



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

Date: May 19, 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 May 25, 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.

#### May 25, 2022 Regular Board Meeting

Wed, May 25, 2022 8:00 AM - 10:30 AM (PST)

Join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/781935837>

You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211)

**Access Code:** 781-935-837

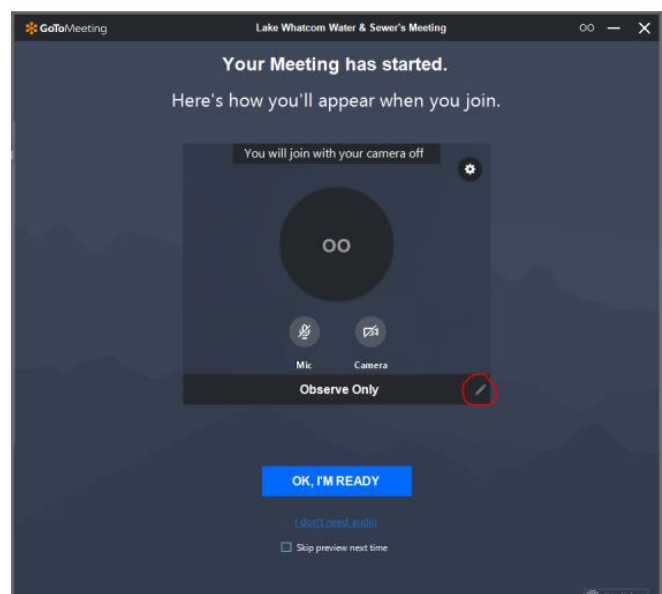
New to GoToMeeting? Get the app now and be ready when the meeting starts:

<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](mailto:rachael.hope@lwwsd.org) or 360-734-9224.

Page 1 of 35



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS

## AGENDA

*May 25, 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. Division 7 Reservoir Replacement Project Status Presentation
  - B. Post Point Resource Recovery Project Discussion
8. OTHER BUSINESS
9. STAFF REPORTS
  - A. General Manager
  - B. Engineering Department
  - C. Finance Department
  - D. Operations Department
10. PUBLIC COMMENT OPPORTUNITY
11. EXECUTIVE SESSION  
*Executive Session per RCW 42.30.110(1)(i)(iii): related to litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency – 30 minutes*
12. ADJOURNMENT



**AGENDA  
BILL  
Item 6**

**Consent Agenda**

DATE SUBMITTED:	May 19, 2022	MEETING DATE:	May 25, 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 05.24.2022\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Payroll for Pay Period #10 (04/30/2022 through 05/13/2022) totaling \$46,735.34
- Payroll Benefits for Pay Period #10 totaling \$53,294.44
- 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."

# CHECK REGISTER

# PAYROLL

Lake Whatcom W-S District

Time: 15:05:59 Date: 05/16/2022

05/19/2022 To: 05/19/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1479	05/19/2022	Payroll	5	EFT	JUSTIN L CLARY	3,549.73	04/30/2022 - 05/13/2022 PR 10
1480	05/19/2022	Payroll	5	EFT	KEVIN F COOK	2,614.54	04/30/2022 - 05/13/2022 PR 10
1481	05/19/2022	Payroll	5	EFT	JASON C DAHLSTROM	3,963.43	04/30/2022 - 05/13/2022 PR 10
1482	05/19/2022	Payroll	5	EFT	CYRUS R GATES	1,902.03	04/30/2022 - 05/13/2022 PR 10
1484	05/19/2022	Payroll	5	EFT	PATRICIA A GILMORE	1,750.56	04/30/2022 - 05/13/2022 PR 10
1485	05/19/2022	Payroll	5	EFT	KRISTIN D HEMENWAY	3,333.72	04/30/2022 - 05/13/2022 PR 10
1486	05/19/2022	Payroll	5	EFT	RACHAEL L HOPE	2,208.84	04/30/2022 - 05/13/2022 PR 10
1487	05/19/2022	Payroll	5	EFT	WILLIAM A HUNTER	3,468.96	04/30/2022 - 05/13/2022 PR 10
1488	05/19/2022	Payroll	5	EFT	TIMOTHY D KEENER	2,117.15	04/30/2022 - 05/13/2022 PR 10
1489	05/19/2022	Payroll	5	EFT	JONATHAN B LYDIARD	3,382.83	04/30/2022 - 05/13/2022 PR 10
1490	05/19/2022	Payroll	5	EFT	RICHARD D MUNSON	2,590.63	04/30/2022 - 05/13/2022 PR 10
1491	05/19/2022	Payroll	5	EFT	JAMES G REEDY II	1,633.79	04/30/2022 - 05/13/2022 PR 10
1492	05/19/2022	Payroll	5	EFT	NORMA J ROWLAND	2,173.81	04/30/2022 - 05/13/2022 PR 10
1493	05/19/2022	Payroll	5	EFT	JENNIFER L SIGNS	3,018.95	04/30/2022 - 05/13/2022 PR 10
1494	05/19/2022	Payroll	5	EFT	GREGORY R SOTO	1,955.09	04/30/2022 - 05/13/2022 PR 10
1495	05/19/2022	Payroll	5	EFT	BRENT A WINTERS	2,961.15	04/30/2022 - 05/13/2022 PR 10
1496	05/19/2022	Payroll	5	EFT	KENNETH C ZANGARI	2,622.54	04/30/2022 - 05/13/2022 PR 10
1483	05/19/2022	Payroll	5	12873	MICHAEL J GILLIS	1,487.59	04/30/2022 - 05/13/2022 PR 10
401 Water Fund						13,401.17	
402 Sewer Fund						33,334.17	

