included in an adopted comprehensive plan
 - » Today's dollars; not escalated
- Projects include
 - » Upgrades: Broadly benefit both existing and future customers.
 - Examples: a new operations facility, improving system security, or projects that address new regulations.
 - » Expansions: Primarily increase system capacity / serve additional customers.
 - Examples: main extensions, conservation programs, treatment plant expansions, pipe upsizing projects, etc.
- Projects excluded
 - » Repair & replacement (R&R) projects: Replace existing infrastructure due to wear and tear over time (do not increase system capacity / not upgrades).
 - Excluded from GFC, assumed to be repairing or replacing fixed assets that are already accounted for within the existing system cost.

System Capacity

Existing + Future Customer Base
(System Capacity)

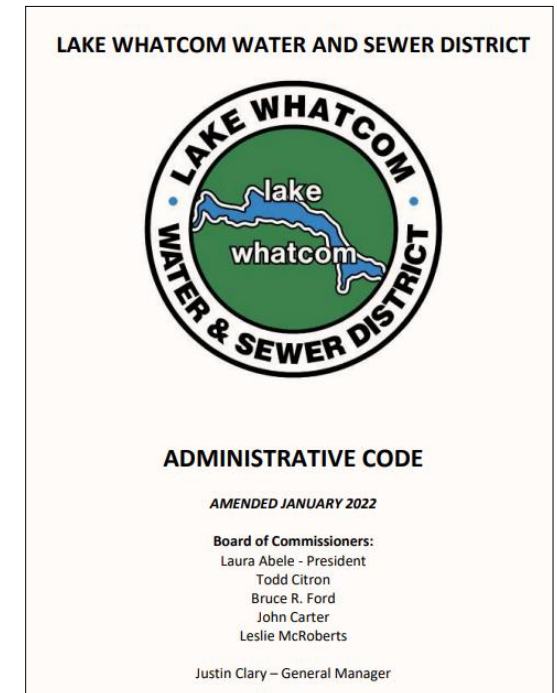
- How many customer equivalents can the system serve, once the ten-year capital plan has been fully executed?
 - » District comprehensive plans note capacities at certain years and / or buildout
 - » Capacities noted in equivalent residential units (ERUs)
- District administers GFCs based on meter size
 - » Need to convert ERUs to meter capacity equivalents (MCEs)
 - Both are ways to calculate residential equivalents
 - » In 2017 study, one MCE was slightly less than one ERU

Meter Information	Meter Size	Meter Capacity Ratio
	5/8 x 3/4 Inch	1
	1 Inch	2
	1.5 Inch	5
	2 Inch	8
	3 Inch Compound	22
	4 Inch Compound	29



GFCs are Consistent with District Policies

- 2.3 Capital Improvement Plan Policy
 - » (8) New private community development including residential and commercial projects shall pay for its fair share of the capital improvements that are necessary to serve the development in the form of general facilities charges (GFCs).
- 3.1.11 Connection Charge
 - » ...The Connection Charge shall be determined by resolution of the Board and collected as provided in Section 3.5.2.
- 3.5.2 Connection Charges
 - » (a) Property owners seeking to connect serviceable properties to the District's water and/or sewer system will be charged a connection fee at the time of issuance of a connection permit so that they will bear an equitable share of the cost of the existing system and the cost of the facilities planned for construction within the next ten years. Connection charges shall be in accordance with the District's current Master Fees and Charges Schedule.



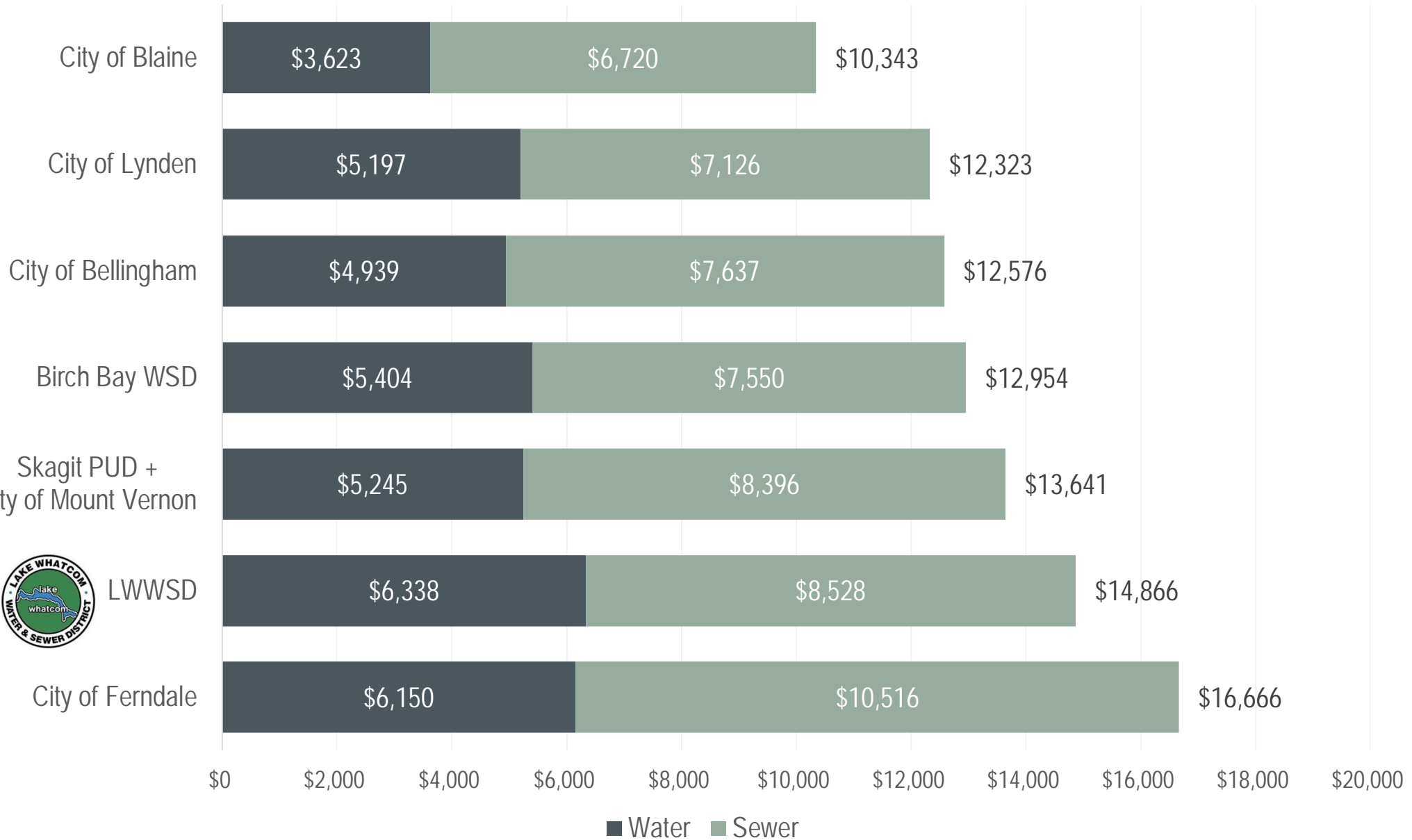


The Case for GFCs

- Without GFCs...
 - » Current rate payers bear 100% of cost
 - » Revenue from rates becomes ever more important to fund projects
- By not increasing GFCs...
 - » Growth does not pay its equitable share of costs
 - » Shifts portion of costs to existing rate payers
 - » Diverges from District's financial policy of growth paying for its fair share
- Non-District sources (e.g., grants and loans) are declining and insufficient to reliably meet District needs

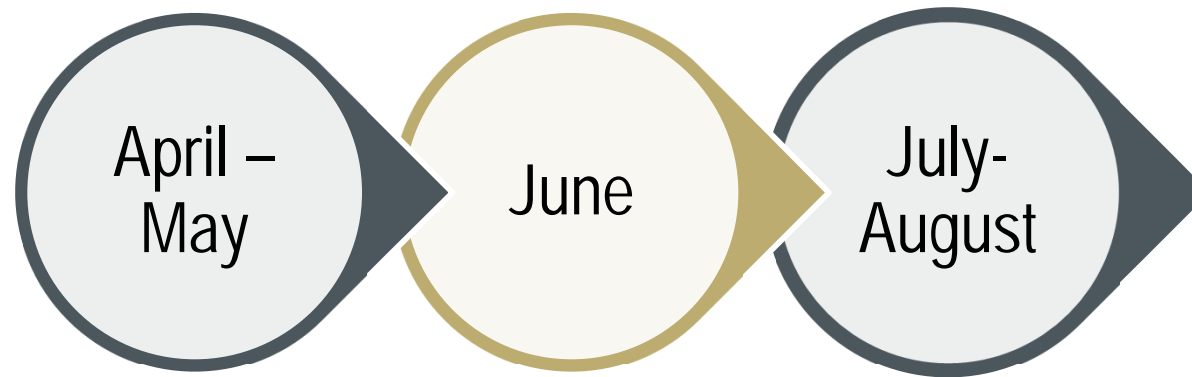


GFC Survey





Next Steps This Year



- Gather data
- Analysis
- Review with District staff
- Review with Board
- Report

Questions?