46,735.34 Payroll: 46,735.34

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign

  
General Manager, Justin Clary

Date

5/16/2022

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

Board President, Laura Abele

Attest :

Recording Secretary, Rachael Hope

Approved by motion at \_\_\_\_\_ Regular \_\_\_\_\_ Special Board Meeting on \_\_\_\_\_

Date Approved

**BENEFITS****CHECK REGISTER**

Lake Whatcom W-S District

Time: 15:14:28 Date: 05/16/2022

05/19/2022 To: 05/19/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1497	05/19/2022	Payroll	5	EFT	UNITED STATES TREASURY	17,498.95	941 Deposit for Pay Cycle(s) 05/19/2022 - 05/19/2022
1498	05/19/2022	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 05/19/2022 To 05/19/2022 - SUP ENF
1499	05/19/2022	Payroll	5	12874	AFLAC	354.85	Pay Cycle(s) 05/19/2022 To 05/19/2022 - AFLAC Pre-Tax; Pay Cycle(s) 05/19/2022 To 05/19/2022 - AFLAC Post-Tax
1500	05/19/2022	Payroll	5	12875	AFSCME LOCAL	379.20	Pay Cycle(s) 05/19/2022 To 05/19/2022 - Union Dues; Pay Cycle(s) 05/19/2022 To 05/19/2022 - Union Fund
1501	05/19/2022	Payroll	5	12876	DEPARTMENT OF RETIREMENT SYSTEMS	4,985.50	Pay Cycle(s) 05/19/2022 To 05/19/2022 - DCP
1502	05/19/2022	Payroll	5	12877	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 05/19/2022 To 05/19/2022 - VEBA
1503	05/19/2022	Payroll	5	12878	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 05/19/2022 To 05/19/2022 - ICMA
1504	05/19/2022	Payroll	5	12879	WA ST HEALTH CARE AUTHORITY	17,057.17	Pay Cycle(s) 05/19/2022 To 05/19/2022 - PEBB Medical; Pay Cycle(s) 05/19/2022 To 05/19/2022 - PEBB ADD LTD; Pay Cycle(s) 05/19/2022 To 05/19/2022 - PEBB SMK Surcharge; Pay Cycle(s) 05/19/2022 To 05/19/2022
1505	05/19/2022	Payroll	5	12880	WA ST PUBLIC EMP RET PLAN 2	8,886.89	Pay Cycle(s) 05/19/2022 To 05/19/2022 - PERS 2
1506	05/19/2022	Payroll	5	12881	WA ST PUBLIC EMP RET PLAN 3	3,233.54	Pay Cycle(s) 05/19/2022 To 05/19/2022 - PERS 3
401 Water Fund						39,136.27	
402 Sewer Fund						14,158.17	
						<b>53,294.44</b>	<b>Payroll: 53,294.44</b>

# CHECK REGISTER

# BENEFITS

Lake Whatcom W-S District


Time: 15:14:28 Date: 05/16/2022

05/19/2022 To: 05/19/2022

Page: 2

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

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 5/16/2022  
General Manager, Justin Cary

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**    **Division 7 Reservoir Seismic Upgrade**  
**BILL**                    **and ShakeAlert Implementation**  
**Item 7.A**                    **Project Briefing #1**

DATE SUBMITTED:	May 18, 2022	MEETING DATE:	May 25, 2022
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, Assist. GM/District Engineer		
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 intent of this project is to provide a seismic upgrade to the existing 1-million gallon welded-steel Division 7 Reservoir constructed in 1970. The project also implements an earthquake early warning system (ShakeAlert®) to automatically isolate a portion of the volume from rapid depletion due to water main breaks following an earthquake.

In 2016, BHC Consultants completed a Reservoir Seismic Vulnerability Assessment of all 5 of the District's welded steel reservoirs which included Division 7, SVWTP Chlorine Contact Basin, Division 22, Division 30, and Geneva reservoirs. The assessment identified the Division 7 Reservoir as having the highest probability of failure and one of the highest consequences of failure, making it the recommended highest priority for retrofit or replacement.

In 2017, as part of the update to the District's Water System Comprehensive Plan a system-wide reservoir capacity analysis found that the Division 7 Reservoir is oversized. The existing reservoir is 1-million gallons. The comprehensive water system analysis indicated that a reservoir size of roughly 0.5-million gallons was needed. Wilson Engineering LLC prepared a technical memoranda dated February 8, 2018 that analyzed options to perform seismic retrofits to the existing reservoir, or replace it with one or two new smaller reservoirs. The analysis concluded two new smaller reservoirs provided a significant advantage over retrofitting the existing reservoir. Advantages included capital cost, water quality, improved water system pressure, resiliency of having two parallel reservoirs, maintenance, and feasibility of continued operations during construction and future maintenance. The analysis utilized a pair of identical concrete reservoirs, each 185,000 gallons, that totaled together 370,000 gallons.