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Project Manager
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(425) 615-6487

Zech Hazel
Senior Analyst
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(503) 374-0688

Appendix



Water 2018 Comprehensive Plan

LAKE WHATCOM WATER AND SEWER DISTRICT



WATER SYSTEM
COMPREHENSIVE PLAN

JUNE 2018

Board of Commissioners:
Laura Weide,
Todd Citron, Bruce Ford
John Carter, Leslie McRoberts

Bill Hunter, PE - Interim General Manager

Prepared By:
Wilson Engineering, L.L.C.
805 Dupont, Suite 7 Bellingham, Washington 98225
Tel: (360) 733-0100 Fax: (360) 947-6001

- How many ERUs could water system support after projects completed (through 2031)?
 - » Assume some available capacity after completion of 10-year CIP ... through 2036 (3,952 ERUs)? Buildout = 4,506 ERUs? Other?
- Partial example – North Shore / Eagleridge not included

Water Demand Forecasting

COMBINED SUDDEN VALLEY/GENEVA WATER SYSTEMS

Water Demand Forecasting	ERUs**	With Conservation Savings (existing demand, conservation program is mature)	
		Total Average Volume (GPD)	Maximum Daily Volume* (GPD)
2016	3812	600,200	1,089,320
2017	3819	601,150	1,090,590
2018	3826	602,275	1,092,700
2019	3833	603,400	1,094,810
2020	3840	604,525	1,096,920
2021	3847	605,650	1,099,030
2022	3854	606,775	1,101,140
2023	3861	607,900	1,103,250
2024	3868	609,025	1,105,360
2025	3875	610,150	1,107,470
2026	3882	611,275	1,109,580
2036	3952	622,525	1,130,680
Sudden Valley full build-out	3267	490,050	816,750
Geneva full build-out	1239	216,825	458,430
Combined full build-out	4506	706,875	1,275,180
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.

** ERU growth projections match 2014 LWWSD Comprehensive Sewer Plan
7 ERU/year for Sudden Valley and Geneva



Sewer 2020 Comprehensive Plan

- How many ERUs could sewer system support after projects completed through 2031?
 - » Assume some available capacity after completion of 10-year CIP ... through 2039 (4,253 ERUs)? Buildout = 4,657 ERUs? Other?
- Partial example – North Shore area not included

LAKE WHATCOM WATER AND SEWER DISTRICT
1220 Lakeway Drive
Bellingham, Washington 98229
COMPREHENSIVE SEWER PLAN
2020 UPDATE

LAKE WHATCOM WATER & SEWER DISTRICT

BRUCE M. MANNING
PROFESSIONAL ENGINEER
06/12/2020

BOARD OF COMMISSIONERS:
Laura Abele, President
Todd Citron, Secretary
John Carter, Commissioner
Bruce Ford, Commissioner
Leslie McRoberts, Commissioner

Justin Clary, PE, General Manager

Prepared By:
WILSON ENGINEERING, L.L.C.
805 Dupont Street, Suite #7
Bellingham, Washington 98225
(360) 733-6100 (office); (360) 647-9061 (fax)

WILSON ENGINEERING
June 2020

Table 4: Sudden Valley-Geneva Study Area – Population / Flow Projections

Study Area: Sudden Valley / Geneva	LWWSD Existing (2019)	Whatcom County Projections** Year-2036	LWWSD Projections 20 years – 2039 (@15 ERU/year*)	LWWSD Projections Full build-out ***
Equivalent Residential Units ERUs* (Service connections)	3,953 (3,653)	Households : 4,304	4,253 (3,953)	4,657 (4,357)
Population Estimate (2.67 residents per service)	10,555	11,147 (@ 2.59persons /household)	11,356	12,434
Projected Average Daily Flow (GPD): Flow Meter Average - 180 GPD per ERU	711,540 GPD	774,720 GPD	765,540 GPD	838,260 GPD
Projected Peak Daily Flow (GPM): Flow Meter Average x 3 Peaking Factor	1,482 GPM	1,614 GPM	1,595 GPM	1,746 GPM

Note: page 6 of 2020 Comp. Plan



Current Water Utility GFCs

Item Description			Fee/Charge	Reference
Water General Facilities & Installation				
<i>* Installation fees marked with an * vary by project, please see District Engineer with questions.</i>				
Effective January 1, 2022	Meter Size	Connection Fee	Installation	Resolution 879
	5/8 x 3/4 Inch	\$6,337.58	\$2,000.00	
	1 Inch	\$12,676.18	*	
	1.5 Inch	\$31,689.93	*	
	2 Inch	\$50,703.68	*	
	3 Inch Compound	\$139,435.88	*	
	4 Inch Compound	\$185,894.00	*	



Current Sewer Utility GFCs

Item Description			Fee/Charge	Reference
Sewer General Facilities				
Effective January 1, 2022	Meter Size	Connection Fee	Installation	Resolution 879
	5/8 x 3/4 Inch	\$8,528.00	Done by owner's bonded side sewer contractor	
	1 Inch	\$17,056.00		
	1.5 Inch	\$42,641.03		
	2 Inch	\$68,226.05		
	3 Inch Compound	\$187,620.10		
	4 Inch Compound	\$250,131.78		




AGENDA

BILL

Item 7.C

**Division 7 Reservoir Seismic Upgrade
and
Shake Alert Implementation Project
Professional Service Agreement
Amendment 1**

DATE SUBMITTED:	April 19, 2022	MEETING DATE:	April 27, 2022
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Professional Services Agreement Amendment No. 1 with Wilson Engineering LLC	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

A structural analysis of the Lake Whatcom Water and Sewer District Division 7 Water Reservoir found significant deficiencies in its ability to meet existing earthquake code requirements (BHC report, December 2016). The 2017 Water System Plan also analyzed the capacity of the Division 7 reservoir and found it to be significantly oversized. Technical memoranda prepared by Wilson Engineering LLC (dated February 8, 2018 and December 28, 2020) provided alternatives analyses that investigated several options associated with future use of the reservoir or replacement. The recommended alternative replaces the existing welded steel 1-million gallon Division 7 reservoir with two smaller concrete 185,000 gallon reservoirs.

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 was developed in conjunction with Washington State Emergency Management Division (WA-EMD) and the Federal Emergency Management Agency (FEMA) as a Hazard Mitigation project. The cost sharing is as follows: FEMA 75%, WA-EMD 12.5%, and Lake Whatcom Water and Sewer District 12.5%.

The project is split into two phases: Phase 1 – Design/Permitting; and Phase 2 – Construction. Phase 1 is in progress with the goal to complete in 2022. Phase 2 targets construction during the summer of 2023.

On December 20, 2021 the District executed a Professional Services Agreement with Wilson Engineering LLC for Phase1 permitting and design. The agreement authorized the full scope of work defined in the original agreement, but limited the initial Total Price to \$47,000, until FEMA grant funding was secured.

On March 8, 2022, the Hazard Mitigation Grant Agreement with the Washington State Military Department was executed for Phase 1 preliminary and final design, permitting, easement acquisition, and required actions to complete those elements.

Now that FEMA grant funding is secured, the Total Price of the Professional Services Agreement with Wilson Engineering can be amended to include the total cost estimate to complete the full scope of Phase 1 design and permitting as defined in the original agreement.

FISCAL IMPACT

The proposed amendment is within the District approved 2022 budget for the project. The 2022 Budget includes \$63,000 to cover the District's share for the local match of the grant for Phase 1.

The **Total Grant Amount** for the Hazard Mitigation Grant Agreement Division 7 Water Reservoir Seismic Retrofit-Phase 1 is summarized as follows:

Federal Funds (75%)	\$337,456.50
State Funds (12.5%)	\$56,244.25
<u>District Local Match Funds (12.5%)</u>	<u>\$56,244.25</u>
Total Grant Amount	\$449,954.00

The **Professional Services Agreement** with Wilson Engineering is summarized as follows:

Phase 1 – Design & Permitting <i>(Limited Total Price to \$47,000 until grant funding secured)</i>	\$ 47,000.00
Proposed Amendment No. 1 <i>(Authorize remaining Phase 1 funds to complete Phase 1 scope)</i>	\$ 145,080.00
<u>Total Price</u>	<u>\$ 201,080.00</u>

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy and Performance
Community Sustainability

RECOMMENDED BOARD ACTION

Staff recommends that the Board authorize the General Manager to execute the amendment to the professional services agreement with Wilson Engineering, LLC as presented.

PROPOSED MOTION

Recommended motion is:

“I move to authorize the General Manager execute Amendment No. 1 to the Professional Services Agreement for Division 7 Reservoir Seismic Upgrade and Shake Alert Implementation Project with Wilson Engineering, LLC as presented.”

**AMENDMENT 1
TO
PROFESSIONAL SERVICES AGREEMENT
FOR
DIVISION 7 RESERVOIR SEISMIC UPGRADE AND
SHAKE ALERT IMPLEMENTATION PROJECT**

AN AGREEMENT, was made and entered into by and between Lake Whatcom Water and Sewer District, Whatcom County, Washington, hereinafter referred to as "District", and **Wilson Engineering, LLC** ("Consultant"), a corporation with a place of business at **805 Dupont Street, Suite 7, Bellingham, WA 98225**, collectively referred to as "Parties", effective **December 20, 2021**.