In 2018, the District submitted a Hazard Mitigation Grant application to the Federal Emergency Management Agency (FEMA) to replace the Division 7 Reservoir with two new smaller reservoirs constructed to meet seismic standards, and to implement ShakeAlert on

the new reservoirs. The grant application utilized the conceptual reservoir sizing identified in Wilson Engineering’s February 8, 2018 technical memorandum.

In late 2020, the District’s grant application was still in review. FEMA requested additional information to complete their review of the application. Wilson Engineering prepared a second technical memorandum dated December 28, 2020. The memo included: (1) an analysis of the expected duration of a reservoir outage in the case of a severe earthquake that would impact the existing seismically vulnerable Division 7 reservoir, (2) an analysis of the population that would be impacted by an unexpected outage of Division 7 reservoir, (3) provided capital cost estimate of two welded steel water reservoirs and updated cost estimates for the two concrete reservoirs as detailed in the previous memorandum, and (4) life cycle cost analysis of new concrete reservoirs and new welded steel reservoirs – comparing capital and maintenance costs to achieve 100 year life of reservoirs. The conclusion was two smaller concrete reservoirs is the best overall long-term option.

In 2021, the District was notified of the receipt of a Hazard Mitigation Grant for the project with cost sharing as follows: FEMA 75%, Washington State Emergency Management Division (WA-EMD) 12.5%, and Lake Whatcom Water and Sewer District 12.5%.

As of August 2021, the total project cost estimate was \$2.28M (design, permitting, construction).

The FEMA grant funding 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.

Phase 1 Design/Permitting Grant Funding 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

A grant agreement amendment is planned for Phase 2 Construction once predesign, design, and permitting are near completion so that the construction scope of work and construction costs are well defined.

Wilson Engineering and District staff have been working on preliminary design and tank sizing. Much coordination, discussion, and analyses has occurred between engineering consultants, staff engineering, operations and maintenance, and the District’s water treatment plant operator. The proposed smaller reservoir sizes will change normal District operations at the Sudden Valley Water Treatment Plant (SVWTP) and distribution system reservoir service areas. Staff and engineering consultants have been working together to test operational changes to confirm simulation results and better understand what future operations will require.

County permit applications are in development. A pre-application meeting with the County is tentatively scheduled for mid-June, with the goal of permit application submittal to follow shortly after. Prior to submitting for permits, the District, at all levels from



operations/maintenance staff to the Board of Commissioners, and its public stakeholders need to come together on the proposed reservoir sizing. The existing reservoir is 1-million gallons, and the total proposed reservoir volume is 0.42-million gallons (including both proposed new reservoirs). Physical reservoir service area testing and simulation analyses show that the proposed reservoir sizing will meet full-buildout capacity of the District. Operations at the SVWTP will need to adapt, and improvements identified in the SVWTP 20-year facility plan are important to enable the plant to operate at variable flow rates as demand from growth occurs.

Wilson Engineering and District staff will provide a project briefing on predesign and tank sizing efforts completed to date, update on project progress, upcoming milestones, and stakeholder engagement and education.

**FISCAL IMPACT**

Discussion only.

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

Infrastructure Strategy and Performance  
Community Sustainability

**RECOMMENDED BOARD ACTION**

No action is recommended.


**PROPOSED MOTION**

Not applicable.



**AGENDA  
BILL  
Item 7.B**

**City of Bellingham Resource  
Recovery Project Discussion**

DATE SUBMITTED:	May 17, 2022	MEETING DATE:	May 25, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Letter to City of Bellingham regarding Post Point Resource Recovery Project		
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 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 (including 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 provided an update to the Board on the project during the Board's April 27 meeting and the Board subsequently discussed the District's position on the project during its May 11 meeting. During the May 11 meeting, the Board direct staff to draft a letter to the City of Bellingham for the Board's consideration during its May 25 meeting. Enclosed is a draft letter for the Board's consideration.

**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 \$12.5 million in 2028).

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

Product Quality

Financial Viability

Infrastructure Strategy and Performance

Community Sustainability

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board discuss issuance of the proposed letter to the Bellingham City Council.

**PROPOSED MOTION**

A recommended motion is:

"I move to authorize the issuance of the letter the City of Bellingham providing District comment pertaining to the City's proposed Post Point Resource Recovery Project as presented."



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

May 25, 2022

City Council  
City of Bellingham  
210 Lottie Street  
Bellingham, WA 98225

Re: Post Point Resource Recovery Project

Dear Honorable Councilmembers:

To begin, thank you Mayor Fleetwood, Council President Stone, Councilmember Lilliquist, and the many City of Bellingham staff and consultants that attended the District's Board of Commissioners meeting on April 27. The District greatly appreciates our partnership with the City in the effective treatment of District-generated wastewater at the Post Point Wastewater Treatment Plant. Please accept this letter on behalf of the District Board of Commissioners.

The District has been supportive of the Resource Recovery Project despite the significant cost it will place on the District and its customers in respect of the City's admirable pursuit of its climate action goals. The relatively recent issues associated with impacts to solids management due to the potential presence of per- and polyfluoroalkyl substances (PFAS) has, however, given the Board some pause. In light of this latest information, following are District concerns associated with the Resource Recovery Project:

1. **Liability.** If the City proceeds with some form of land application of the biosolids (following anaerobic digestion) prior to state/federal maximum contaminant levels being set for PFAS in biosolids, there is a risk of future suit against the City, and possibly the District as the largest customer and public partner in financing the project, for contamination. As such, the District requests indemnification from the City against future liability should it proceed with the project prior to regulatory standards being set.
2. **Rate Impacts.** Based upon prior project information, the District has already made significant revisions to its rate structure in preparation for financing its share of the Resource Recovery Project—increases that border on exceeding the U.S. Environmental Protection Agency's methodology for determining rate affordability. With the recent identification of potential PFAS contamination, proceeding with the project without having an understanding of future PFAS regulations may result in the requirement of a costly additional process (gasification, pyrolysis, hydrothermal liquefaction, etc.), which will require additional rate increases, placing greater strain on the community and likely exceed affordable rate criteria.
3. **Climate Action Goal Attainment.** Past presentations by the City did a tremendous job in demonstrating the overall operational carbon footprint reduction of the anaerobic digestion/compost-production alternative over other prior-considered alternatives

(including incineration). However, it is unclear regarding the magnitude of this reduction if the City is ultimately required to transport a thickened biosolid product for landfill disposal in eastern Washington if local land application/compost sale is not a viable option due to the presence of PFAS (estimates are that transport to eastern Washington would increase from the current one load/week of incinerator ash to one load/day of biosolids).

4. Operational Costs. It is the District's understanding that past operational cost calculations of the anaerobic digestion alternative were based on relatively local land application (with potential growth over time in the marketability of the product). The District is interested in the operational costs relative to other alternatives if transport to and disposal in eastern Washington landfills, or operation of some form of thermal treatment process (with end product landfill disposal) becomes necessary relative to the other prior-considered alternatives.

PFAS maximum contaminant levels for drinking water are still a number of years from finalization at the state and federal levels, let alone the definition of allowable risk levels for PFAS in wastewater treatment end products. With such significant unknowns related to the viability of biosolids disposal, the District believes it prudent to allow for risk levels to be developed, even if it means postponing climate action goal attainment and investing significant dollars into the existing incinerators. Such a step could also allow for better integration of plant improvements with nitrate removal processes that are anticipated associated with the Puget Sound Nutrient Permit. Given this uncertainty, the District requests a meeting between City and District representation (which will include two District commissioners) to further discuss the potential ramifications of proceeding with the project.

Sincerely,

Lake Whatcom Water and Sewer District

Laura Abele  
President, Board of Commissioners


Todd Citron  
Secretary, Board of Commissioners

cc: District Board of Commissioners  
Mayor Seth Fleetwood, City of Bellingham  
Eric Johnston, Public Works Director, City of Bellingham



**AGENDA  
BILL  
Item 9.A**

**General Manager's  
Report**

DATE SUBMITTED:	May 19, 2022	MEETING DATE:	May 25, 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, May 25, 2022 – 8:00 a.m.

### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed June 8, 2022	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu June 9, 2022	8:00 a.m.	Remote Attendance Commissioner Abele to attend
Investment Comm. Meeting	Wed Jul 27, 2022	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu May 26, 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 June 14, 2022	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed June 15, 2022	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Oct 12, 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

- Eagleridge Booster Conversion project discussion
- DISH Wireless proposed cell tower public hearing
- Authority to surplus equipment
- Biennial budget discussion
- Lakewood/Rocky Ridge Sewer Lift Stations Improvement project 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 was provided during the April 27 meeting; staff are compiling data for the consultant.*

#### 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 was held on April 28. The next step is to develop a procurement plan for records management software.*

#### 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 and respirator programs.*

#### 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 25 at the Whatcom County Division of Emergency Management facility.*  
*District staff attend facility audits (SVWTP, Division 30 reservoir, Beaver sewer lift station) with Whatcom Conservation District staff on May 16 regarding wildfire resilience preparedness.*  
*Lessons learned will be applied to other District facilities.*



#### Cybersecurity Assessment

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

### **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 attended the Whatcom Water Districts' Caucus meeting on May 18.*
- *J Clary and B Hunter scheduled to meet with the Glen Cove Water Association on May 23.*
- *J Clary scheduled to attend meeting with Representative Rule at the Birch Bay Water and Sewer District facilities on May 24.*

### **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 May 12 and the Interjurisdictional Coordinating Team meeting on May 19, and is scheduled to attend a meeting a meeting regarding Lake Whatcom TMDL modeling with LWMP members on May 24.*