WHEREAS, the District solicited for professional services as required by RCW 39.80; and

WHEREAS, the District authorized the full scope of work defined in the original agreement, but limited the initial Total Price to \$47,000, until FEMA grant funding has been secured; and

WHEREAS, the District executed a Hazard Mitigation Grant Agreement with the Washington State Military Department, effective March 8, 2022 with an initial Total Federal Award Amount of \$337,456.50 for Phase 1 of the project that includes design and permitting activities; and

WHEREAS, the District has secured grant funding for the project and desires amend the Total Price with the Consultant to the total cost estimate for the Consultant to complete the full scope of Phase 1 Design and Permitting work as defined in the original agreement; and

WHEREAS, the Consultant has reviewed the District's grant agreement and can incorporate the conditions listed within the current budget, with the possible exception of Section A.31 (pending review of FEMA-specific NEPA instructions when they are available); and

WHEREAS, the scope is amended such that the Consultant recognizes and will comply with the conditions listed in the District's grant agreement as detailed in Exhibit A – Amended Scope of Work.

The Parties amend the original Agreement as follows:

SECTION 8: COMPENSATION

The Total Price is amended to **Two Hundred One Thousand Eighty DOLLARS (\$201,080)**.

Phase 1 – Design & Permitting (Limited Total Price to \$47,000 until grant funding secured)	\$ 47,000.00
--	--------------

<i>Amendment No. 1 – (Authorize remaining Phase 1 funds to complete Phase 1 scope)</i>	<i><u>\$ 145,080.00</u></i>
--	-----------------------------

Total Price	\$ 201,080.00
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EXHIBITS

Exhibit A – Amended Scope of Work dated April 14 2022.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to the Agreement to be executed by their respective authorized officers or representatives as of the day and year written below.

Lake Whatcom Water and Sewer District

Wilson Engineering, LLC

By: _____
(Justin Clary, General Manager)

By: 

Printed Name: Melanie Mankamy, PE

Title: Principal

Dated: _____

Dated: April 14, 2022


**Exhibit A – Amended Scope of Work
Specific FEMA Grant Agreement Conditions
April 14, 2022**

1. Section II A.1.a: Wilson Engineering will be considered a Contractor.
2. Section 4 - The District will prepared A19s.
3. Section 5 - Wilson will prepare the quarterly and final reports.
4. Section 6 Procurement (and Section A.11.a) - 2 CFR Part 200.318 through 200.327. It appears that our standard procurement procedures meet the CFR requirements with the exception of the required federal language and David-Bacon wage rates. On previous FEMA-funded projects, FEMA has provided a 30+ page document that we insert into our specs. We assume that this will be the case on this project.
5. Section 9 Close-out, Bullet 4 - The District will certify they have met the environmental and historic preservation conditions of the grant award (assuming the project is constructed in accordance with the design documents).
6. Section 9 Close-out, Bullet 5 – District will provide copies of all compliance and consultation documentation required by the grant award as described in the Agreement.
7. Section 11 – Construction plans (Agency Review / 90%) will be submitted to FEMA for review and approval prior to solicitation of bids for construction.
8. Section A.11.a 1) (pg 13) – Wilson will review our standard construction contract language to ensure it meets the requirements of this statement: *"Contracts... must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate."*
9. Section A.11.a 4) (pg 13) – We assume that Davis-Bacon wage rates will apply to the construction contract.
10. Section A.11.b - Construction plans (Agency Review / 90%) will be submitted to Washington State Military Department if required.
11. Section A.31 - District will request FEMA-specific NEPA instructions. Wilson will review the FEMA-specific NEPA instructions in order to determine what additional effort is required above the SEPA that was included in the original Scope of Work.



**AGENDA
BILL
Item 7.D**

**Interlocal Agreement with
Whatcom County for Licensed
Pictometry Imagery and Software**

DATE SUBMITTED:	April 19, 2022	MEETING DATE:	April 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, Assist. GM/District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Interlocal Agreement with Whatcom County for Licensed Pictometry Imagery and Software		
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 District manages its water and sewer infrastructure through a GIS-based asset management system (Cartegraph). Up-to-date imagery of ground and built conditions around District infrastructure can play an important role in effective and efficient facility maintenance. With the cost of regularly obtaining current imagery extremely high, Whatcom County has taken the lead in developing a partnership of multiple cities and special purpose districts to provide a cost-effective means of obtaining current imagery.

FISCAL IMPACT

The cost of participating in the imagery sharing partnership will be \$2,223.00 during the term of the three-year agreement.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Operational Optimization
Stakeholder Understanding & Support

RECOMMENDED BOARD ACTION

Staff recommends the Board approve the interlocal agreement to establish a cost sharing partnership for licensed Pictometry imagery and software.

PROPOSED MOTION

A recommended motion is:

“I move to authorize the general manager to execute the interlocal agreement with Whatcom County to establish a cost sharing partnership for licensed pictometry imagery and software, as presented.”

**WHATCOM COUNTY
CONTRACT NO.**

202204017

**INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
WHATCOM COUNTY AND LAKE WHATCOM WATER AND SEWER DISTRICT
TO ESTABLISH A COST SHARING PARTNERSHIP
FOR LICENSED PICTOMETRY IMAGERY AND SOFTWARE**

WHEREAS, Whatcom County and the Lake Whatcom Water and Sewer District are authorized to provide cooperative information services under the Interlocal Cooperative Act RCW 39.34; and

WHEREAS, Whatcom County has entered into Contract #202111037 with Pictometry International Corporation (hereinafter referred to as "Pictometry") for a flight planned for Spring 2022 for certain licensed Pictometry products, encompassing, among others, specified aerial images of the County and selected adjacent jurisdictions; and

WHEREAS, the Lake Whatcom Water and Sewer District has evaluated the Pictometry products and determined that those products would be beneficial to their operations; and

WHEREAS, Whatcom County, the Lake Whatcom Water and Sewer District and other regional partners identified on Page 17, paragraph 5 of Whatcom County Contract #202111037 are interested in developing partnerships and working cooperatively with each other in order to reduce project costs and eliminate duplication of services; and

WHEREAS, the Lake Whatcom Water and Sewer District has provided a Letter of Intent (Exhibit B) to participate in the Whatcom Region GIS Imagery Partnership; and

WHEREAS, Whatcom County has identified the Lake Whatcom Water and Sewer District to be recognized by Pictometry as an Authorized Subdivision of Whatcom County and as such employees of the Lake Whatcom Water and Sewer District are Authorized Users and will have access to the Pictometry imagery and software products; and

WHEREAS, the Lake Whatcom Water and Sewer District, recognized by Pictometry as an Authorized Subdivision of Whatcom County, shall have a perpetual license of Pictometry imagery per Page 10 paragraph 4 of Whatcom County Contract #202111037; and

WHEREAS, the public will benefit from both the products received and the cost savings of such partnerships; and

WHEREAS, Whatcom County, the Lake Whatcom Water and Sewer District and other regional partners (Exhibit A) benefit from a promotional discount as referenced on page 17, Non-Appropriation of Funds (Section C of Whatcom County Contract #202111037), but are not obligated to participate in additional flights if funds are not appropriated; and

NOW, THEREFORE, Whatcom County hereinafter "Provider" and the Lake Whatcom Water and Sewer District, hereinafter "Customer" agrees as follows:

1.0 **RESPONSIBILITIES**

1.1. **Provider Responsibilities:** Upon completion of the imagery acquisition, signed Interlocal Cooperative Agreement with the Customer, and signed Authorized Subdivision / Authorized Users License Agreement for Pictometry Imagery (Exhibit C) by Customer, the Provider agrees to furnish the Customer the following products and services:

1.1.1. Delivery of a portable USB hard drive containing all the licensed Pictometry products which shall include the image library.

1.1.2. Annual billing for the use of licensed Pictometry products. This also includes oversight of the financial accounting between the Provider and the Customer(s).

1.1.3. Will provide online Pictometry Connect suborganization account(s) for three years for customers that have elected to participate as more fully defined in Exhibit D.

1.1.4. Will notify and coordinate with Customer 180 days prior to a second flight to allow enough time for customer to determine if funding is available to participate in a second flight tentatively planned for Spring of 2025.

1.2 **Customer Responsibilities:** Upon completion of the imagery acquisition, signed Interlocal Cooperative Agreement with the Provider, and signed Authorized Subdivision / Authorized Users License Agreement for Pictometry Imagery (Exhibit C) by Customer, the Customer agrees to the following:

1.2.1. To comply with this Interlocal Cooperative Agreement and the License Agreement between Whatcom County and Pictometry per the Authorized Subdivision / Authorized Users License Agreement for Pictometry Imagery (Exhibit C).

1.2.2. Designate one employee as a liaison between the Provider and the Customer as a single point of contact for disseminating information to the Customer's end users. The designated Liaison and their contact information shall be reported to the Provider.

1.2.3. The Liaison or their designee shall distribute the Pictometry products to the Customer's employees in accordance with both this Interlocal Cooperative Agreement and the Pictometry Software License Agreement contained within the agreement between Whatcom County and Pictometry (Whatcom County Contract #202111037).

1.2.4. Provide training and technical support to their employees on the use of the Pictometry software and imagery.

1.2.5. The Customer will notify Provider in writing 120-days prior to a second flight if funding is or is not available to participate in a second flight tentatively planned for Spring of 2025.