#### 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:	May 19, 2022	MEETING DATE:	May 25, 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 May 25, 2022 Board Meeting  
Data Compiled 05/19/22 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)	65	0	1	0
Subtotal - Commitments not yet connected	106	0	6	0
<b>Available ERUs</b>	<b>**</b>	<b>15</b>	<b>31</b>	<b>0</b>

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

Agate Heights approved ERUs increased from 57 to 81 with DOH approval 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 5/18/2022

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	\$1,103,309	\$713,274												
C 1802.1	Euclid	\$834,379	\$121,105	\$713,274												
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	\$119,256	\$40,454												
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	\$30,543	\$543												
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	\$75,344	\$12,344												
C 2112	Rocky Ridge & Lakewood Predesign and Shoreline Permitting	\$272,700	\$61,009	\$211,691												
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting	\$153,000	\$3,925	\$149,075												
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		\$174,923													
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:	May 12, 2022	MEETING DATE:	May 25, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. April 2022 Financial Report		
	2. April 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

# 2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:33:32 Date: 05/12/2022

Page: 1

## 401 Water Fund

Revenues	Amt Budgeted	April	YTD	Remaining	
----------	--------------	-------	-----	-----------	--

### 308 Beginning Balances

308 91 00 01	Beginning Balance - Water	1,055,026.00	0.00	1,034,772.02	20,253.98	1.9%
	308 Beginning Balances	1,055,026.00	0.00	1,034,772.02	20,253.98	1.9%

### 330 State Generated Revenues

331 40 10 00	Federal Grants	239,000.00	0.00	0.00	239,000.00	100.0%
	330 State Generated Revenues	239,000.00	0.00	0.00	239,000.00	100.0%

### 340 Charges For Services

343 40 10 00	Water Sales Metered	2,894,977.00	202,552.31	904,588.91	1,990,388.09	68.8%
343 41 10 01	Building Permits - Water	84,030.00	17,625.58	20,567.16	63,462.84	75.5%
	340 Charges For Services	2,979,007.00	220,177.89	925,156.07	2,053,850.93	68.9%

### 350 Fines & Forfeitures

359 81 10 00	Combined Fees	28,000.00	376.89	2,040.16	25,959.84	92.7%
359 90 00 00	Late Fees	58,000.00	4,176.15	19,784.45	38,215.55	65.9%
	350 Fines & Forfeitures	86,000.00	4,553.04	21,824.61	64,175.39	74.6%

### 360 Misc Revenues

361 11 00 00	Investment Interest	20,000.00	60.02	12,796.00	7,204.00	36.0%
369 10 00 00	Sale Of Surplus	1,000.00	0.00	0.00	1,000.00	100.0%
369 10 01 00	Miscellaneous	1,000.00	500.00	500.00	500.00	50.0%
	360 Misc Revenues	22,000.00	560.02	13,296.00	8,704.00	39.6%

### 390 Other Revenues

398 20 00 01	Insurance Recoveries	0.00	0.00	26,259.25	(26,259.25)	0.0%
	390 Other Revenues	0.00	0.00	26,259.25	(26,259.25)	0.0%

<b>Fund Revenues:</b>	<b>4,381,033.00</b>	<b>225,290.95</b>	<b>2,021,307.95</b>	<b>2,359,725.05</b>	<b>53.9%</b>
-----------------------	---------------------	-------------------	---------------------	---------------------	--------------

Expenditures	Amt Budgeted	April	YTD	Remaining	
--------------	--------------	-------	-----	-----------	--

### 534 Water Utilities

534 10 10 00	Water - Gen Admin Payroll	371,770.00	26,199.93	107,420.59	264,349.41	71.1%
534 10 20 00	Water - Gen Admin Personnel Benefits	161,024.00	11,543.80	48,425.01	112,598.99	69.9%
534 10 31 00	Water - Gen Admin Supplies	25,000.00	1,851.46	3,462.88	21,537.12	86.1%
534 10 31 01	Water - Meetings/Team building	2,000.00	55.87	453.56	1,546.44	77.3%
534 10 40 00	Water - Merchant Serivces Fees	11,500.00	1,234.48	4,350.24	7,149.76	62.2%
534 10 40 01	Water - Bank Fees	800.00	91.12	388.92	411.08	51.4%
534 10 41 00	Water - Quality Assurance Programs	81,300.00	0.00	1,293.43	80,006.57	98.4%
534 10 41 01	Water - Gen Admin Prof Srvc	167,000.00	21,827.50	60,083.18	106,916.82	64.0%
534 10 41 02	Water- Engineering Srvc	20,000.00	0.00	2,963.50	17,036.50	85.2%
534 10 41 03	Water - Legal Srvc	22,000.00	3,542.50	9,391.75	12,608.25	57.3%
534 10 42 00	Water - Admin Communication	31,000.00	1,761.70	10,508.23	20,491.77	66.1%
534 10 45 00	Water - Gen Admin Lease	5,500.00	0.00	1,434.31	4,065.69	73.9%
534 10 46 00	Water - Gen Admin Insurance	103,500.00	0.00	0.00	103,500.00	100.0%

# 2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:33:32 Date: 05/12/2022

Page: 2

## 401 Water Fund

Expenditures		Amt Budgeted	April	YTD	Remaining	
534 Water Utilities						
534 10 49 00	Water - Gen Admin Misc	200.00	25.00	25.00	175.00	87.5%
534 10 49 01	Water- Memberships/Dues/Permits	17,250.00	748.70	14,729.17	2,520.83	14.6%
534 10 49 02	Water - Taxes	147,500.00	14,219.58	49,290.25	98,209.75	66.6%
534 40 43 00	Water - Admin Training &Travel	10,000.00	915.33	3,670.05	6,329.95	63.3%
534 40 43 01	Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
534 50 31 00	Water - Maintenance Supplies	135,000.00	5,663.42	30,522.16	104,477.84	77.4%
534 50 31 01	Water- Small Assets	40,000.00	2,049.99	18,909.14	21,090.86	52.7%
534 50 48 00	Water - Repair & Maint	60,000.00	22,620.96	43,933.38	16,066.62	26.8%
534 50 49 00	Water - Insurance Claims	2,500.00	0.00	0.00	2,500.00	100.0%
534 60 41 00	Water - Operations Contracted (Edge Analytical)	15,500.00	349.00	2,631.00	12,869.00	83.0%
534 60 47 00	Water - City of Bellingham	52,000.00	3,131.19	15,953.61	36,046.39	69.3%
534 80 10 00	Water - Operations Payroll	629,236.00	47,723.91	191,201.51	438,034.49	69.6%
534 80 20 00	Water - Operations Personnel Benefits	288,653.00	22,228.99	81,056.58	207,596.42	71.9%
534 80 32 00	Water - Operations Fuel	12,500.00	502.32	8,379.62	4,120.38	33.0%
534 80 35 00	Water - Safety Supplies	10,000.00	687.18	1,156.86	8,843.14	88.4%
534 80 35 01	Water - Safety Boots	1,400.00	190.92	327.99	1,072.01	76.6%
534 80 35 02	Water - Emergency Preparedness	5,000.00	0.00	0.00	5,000.00	100.0%
534 80 43 00	Water - Operation Training/Travel/Certifications	10,000.00	24.63	446.50	9,553.50	95.5%
534 80 47 00	Water - Ops Utilities	121,200.00	11,485.36	46,205.86	74,994.14	61.9%
534 80 49 00	Water - Operations Laundry	2,000.00	107.18	417.99	1,582.01	79.1%
534 Water Utilities		2,562,833.00	200,782.02	759,032.27	1,803,800.73	70.4%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	2,025.78	1,629.94	(1,629.94)	0.0%
580 Non Expenditures		0.00	2,025.78	1,629.94	(1,629.94)	0.0%
591 Debt Service						
591 34 77 01	Geneva AC Mains Principal	119,938.00	0.00	0.00	119,938.00	100.0%
591 34 77 02	Div 22 Reservoir Principal	65,475.00	0.00	0.00	65,475.00	100.0%
592 34 83 01	Geneva AC Mains Interest	25,187.00	0.00	0.00	25,187.00	100.0%
592 34 83 02	Div 22 Reservoir Interest	15,714.00	0.00	0.00	15,714.00	100.0%
591 Debt Service		226,314.00	0.00	0.00	226,314.00	100.0%
594 Capital Expenditures						
594 34 60 01	Capital Outlay - Budget Only	528,250.00	0.00	0.00	528,250.00	100.0%
594 34 62 01	Capital Projects - Water Structures	0.00	24,544.06	39,197.56	(39,197.56)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	0.00	15,512.34	(15,512.34)	0.0%
594 34 64 01	Capital Outlay - Water Equipment	0.00	0.00	11,270.13	(11,270.13)	0.0%
594 Capital Expenditures		528,250.00	24,544.06	65,980.03	462,269.97	87.5%
Fund Expenditures:		3,317,397.00	227,351.86	826,642.24	2,490,754.76	75.1%

## 2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:33:32 Date: 05/12/2022

Page: 3

---

401 Water Fund

---

<b>Fund Excess/(Deficit):</b>	<b>1,063,636.00</b>	<b>(2,060.91)</b>	<b>1,194,665.71</b>
-------------------------------	---------------------	-------------------	---------------------



# 2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:33:32 Date: 05/12/2022

Page: 4

## 402 Sewer Fund

Revenues	Amt Budgeted	April	YTD	Remaining
----------	--------------	-------	-----	-----------

### 308 Beginning Balances

308 91 00 02	Beginning Balance - Sewer	2,071,972.00	0.00	2,105,875.22	(33,903.22)	0.0%
308 Beginning Balances		2,071,972.00	0.00	2,105,875.22	(33,903.22)	0.0%

### 340 Charges For Services

343 50 11 00	Sewer Service Residential	4,425,315.00	335,039.34	1,473,097.42	2,952,217.58	66.7%
343 50 19 00	Sewer Service Other	4,500.00	494.15	1,989.28	2,510.72	55.8%
343 51 10 02	Building Permits - Sewer	88,600.00	540.00	1,080.00	87,520.00	98.8%
340 Charges For Services		4,518,415.00	336,073.49	1,476,166.70	3,042,248.30	67.3%