2.0 SERVICE CONDITIONS AND DATA LIMITATIONS

- 2.1 Acceptance of Completed Work:** The Provider's contract with Pictometry to acquire imagery is scheduled for the Spring of 2022 with the understanding that the imagery shall be captured with less than 30% leaf cover. Imagery acquisition is contingent on favorable weather conditions and aircraft availability. When the image acquisition and processing is complete, Provider, with input from the Whatcom Region GIS Imagery Partnership, will evaluate the overall dataset for acceptance with Pictometry. Once the Provider has received and approved the Pictometry products, a copy of the accepted Pictometry products shall be created on a portable USB hard drive and delivered to the Customer. The Customer has 30 calendar days to inspect the USB hard drive and notify provider of any product errors, omissions, flaws, or incomplete work. Provider will review the original accepted dataset for any problems identified by the Customer and provide a new copy of the original accepted dataset if differences are identified. If no errors are brought to the attention of the Provider within 30 calendar days, the product delivery to Customer shall be considered complete.
- 2.2 Product Archival and Retention:** Provider is not responsible for the backup, retention, or archive of products provided to the Customer. In the event that the Customer requests from the Provider another copy of the Pictometry products, the Provider shall be financially compensated for their actual costs to create and deliver an additional copy of the Pictometry products.
- 2.3 Confidential and Proprietary Information:** The Customer acknowledges that they are a public agency and as such are required to allow members of the public access to certain materials within the Customer's control or possession. In the event the Customer receives a public records request for information or intellectual property belonging to Pictometry, within five days of receiving such request and prior to providing any materials to the Requestor, the Customer will notify both the Provider and Pictometry of such request for information and will make attempts to provide Pictometry with adequate time to seek a protective order under applicable law. Customer shall clearly mark all confidential or proprietary documents.
- 2.4 Data Limitations:** The Provider makes no warranty, expressed or implied, concerning the Pictometry products content, accuracy, currency or completeness, or concerning the results to be obtained from queries or use of the data. All Pictometry products are expressly provided as is and with all faults. The Provider makes no warranty of fitness for a particular purpose, and no representation as to the quality of any Pictometry products. No employee or agent of the Provider or the Customer is authorized nor may waive or modify this paragraph.
- 2.5 Spatial Accuracy:** Electronic spatial data can be printed or represented at various scales other than the original source of the data. Customer is responsible for adhering to industry standard mapping practices, which specify that data utilized

in a map or analysis, separately or in combination with other data, will be produced at the largest scale common to all data sets.

3.0 DATA LIABILITY AND INDEMNIFICATION

- 3.1 Liability:** Provider, its elected or appointed officers, employees or agents shall not be liable to Customer (or transferees or vendees of Customer) for damages of any kind, including lost profits, lost savings or any other incidental or consequential damages relating to the providing of the data or the use of it. Customer shall have no remedy at law or equity against the Provider in case the data provided is inaccurate, incomplete or otherwise defective in any way. Customer's only remedies are those specified in this agreement. Provider is supplying this information in good faith and Customer agrees to hold Provider, its elected or appointed officers, employees or agents harmless for any liability incurred as a result of using Pictometry products under this agreement.
- 3.2 Indemnification:** Customer agrees to defend, indemnify and hold harmless Provider, its elected or appointed officers, employees or agents from any and all claims, judgments, settlements, attorney's fees or any costs by reason of any and all claims and demands made against Provider, its elected or appointed officials, or employees, for all damages or loss sustained by any person or persons including third parties, unless such loss or damage is due to the sole gross negligence of Provider, its elected or appointed officers, employees or agents. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.
- 3.3 No Joint Venture or Partnership:** It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement.
- 3.4. Non-Conforming Service Remedy:** For any services which fail to conform to the specification of this Agreement, and such failure is caused solely by the negligence of Provider, no charge will be invoiced. If both parties are negligent, they agree to apportion cost between them to the damage attributable to the actions of each.
- 3.5. Equipment Damage:** For any equipment damaged as the result of negligence by either party, that party will be obligated to pay for repair or replacement of that equipment. If both parties are negligent, the parties agree to apportion between them the damage attributable to the actions of each.

4.0 TREATMENT OF ASSETS

- 4.1 Property Title:** The Pictometry products are licensed through Pictometry International Corporation and are subject to the provisions of the Pictometry Delivered Content Terms and Conditions of Use in Contract #202111037 between Pictometry and the Provider.

- 4.2 **Use of Property:** Any property furnished by Provider to Customer shall, unless otherwise provided in this Agreement, or approved by the owner, be used for the performance of this contract.
- 4.3 **Notification:** If any Provider property is lost or stolen the Customer shall immediately notify both Pictometry and the Provider and shall take all reasonable steps to protect the property.
- 4.4 **No Real Property:** It is understood and agreed that no real property will be purchased under this Interlocal Cooperative Agreement.

5.0 **SERVICE CHARGES AND PAYMENT PROVISIONS**

- 5.1 **Pictometry Product Fees:** The Provider is making Pictometry products available to Authorized Subdivisions / Authorized Users identified in Page 17 paragraph 5 of Whatcom County Contract #202111037. The Customer is identified as an Authorized Subdivision / Authorized User and therefore is eligible to cost share Pictometry products with the Provider (subject to the requirements outlined in Paragraph 2.1, Acceptance of Completed Work, of this agreement). A tiered fee structure has been established to provide a simple and equitable cost plan for the cost sharing of Pictometry products for the Whatcom Region GIS Imagery Partnership. The Customer shall pay a total of \$2,223.00 to use Pictometry software, imagery and Pictometry Connect online subscription, if applicable. The cost of future software updates and technical support is not covered by this agreement.
- 5.2 **Pictometry Connect Subscription Fees:** Pictometry provides multiple methods to access the aerial image library. This includes EFS software as well as Pictometry Connect web access. EFS is included with the Pictometry Product Fees in Paragraph 5.1. The Customer has selected a three-year subscription of Pictometry Connect online as described in Exhibit D "Pictometry Connect Online Subscription" for a cost of \$143.00, which is included in the Pictometry Product Fees in Paragraph 5.1.
- 5.3 **Pictometry Payment Dates:** The first payment of \$1,111.50 is due one month after the Customer has received the Pictometry imagery. The second payment of \$1,111.50 is due no later than one year after the first payment due date.
- 5.4 **Lower Project Costs:** The primary intention of this Interlocal Cooperative Agreement is to develop partnerships and work cooperatively with other agencies in order to reduce project costs and eliminate duplication of services. In the event that the project costs are lower than expected, an equitable proportioned credit will be applied to the Customer's second year payment.
- 5.5 **Refunds Due to Uncaptured Areas:** Pictometry shall use commercially reasonable efforts to capture imagery of the areas designated on the Sector Map

in Whatcom County Contract #202111037. In the event that Pictometry is unsuccessful in capturing certain sectors within the flight area, Provider will receive a credit from Pictometry and an equitable proportioned credit will be applied to the impacted Customer's second year payment.

- 5.6 Annual Support and Maintenance:** Pictometry will provide desktop software and imagery maintenance and support for a period of two years from the initial date of shipment. At the end of the two years, an additional annual fee might be required for continued technical support and software updates. Provisions for these costs are beyond the scope of this Interlocal Cooperative Agreement.

6.0 AGREEMENT TERM AND TERMINATION

- 6.1 Agreement Term:** This Agreement commences upon execution by signature of both parties and shall terminate three years after the date of product acceptance between Provider and Pictometry.

- 6.2 Termination for Public Convenience:** Either party may terminate this Agreement in whole or in part upon 30 days written notice to the other whenever Provider or Customer determines, in its sole discretion that such termination is in their best interests. In the event this Agreement is terminated in accordance with this paragraph, the Provider shall be entitled to full payment for both years of the Pictometry Products.

7.0 MISCELLANEOUS AGREEMENT PROVISIONS

- 7.1 Invoices and Late Payment:** Provider will invoice Customer when products are delivered and accepted per the payment provisions in Paragraph 5.0 et. seq. above. Payment is due upon receipt of invoice by Customer and shall be paid 30 days thereafter. A late payment charge may be applied to any remaining balance 60 days after invoice. Late payment charges, if any, will be imposed on the unpaid balance at the rate of 1% per month. Agreements with balances more than 90 days past due may be terminated and services discontinued. Amounts disputed by Customer are not subject to late payment charges.

- 7.2 Disputes:** Customer will promptly notify Provider of disputes regarding invoices, or of services which Customer believes do not conform to the agreed upon terms of this Agreement or Work Order.

- 7.3 Venue and Choice of Law:** This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is mutually understood and agreed to by each party hereto that this Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action in law, suit in equity or judicial proceedings for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in the courts of competent jurisdiction in Whatcom County, Bellingham, Washington.

- 7.4 **Assignment:** This Agreement may not be assigned by either party to a third party without the prior written consent of both Provider and Customer.
- 7.5 **Waiver:** If a breach of a provision of this Agreement is waived for a particular transaction or occurrence, waiver for a similar breach in a subsequent similar transaction or occurrence may not be implied.
- 7.6 **Severability:** If any term or condition of this Agreement or application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application.
- 7.7 **Party Representatives:** Listed below are the parties' representatives for purposes of carrying out this Agreement. All notices and communications which may be required by this Agreement shall be in writing and may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid.