### 360 Misc Revenues

361 11 00 02	Investment Interest	20,000.00	60.07	12,796.05	7,203.95	36.0%
361 40 00 02	ULID 18 Interest/Penalties	1,800.00	340.18	583.12	1,216.88	67.6%
368 10 00 02	ULID 18 Principal Payments	8,000.00	2,802.72	4,897.18	3,102.82	38.8%
369 10 00 02	Sale Of Surplus	1,000.00	0.00	0.00	1,000.00	100.0%
369 10 01 02	Miscellaneous	1,000.00	500.00	500.00	500.00	50.0%
369 40 00 02	Project Reimbursement	4,141.00	0.00	0.00	4,141.00	100.0%
360 Misc Revenues		35,941.00	3,702.97	18,776.35	17,164.65	47.8%

<b>Fund Revenues:</b>	<b>6,626,328.00</b>	<b>339,776.46</b>	<b>3,600,818.27</b>	<b>3,025,509.73</b>	<b>45.7%</b>
-----------------------	---------------------	-------------------	---------------------	---------------------	--------------

Expenditures	Amt Budgeted	April	YTD	Remaining
--------------	--------------	-------	-----	-----------

### 535 Sewer

535 10 10 00	Sewer - Admin Payroll	371,770.00	26,199.88	107,420.36	264,349.64	71.1%
535 10 20 00	Sewer - Gen Admin Personnel Benefits	161,024.00	11,543.45	48,424.06	112,599.94	69.9%
535 10 31 00	Sewer - Gen Admin Supplies	16,800.00	1,806.14	3,382.72	13,417.28	79.9%
535 10 31 01	Sewer - Meetings/Team Building	2,000.00	70.87	457.10	1,542.90	77.1%
535 10 40 00	Sewer - Merchant Services Fees	11,500.00	1,234.47	4,350.20	7,149.80	62.2%
535 10 40 01	Sewer - Bank Fees	750.00	91.12	403.94	346.06	46.1%
535 10 41 01	Sewer - Gen Admin Prof Srv	187,500.00	21,792.47	57,420.18	130,079.82	69.4%
535 10 41 02	Sewer - Engineering Srv	20,000.00	495.00	1,346.50	18,653.50	93.3%
535 10 41 03	Sewer - Legal Srv	22,000.00	3,542.50	9,391.75	12,608.25	57.3%
535 10 42 00	Sewer - Admin Communication	31,000.00	1,761.65	10,508.04	20,491.96	66.1%
535 10 45 00	Sewer - Gen Admin Lease	5,500.00	0.00	1,434.28	4,065.72	73.9%
535 10 46 00	Sewer - Gen Admin Insurance	103,500.00	0.00	0.00	103,500.00	100.0%
535 10 49 00	Sewer - Gen Admin Misc	200.00	0.00	0.00	200.00	100.0%
535 10 49 01	Sewer - Memberships/Dues/Permits	10,000.00	748.70	9,818.05	181.95	1.8%
535 10 49 02	Sewer - Taxes	122,000.00	9,539.76	32,400.49	89,599.51	73.4%
535 40 43 00	Sewer - Gen Admin TrainIng &Travel	10,000.00	915.36	3,424.07	6,575.93	65.8%
535 40 43 01	Sewer - Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
535 50 31 00	Sewer - Maintenance Supplies	45,000.00	2,905.18	5,411.06	39,588.94	88.0%
535 50 31 01	Sewer - Small Assets	30,000.00	3,881.93	31,932.56	(1,932.56)	0.0%
535 50 48 00	Sewer - Repair & Maint	125,000.00	28,166.55	113,188.29	11,811.71	9.4%
535 50 49 00	Sewer - Insurance Claims	2,500.00	0.00	5,000.00	(2,500.00)	0.0%
535 60 47 00	Sewer - City of Bellingham	816,000.00	72,219.01	371,363.20	444,636.80	54.5%
535 80 10 00	Sewer - Operations Payroll	530,481.00	38,418.42	153,480.60	377,000.40	71.1%
535 80 20 00	Sewer - Operations Personnel Benefits	237,606.00	17,836.93	64,381.19	173,224.81	72.9%
535 80 32 00	Sewer - Operations Fuel	14,200.00	1,875.72	12,679.85	1,520.15	10.7%

## 2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:33:32 Date: 05/12/2022

Page: 5

### 402 Sewer Fund

Expenditures		Amt Budgeted	April	YTD	Remaining	
535 Sewer						
535 80 35 00	Sewer - Safety Supplies	10,000.00	687.18	2,195.39	7,804.61	78.0%
535 80 35 01	Sewer - Safety Boots	1,400.00	190.94	328.03	1,071.97	76.6%
535 80 35 02	Sewer - Emergency Preparedness	5,000.00	0.00	0.00	5,000.00	100.0%
535 80 43 00	Sewer - Operations Training/Travel/Certification	10,000.00	6.15	196.55	9,803.45	98.0%
535 80 47 00	Sewer - Ops Utilities	110,000.00	9,328.46	51,501.82	58,498.18	53.2%
535 80 49 00	Sewer - Operations Laundry	2,500.00	160.86	617.08	1,882.92	75.3%
535 Sewer		3,015,731.00	255,418.70	1,102,457.36	1,913,273.64	63.4%