Customer Name: Lake Whatcom Water and Sewer District
Customer Address:
Customer City, State, ZIP:
Contact Name:
Contact Title:
Contact Telephone:
Contact E-Mail:

Provider Name: Whatcom County
Administrative Services Department
Division of Information Technology
Provider Address: 311 Grand Ave, Suite 305
Provider City, State, ZIP: Bellingham, WA 98225
Contact Name: Mike Pelela
Contact Title: GIS Supervisor
Contact Telephone: 360-778-5244
Contact E-Mail: mpelela@co.whatcom.wa.us

8.0: Acceptance:

Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and to bind the party thereto.


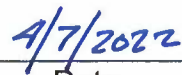
Customer hereby acknowledges and accepts the terms and conditions of this Agreement this _____ day of _____, 2022.

**WHATCOM COUNTY (Provider):
Recommended for Approval:**

Perry Rice, Information Technology Manager Date

Approved as to form:

Prosecuting Attorney Date

Approved:

Accepted for Whatcom County:

By:  

Satpal Sidhu, Whatcom County Executive Date

LAKE WHATCOM WATER AND SEWER DISTRICT (Customer):

Approved:

By: _____

Name Title Date

EXHIBIT A
Whatcom Region GIS Imagery Partnership

Organization
Birch Bay Water & Sewer District
City of Bellingham
City of Blaine
City of Everson
City of Ferndale
City of Lynden
City of Nooksack
City of Sumas
Lake Whatcom Water & Sewer District
Lummi Indian Business Council
Nooksack Indian Tribe
Port of Bellingham
Public Utility District #1
Whatcom Conservation District
Whatcom County
Whatcom Council of Governments
Whatcom Transportation Authority

EXHIBIT B

Partner Letter of Intent



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

October 6, 2021

Mike Pelela
Whatcom County
GIS Supervisor
Division of Information Technology
311 Grand Avenue, Suite #305
Bellingham, WA 98225

Re: Letter of Intent for 2022/2023 Whatcom Region GIS Imagery Partnership

Mr. Pelela,

Please let this letter serve as confirmation of Lake Whatcom Water and Sewer District's intent to participate in the Whatcom Region Imagery Partnership at the following cost-sharing level:

Category One

\$1,040 in 2022

\$1,040 in 2023

\$2,080 Subtotal

+

\$143 in 2022 for 1 Pictometry ConnectExplorer Licenses for 3-years

\$2,223 Total

It is Lake Whatcom Water and Sewer District's intent to enter into an inter-local agreement with Whatcom County and a sub-agency license agreement with our vendor, Eagleview, in order to take receipt of the entire western Whatcom County imagery dataset with an estimated value of over \$160,000. Our organization is also interested in Pictometry ConnectExplorer licensing adding to our overall cost per above.

Sincerely,

Lake Whatcom Water and Sewer District

A handwritten signature in blue ink, appearing to read "Bill Hunter".

Bill Hunter, PE
District Engineer / Assistant General Manager

Page 1 of 1

EXHIBIT C

Authorized Subdivision / Authorized Users License Agreement for Pictometry Imagery

The installation and use of Pictometry imagery products and software is governed by a license agreement between Pictometry and Whatcom County ("Licensee"). To use this software and the Pictometry Image Library you agree that your organization is an "Authorized Subdivision" and that you understand and will abide by the terms of the aforementioned license terms contained within Whatcom County Contract #202111037.

Authorized Users shall mean such persons in the employment of the Customer. Customer has agreed: (a) that it will not allow any persons other than designated employees to use or operate, or to have any other access to, any of the Licensed Products, and (b) that it will cause all designated employees to comply with all of the terms, conditions, and limitations applicable to the Licensee under this Agreement, and (c) ortho images may be used in a public-facing website so long as any download feature is disabled and the Pictometry measurement tools are not exposed. Further, you agree that you will use the software and Pictometry Image Library in the conduct of your operations to use and execute the Licensed Products for internal use in pursuit of its or their public responsibilities and no others.

Customer shall remain obligated to the terms of the License Agreement for as long as they continue to use the product, regardless of the continued existence of this Interlocal Cooperative Agreement.

I Agree:

Effective Date: _____

AUTHORIZED SUBDIVISION / AUTHORIZED USERS: Lake Whatcom Water and Sewer District

By: _____

Printed Name: _____

Title: _____

Address: _____

Phone: _____

EXHIBIT D

Pictometry Connect Online Subscription


The Whatcom Region GIS Imagery Partnership partners have elected to participate in the Pictometry Connect Online subscription as described below:

Partner	Three Year Subscription Cost Pictometry Connect Online	# of Accounts
Nooksack Indian Tribe	\$143.00	1
Whatcom Conservation District	\$143.00	1
Whatcom Transportation Authority	\$143.00	1
Lake Whatcom Water & Sewer District	\$143.00	1
City of Nooksack	\$143.00	1
City of Everson	\$287.00	2
City of Sumas	\$287.00	2
City of Blaine	\$574.00	4
City of Ferndale	\$574.00	4
City of Lynden	\$574.00	4
Port of Bellingham	\$574.00	4
Public Utilities District #1	\$143.00	1
Birch Bay Water & Sewer District	\$574.00	4
Whatcom Council of Governments	\$143.00	1
Lummi Indian Business Council	Not Participating	0
City of Bellingham	Not Participating	0
Whatcom County	\$2,735.80	19
TOTAL	\$7,180.80	50



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	April 21, 2022	MEETING DATE:	April 27, 2022
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, April 27, 2022 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed May 11, 2022	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu May 12, 2022	8:00 a.m.	Remote Attendance Commissioner Carter to attend
Investment Comm. Meeting	Wed Apr 27, 2022	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Apr 28, 2022	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Policy Group Meeting	Wed Jun 1, 2022	3:00 p.m.	Remote Attendance
Joint Councils Meeting	March 2023	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue May 10, 2022	6:00 p.m.	TBD
Whatcom Water Districts Caucus Meeting	Wed May 18, 2022	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed May 11, 2022	3:00 p.m.	Remote Attendance

Committee Meeting Reports

Safety Committee:

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

Investment Committee:

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

Upcoming Board Meeting Topics

- Authority to surplus equipment
- Division 7 reservoir replacement project status presentation

2022 Initiatives Status

Administration and Operations

Capital Improvement Project Financing Plan

- Develop a financial plan that proactively prepares the District for significant capital projects on the near-term horizon while maintaining Board-defined operational levels-of-service.
The board adopted an updated rate structure in 2021 and a review of general facilities charges is underway, both of which incorporate anticipated CIP costs over the next decade. Related efforts include meeting with Cathi Read of the state Department of Commerce's Small Communities Initiative to discuss funding strategies, application for a FEMA Hazard Mitigation Grant for the Sudden Valley WTP chlorine contact basin replacement; and ongoing dialogue with city of Bellingham staff regarding financing the Post Point WWTP resource recovery project.

General Facilities Charges Review

- Conduct a review of District water and sewer general facilities (connection) charges (GFCs) to ensure appropriate fees are being assessed to new development.
Project kick-off presentation will be provided during the April 27 meeting.

Records Management System Overhaul

- Complete transition of the District's current records management system to a more robust system that ensures compliance with statutory requirements and gains efficiencies in document management.
A District-consultant meeting is being scheduled for the week of April 25. The next step is to develop and integrate a records-specific section into the existing emergency response documents, as well as developing metadata standards and beginning implementation of a document management system with a narrow area of focus. Likely candidates for first integration are Project files or permitting.

Safety Program Update

- Continue systematic review and revision of District's safety programs by updating nine programs in 2022.
The safety committee has finalized updates to three programs (PPE, safety responsibilities, and slips, trips and falls) and is reviewing the heat-related illness program.

Capital Improvement Program Support

- Support the Engineering Department through management of specific capital improvement project(s).
The general manger is managing the Eagleridge Water Booster Station Conversion (District Project No. C2011) and Division 30 Reservoir Hazardous Tree Removal (District Project No. M2226) projects, and completed the Commissioner Boundary update (District Project No. A2116).

Emergency Response/System Security

Emergency Readiness

- Re-engage with Whatcom County Department of Emergency Management to hold tabletop emergency response exercises, as well as a field exercise (pandemic-dependent).
District tabletop exercise is scheduled for May 19 at the Whatcom County Division of Emergency Management facility.

Cybersecurity Assessment

- Hire an IT-service provider to perform a third-party assessment of the District's vulnerability to cybercriminal attack.

To be initiated; J Clary and B Hunter attended WSRMP-provided webinar on April 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 March 2 (commissioner redistricting public hearing) and March 21 (sewage overflow at North Point lift station).

Intergovernmental Relations

- *J Clary chaired the Whatcom Water Alliance meeting on April 13.*
- *J Clary scheduled to attend the City of Bellingham PW Committee meeting on April 25 to monitor discussion pertaining to the Post Point Resource Recovery Project.*
- *J Clary scheduled to participate on the interview panel on May 2 for the Mukilteo Water & Wastewater District's general manager hiring process.*
- *J Clary scheduled to attend the WASWD general managers' virtual meeting on May 4.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the Data Group meeting on April 14 and the Interjurisdictional Coordinating Team meeting on April 21.


Onsite Septic System Conversion Program

- Pursue connection of the one remaining septic-served parcel located within 200 feet of District sewer system identified in the memorandum to the Board dated April 9, 2020.
To be initiated.



**AGENDA
BILL
Item 9.B**

**Engineering Department
Report**

DATE SUBMITTED:	April 21, 2022	MEETING DATE:	April 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Engineering Department Report		
	2. Summary of District Projects		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information regarding District projects and current priorities in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the April 27, 2022 Board Meeting
Data Compiled 04/21/22 by RH, BH, RM, KH

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	**	85	81	2
Connected ERUs	3931	70	44	2
Remaining Capacity (ERUs)	**	15	37	0
Permitted ERUs Under Construction	28	0	0	0
Pre-paid Connection Certificates & Expired Permit	13	0	5	0
Water Availabilities (trailing 12 months)	56	0	1	0
Subtotal - Commitments not yet connected	97	0	6	0
Available ERUs	**	15	31	0

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

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

Annual Reports		
Name Of Report	Deadline	Completed
Report Number of Sewer ERUs to City of Bellingham Prepared by: Bill Hunter	January 15	February 16, 2022
Other Reports		
Name Of Report	Deadline	Last Completed
Water Right Permit No. G1-22681 Development Extension	Due Every 5 Years Next Due Feb 15, 2023	2018
Water Right Permit No. S1-25121 Development Extension	Due Every 5 Years Next Due March 30, 2023	2018

Summary of District Projects

Report Prepared 4/20/2022

Project Number	Project Title / Tasks	Authorized Budget	Spent to Date	Amount Remaining	2022 Schedule											
					J	F	M	A	M	J	J	A	S	O	N	D
C 1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$1,816,583	\$1,101,953	\$714,630												
C 1802.1	Euclid	\$834,379	\$119,749	\$714,630												
C 1802.2	Dellesta & Edgewater	\$982,204	\$982,204	\$0												
C 1909	Little Strawberry Bridge Water Main Predesign & Estimate	\$20,000	\$0	\$20,000												
C 1913	SVWTP 20-Year Facility Plan	\$159,710	\$113,323	\$46,387												
C 2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$16,263	\$3,737												
C 2007	Administrative Server Hardware	\$25,000	\$24,478	\$522												
C 2011	Convert Eagleridge Booster to Metering Station	\$30,000	\$29,593	\$407												
C 2012	Austin-Fremont PRV Rebuild	\$10,000	\$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)	\$40,000	\$14,559	\$25,441												
C 2104	Exterior Receptacles for Block Heaters and Battery Chargers	\$16,290	\$150	\$16,140												
C 2106	SVWTP to SVPS Telemetry Comm Study, Testing	\$10,000	\$1,882	\$8,118												
C 2107	Camp Firwood Dead End Water Main Auto Flusher	\$5,000		\$5,000												
C 2109	Geneva Res Insertavalve for Emergency Isolation	\$10,000		\$10,000												
C 2110	Division 30 Booster PLC and UPS Improvements	\$60,000		\$60,000												
C 2111	Div 7 Reservoir Predesign, Esmts & Permitting	\$63,000	\$51,638	\$11,362												
C 2112	Rocky Ridge & Lakewood Predesign and Shoreline Permitting	\$272,700	\$32,556	\$240,144												
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting	\$153,000	\$1,368	\$151,632												
C 2114	LWBI-CIPP, and I&I	\$180,000	\$149,923	\$30,077												
A 2116	Commissioner District Boundary Census Update	\$10,000														
M 2120	Nov 2021 Flood Event - Emergency Response & Recovery		\$164,052													
C 2201	LWBI CIPP Renewal Project - 2022 Phase	\$123,600	\$375													
C 2202	Replace Sewer Camera Equipment	\$150,000														
C 2203	Sudden Valley Sewer Pump Station PLC and UPS Impr	\$77,250														
C 2204	Sewer System Rehab and Replacement Projects	\$113,000														
M 2205	Afternoon Beach SPS Pump 1 Replace Electrical Lead	\$3,000														
M 2206	Mitigation Area Landscape Maint (Country Club & Geneva)	\$5,000														
M 2207	UPS and Battery Backup Mods (Various stations)	\$15,000														
M 2208	Tomb SPS Control Panel Mods	\$8,000														
M 2209	Ranch House Berm Replace Aquadam	\$3,500														
A 2210	Reservoir and WTP Site Security Assessment and Plan	\$50,000														
C 2211	South Geneva Booster Standby Generator and ATS	\$60,000														
C 2212	Fire Hydrant Replacements	\$20,000														
C 2213	Pinto Creek PRV Replacement (labor by District crew)	\$14,000														
A 2214	Lead Service Line Inventory Planning	\$15,000														
A 2215	Exterior Coating Assessment/Estimates for D22 roof and D30	\$25,000														
C 2216	Replace Tool Truck	\$85,000														
C 2217	Stand-alone Temporary Control Panel	\$14,000														
M 2218	Spare PLC Components	\$20,000														
C 2219	1000 Gal Diesel Fuel Tank at Shop	\$20,000														
M 2220	3-Phase Electrical Data Logger	\$3,500														
M 2221	Shop Perimeter Fence and Enlarge Rear Gate Opening	\$10,000														
M 2222	Increase Repair Parts Inventory	\$50,000														
C 2223	VHF Radios at Beaver and Flat Car	\$8,000														
A 2224	Meter Reading Van Repairs from Vehicle Theft	\$6,170														
A 2225	General Facilities Charge Rate Study															
M 2226	Div 30 Reservoir Removal of Hazard Trees	\$6,500														

NOTATION LEGEND

A _____ Administrative Project
C _____ Capital Project
M _____ Maintenance Project

Sewer Project (Green Font)

Water Project (Blue Font)


Sewer and Water Project (Black Font)

p _____ Planned (labor not started)
a _____ Active (labor underway)
c _____ Completed (no further labor needed)
t _____ Target Completion



**AGENDA
BILL
Item 9.C**

**Finance Department
Report**

DATE SUBMITTED:	April 11, 2022	MEETING DATE:	April 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. First Quarter 2022 Financial Report		
	2. First Quarter 2022 Cash & Investment Summary		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None



Quarterly Financial Report First Quarter 2022

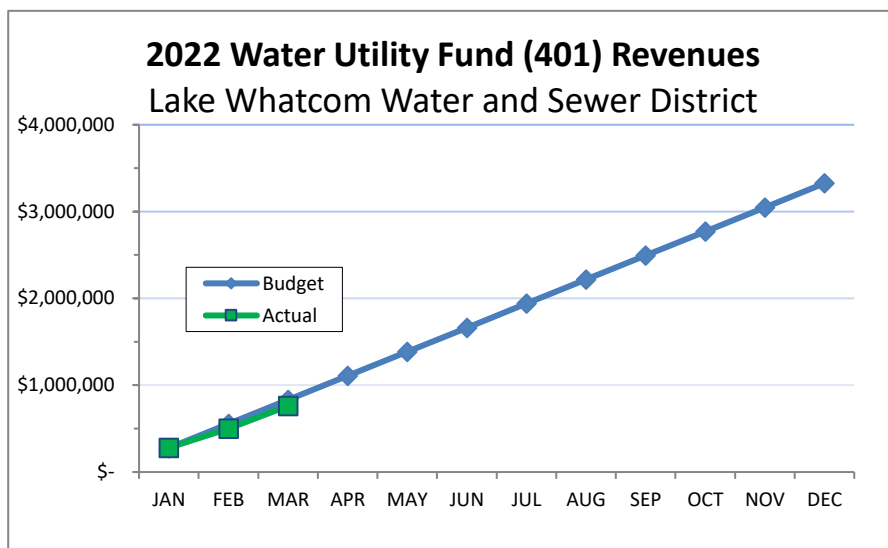
Lake Whatcom Water and Sewer District
Bellingham, Washington

Summary

Through the first quarter of 2022, revenues associated with the Lake Whatcom Water and Sewer District's (District) Water Utility Fund (Fund 401) and Sewer Utility Fund (Fund 402), which serve as the primary operational funds for the District's water and sewer utilities, respectively, largely followed financial projections reflected in the 2022 Budget. Similarly, expenditures of both funds slightly lagged projections, which is consistent with prior years' expenditures and due to large capital project-related expenses not anticipated to be incurred until the summer construction season. The District continues, however, to incur expenses as a result of the emergency flood event that took place during the fourth quarter of 2021. As the recovery efforts are ongoing and are anticipated to continue throughout the year, the District will monitor these costs closely. It should be noted that the majority of these costs will be offset as a result of FEMA grant funds that are anticipated to cover most of the costs associated with the event. With the COVID-19 pandemic ongoing, it is also important to note that the District's revenues remain relatively unaffected by this. Collection activity has returned to pre-pandemic standards and customer arrearages have significantly decreased during the first quarter.

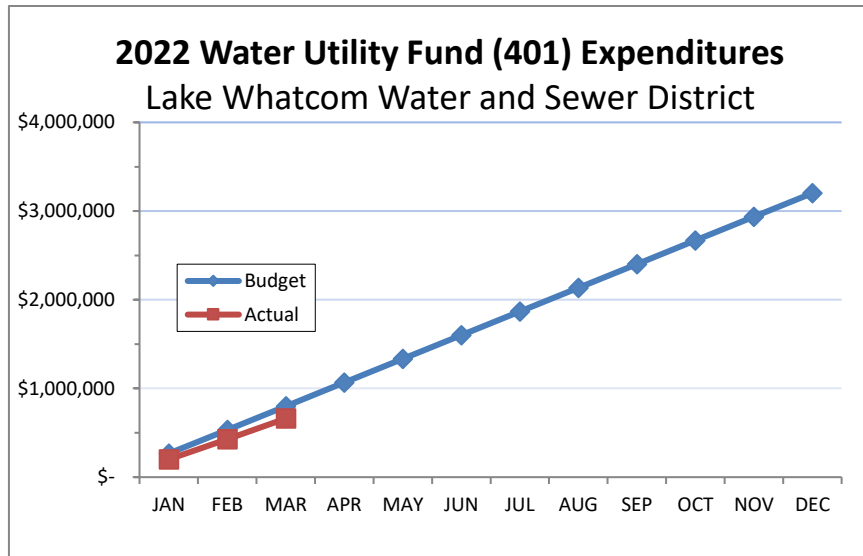
Water Utility Fund (Fund 401)

Through March 31, 2022, Water Utility Fund revenues were \$761,245, which are slightly less than revenues projected through the first quarter of the year in the 2022 Budget (\$831,501). This remains consistent with prior years' revenues, which typically lag projections through the first half of each year, and then grow significantly during the third quarter



due to increased water sales (e.g., lawn watering during dry summer months). During the first quarter, the District also invested an additional \$500,000 in US Treasury Notes of which has been equally divided between the Water Utility Fund and the Sewer Utility Fund. This is anticipated to increase investment interest throughout 2022 with additional funds to be invested in short-term accounts as interest rates are anticipated to rise in 2022.

Water Utility Fund expenditures were approximately \$300,000 under first quarter budget projections (23% of the budget expended over the first quarter). This is consistent with prior years, where expenditures associated with large capital improvement projects are incurred during the Lake Whatcom land disturbance window (June 1 through September 30). That said, expenditures are anticipated to shift upward significantly in the second and third quarters but will remain within

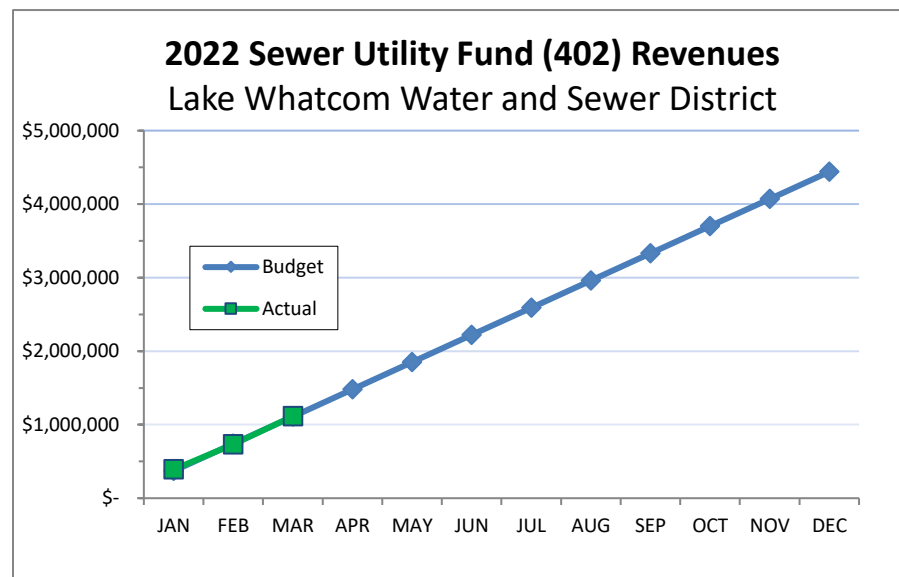


budgeted allocations and align with the District's Capital Improvement Plan. It should also be noted that in accordance with the District's adopted rate study as performed by FCS Group in 2021, District revenues will continue to outpace expenditures in the coming years as the District plans for significant capital projects in the coming years that will require reserves to

be built up to ensure proper funding for the projects as outlined in the District's Capital Improvement Plan.

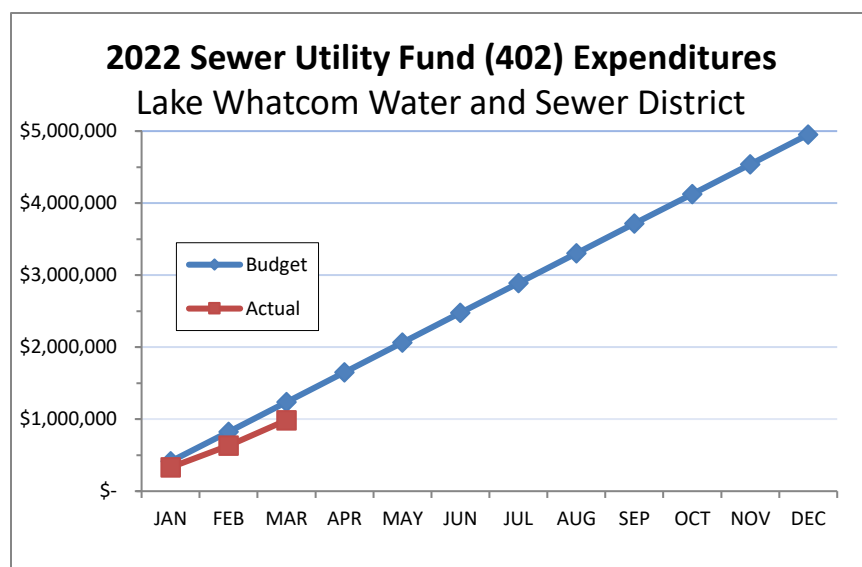
Sewer Utility Fund (Fund 402)

Sewer Utility Fund revenues were relatively consistent with projections during the first quarter of 2022 as well (\$1,113,876 actual vs \$1,109,967 budgeted). This is largely due to the District's uniform rate structure for sewer accounts, which allows for little variation in revenues throughout the year. As presented in the Summary discussion above, sewer utility



revenues remain relatively unaffected by the ongoing pandemic and with collection activity returned to pre-pandemic procedures, arrearages have decreased significantly in the first quarter.

Sewer Utility Fund expenditures lagged behind projections during the first quarter (\$985,808 in actual expenditures relative to \$1,238,070 budgeted). As presented in the Water Utility Fund expenditures discussion above, Sewer Utility expenditures typically increase significantly during the summer months when expenses associated with large capital improvement projects are incurred. In regards to day-to-day operational costs of the District (personnel salary and benefits, professional services, utilities, etc.), these costs exceeded budget projections by approximately \$95,000, of which can be attributed to a



variety of factors. This budget exceedance is relatively consistent with costs incurred during the first quarter of 2020 and 2021, which can be attributed to the quarter in which the highest volume of inflow and infiltration (I&I) enters the sewer collection and conveyance system. As I&I impacts decrease through the remainder of the year, actual expenditures are anticipated

to reflect budget projections (as occurred in 2021). Along with these historic trends, the District is still realizing the effects of the November 2021 flood event with increased fuel costs for back-up pumps, increased repair and maintenance bills, and other expenditures associated with recovery as a result of this event. However, as stated in the Summary at the beginning of this report, the District anticipates costs will be recovered through FEMA grant funds later in the year.

District Fund Balances

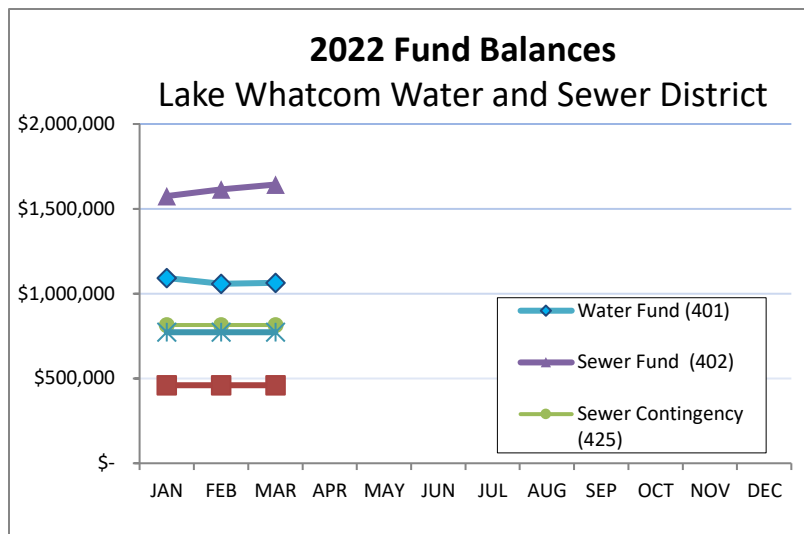
The District manages its monies within five primary funds: Water Utility Fund (401), Sewer Utility Fund (402), Sewer Contingency Reserve Fund (425), Water Contingency Reserve Fund (426), and Bond Reserve Fund (460). Of note, within the Water Utility and Sewer Utility funds are system reinvestment funds (i.e., funds dedicated to capital projects) and debt service funds associated with the respective utility. The following discussion summarizes the activity associated with each fund over the first quarter of 2022.

Water Utility Fund (Fund 401)

The Water Utility Fund, which serves as the primary operating fund for the District's water utility, derives most of its revenue from rates charged to water customers. Fund expenditures are comprised of general operating expenses (personnel salary and benefits, professional services, utilities, etc.), payments relative to debt service on past capital improvement projects, and expenditures on water system reinvestment-defined equipment and projects. Also managed within the Water Utility Fund are monies allocated towards an operating reserve, which is equal to the cost of operating the water utility for 90 days (\$590,000). The fund entered 2022 with a balance of \$1,034,772. Over the first quarter, fund revenues exceeded expenditures, with the March 31 balance being \$1,196,621. As discussed earlier, the overall fund balance is anticipated to increase throughout 2022 in an effort to build fund balances for significant future capital projects in the coming years. This surplus is assigned through the adopted 2021 rate study as presented by FCS Group.

Sewer Utility Fund (Fund 402)

Like the Water Utility Fund, the Sewer Utility Fund serves as the primary operating fund for the District's sewer utility. Revenues are comprised primarily of rates charged to sewer customers, and expenditures consist of general operating expenses (personnel salary and benefits, professional services, utilities, etc.), payments relative to debt service on past capital improvement projects, and



expenditures on sewer system reinvestment-defined equipment and projects. Also managed within the fund are monies allocated towards an operating reserve, which is equal to the cost of operating the sewer utility for 60 days (\$470,000). The fund entered 2022 with a balance of \$2,105,875. Over the first quarter, fund revenues outpaced expenditures, resulting in a March 31 fund balance \$2,264,030. As discussed earlier in the Water Utility Fund, the overall fund balance is anticipated to increase throughout 2022 in an effort to build fund balances for significant future capital projects in the coming years. This surplus is assigned through the adopted 2021 rate study as presented by FCS Group.

Sewer Contingency Reserve (Fund 425)

A sewer contingency reserve is maintained in accordance with District financial policies at one percent of the sewer utility infrastructure replacement cost (\$815,000). This fund provides for paying for unanticipated costs that may be incurred by the Sewer Utility. The Sewer Contingency Reserve was fully funded throughout the first quarter.

Water Contingency Reserve (Fund 426)

A water contingency reserve is maintained in accordance with District financial policies at one percent of the water utility infrastructure replacement cost (\$460,000). This fund provides for paying for unanticipated costs that may be incurred by the Water Utility. The Water Contingency Reserve was fully funded throughout the first quarter.

Bond Reserve Fund (Fund 460)

The District's Bond Reserve Fund is a restricted fund associated with covenants of the 2016 bond sale. It was fully funded at \$772,334 through the first quarter with no revenues or expenditures anticipated through yearend.

District Investments

In accordance with its financial policies, the District invests its funds in a manner that provides the highest return with maximum security while meeting daily cash flow demands. Attached is the Investment/Cash Summary as of March 31, 2022.



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 3/31/2022

Petty Cash	\$ 1,600	
Cash	\$ 939,466	0.00%
Public Funds Account	\$ 503,314	0.10%
<hr/>		
WA Federal	\$ 1,444,380	
Local Gov't Investment Pool	\$ 236,609	0.23%

		PAR VALUE		YIELD
FNMA-Pro Equity	Non-callable	\$ 1,039,976	Jan-23	0.13%
US Treasury Note	Non-callable	\$ 498,242	Jun-23	0.25%
FFCB - Pro Equity	Callable	\$ 799,999	Jan-24	0.19%
FANNIE MAE - Pro Equity	Callable	\$ 500,823	Jun-24	0.21%
US Treasury Note	Non-callable	\$ 491,836	Sep-24	0.375%
US Treasury Note	Non-callable	\$ 500,664	Jan-25	1.125%
Discounts, Accrued Interest		(\$4,438)		
US Bank Safekeeping		\$ 3,827,102		
TOTAL		<u>\$ 5,508,091</u>		

USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,060,000
Unassigned	\$ 2,400,757
	<u>\$ 5,508,091</u>


Fund Balance Summary

Water Utility Fund (401)	\$ 1,192,658
Sewer Utility Fund (402)	\$ 2,268,099
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	<u>\$ 5,508,091</u>



**AGENDA
BILL
Item 9.D**

**Operations Department
Report**

DATE SUBMITTED:	April 21, 2022	MEETING DATE:	April 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Brent Winters, Operations Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Operations Department Report		
	2. Status of District Water & Sewer Systems		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the April 27 ,2022 Board Meeting
Data Compiled 04/21/22 by RH, BW, RM

State Required Report Status														
Monthly Reports														
Name Of Report		Completed												
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x	x	x	x								
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x	x	x	x								
Annual Reports														
Name Of Report	Deadline	Completed												
WA State Cross Connection Report Prepared by: Rich	May	March 29, 2022												
OSHA 300 Log Prepared by: Rich	February 1	February 22, 2022												
Water Use Efficiency Performance Report Prepared by: Kevin	July 1													
Community Right to Know (Hazardous Materials) Prepared by: Rich & Brent	March 31	February 23, 2022												
Consumer Confidence Reports Prepared by: Kevin	June 30	Geneva		SV		EagleR		Agate Ht						
Other Reports														
Name Of Report	Deadline	Last Completed												
CPR/First Aid Training Coordinated by: Rich	Due Biennially Next Due 2023	March 23, 2021												
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2022													

Safety Program Summary	
Completed by Rich Munson & Brent Winters	
Summary of Annual Safety Training	
<i>2022 Testing Period - Jan 1, 2021 to April 30, 2021</i>	
	% Complete
Engineering - Managers	86% (Two new employees)
Engineering - Staff	100%
Field Crew - Managers	100%
Field Crew - Staff	100%
Office - Managers	100%
Office - Staff	100%
Overall	100%

Safety meetings for the field crew take place every Friday at 7 a.m.

Dates of Completed Safety Committee Meetings						
1/21/2022						
2/24/2022						
3/24/2022						
Scheduled for 4/28/22						
Summary of Work-Related Injuries & Illnesses						
	Current Month	2022	2021	2020	2019	2018
Total Number of Work Related Injuries						
Defined as a work related injury or illness that results in:						
• Death						
• Medical treatment beyond first aid						
• Loss of consciousness	0	0	0	0	0	0
• Significant injury or illness diagnosed by a licensed health care professional						
• Days away from work (off work)						
• Restricted work or job transfer						
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	0	0	0	0	0
Total Number of Days Away from Work (at home, in hospital, not at work)	0	0	0	0	0	0
Near Misses	0	0	0	0	2	2
Safety Coordinator Update						

Status of District Water and Sewer Systems
Prepared by Brent Winters Operations and Maintenance Manager
4/27/2022 Board Meeting

Safety Activities	
<ol style="list-style-type: none"> 1. No time-loss injuries or near misses. 2. Daily safety reminders directly relevant to the day's tasks. 3. Jobsite tailgate meetings by project lead. 	
Water Utility Activities	
<i>Water Treatment Plants</i>	
<ol style="list-style-type: none"> 1. Sudden Valley <ol style="list-style-type: none"> a. Plant is operating well, averaging .5 million gallons per day (MGD). b. Filter control valve rehabilitation project is complete. c. Working with engineering to simulate operation of the plant with the proposed new reservoirs in operation. 2. Agate Heights <ol style="list-style-type: none"> a. Plant is operating well. b. Nothing new to report. 	
<i>Distribution System</i>	
<ol style="list-style-type: none"> 1. Water main flushing has been completed in the Geneva area. Crew is flushing the north shore systems this week. Inspected fire hydrants during the flushing process and repaired three with deficiencies. 2. New water service installation at 19 Green Hill Rd. 3. Repaired service line leak at 7 Lost Lake Ln. 4. Tested all District owned backflow assemblies. 5. Performed semi-annual reservoir inspections and completed minor repairs. 	
Sewer Utility Activities	
<i>Lift Stations</i>	
<ol style="list-style-type: none"> 1. North Point <ol style="list-style-type: none"> a. Pump 1 stator/rotor failure making the pump scrap. b. Pump 2 is assumed to be in the same condition but is being used as a backup to the engine driven pumps. It will run for about 1 hour before an over temp shuts it down. c. Godwin engine driven pump set up as the primary, Rain For Rent engine driven pump set up as backup. The Godwin pump is significantly quieter than the Rain For Rent pump. d. The two new Meyers pumps we ordered in December are scheduled to ship May 8th. 2. Performed annual lift station pump priming system inspection and maintenance. 	
<i>Collection System</i>	
<ol style="list-style-type: none"> 1. Televising mains that have never been inspected. Advising Engineering whenever pipe scores low enough to require immediate action. 	
Fleet	
<i>Vehicles</i>	
<ol style="list-style-type: none"> 1. All vehicles are ready to go to work. 	
<i>Equipment</i>	
<ol style="list-style-type: none"> 1. All equipment is ready to go to work. 	
Facilities	
<i>Shop Building</i>	
<ol style="list-style-type: none"> 1. Shop fence power and lighting project is complete, and the lights are working well. 	
Training	
<ol style="list-style-type: none"> 1. Flagger recertification and fit testing have been scheduled for May 19th. 	
Development	
<ol style="list-style-type: none"> 1. Inspector is actively working with twelve (12) permit holders making connection to our system. 	