### 591 Debt Service

591 35 77 02	Bond 2016 Principal	445,000.00	0.00	0.00	445,000.00	100.0%
591 35 83 02	Bond 2016 Interest	192,376.00	0.00	96,187.50	96,188.50	50.0%
591 Debt Service		637,376.00	0.00	96,187.50	541,188.50	84.9%

### 594 Capital Expenditures

594 35 60 02	Capital Outlay - Budget Only	805,880.00	0.00	0.00	805,880.00	100.0%
594 35 62 02	Capital Projects - Sewer Structures	0.00	3,341.00	43,045.15	(43,045.15)	0.0%
594 35 63 02	Capital Projects- Sewer System	0.00	45,471.36	46,080.53	(46,080.53)	0.0%
594 35 64 02	Capital Outlay - Sewer Equipment	0.00	0.00	13,471.90	(13,471.90)	0.0%
594 Capital Expenditures		805,880.00	48,812.36	102,597.58	703,282.42	87.3%

<b>Fund Expenditures:</b>	<b>4,458,987.00</b>	<b>304,231.06</b>	<b>1,301,242.44</b>	<b>3,157,744.56</b>	<b>70.8%</b>
---------------------------	---------------------	-------------------	---------------------	---------------------	--------------

<b>Fund Excess/(Deficit):</b>	<b>2,167,341.00</b>	<b>35,545.40</b>	<b>2,299,575.83</b>
-------------------------------	---------------------	------------------	---------------------

## 2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:33:32 Date: 05/12/2022

Page: 6

### 425 Sewer Contingency Fund

Revenues		Amt Budgeted		April	YTD	Remaining	
308 Beginning Balances							
308 51 00 25	Beginning Balance - Sewer Contingency	815,000.00		0.00	815,000.00	0.00	0.0%
308 Beginning Balances		815,000.00		0.00	815,000.00	0.00	0.0%
Fund Revenues:		815,000.00		0.00	815,000.00	0.00	0.0%
Fund Excess/(Deficit):		815,000.00		0.00	815,000.00		

## 2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:33:32 Date: 05/12/2022

Page: 7

### 426 Water Contingency Fund

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

## 2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:33:32 Date: 05/12/2022

Page: 8

### 460 Bond Reserve Fund

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



## LAKE WHATCOM WATER AND SEWER

### INVESTMENTS/CASH AS OF 4/30/2022

Petty Cash	\$ 1,600	
Cash	\$ 972,831	0.00%
Public Funds Account	\$ 503,355	0.10%
<hr/>		
WA Federal	\$ 1,477,786	
Local Gov't Investment Pool	\$ 236,688	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>\$ 5,541,576</u>		

#### USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,060,000
Unassigned	\$ 2,434,242
	<u>\$ 5,541,576</u>


#### Fund Balance Summary

Water Utility Fund (401)	\$ 1,194,666
Sewer Utility Fund (402)	\$ 2,299,576
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	<u>\$ 5,541,576</u>



**AGENDA  
BILL  
Item 9.D**

**Operations Department  
Report**

DATE SUBMITTED:	May 19, 2022	MEETING DATE:	May 25, 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 May 25 ,2022 Board Meeting  
Data Compiled 05/19/22 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	x							
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x	x	x	x	x							
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 2025	May 19, 2022												



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

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

<b>Dates of Completed Safety Committee Meetings</b>						
1/21/2022	Scheduled for 5/26/22					
2/24/2022						
3/24/2022						
4/28/2022						
<b>Summary of Work-Related Injuries &amp; Illnesses</b>						
	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
<b>Safety Coordinator Update</b>						

**Status of District Water and Sewer Systems**  
**Prepared by Brent Winters Operations and Maintenance Manager**  
**5/25/2022 Board Meeting**

<b>Safety Activities</b>	
<ol style="list-style-type: none"> <li>1. No time-loss injuries or near misses.</li> <li>2. Daily safety reminders directly relevant to the day's tasks.</li> <li>3. Jobsite tailgate meetings by project lead.</li> </ol>	
<b>Water Utility Activities</b>	
<i>Water Treatment Plants</i>	
<ol style="list-style-type: none"> <li>1. Sudden Valley               <ol style="list-style-type: none"> <li>a. Plant is operating well, averaging .5 million gallons per day (MGD).</li> <li>b. Working on annual filter maintenance.</li> <li>c. Working with engineering to simulate operation of the plant with the proposed new reservoirs in operation.</li> <li>d. Participated in Wildfire Resilience Audit May 16th.</li> </ol> </li> <li>2. Agate Heights               <ol style="list-style-type: none"> <li>a. Plant is operating well.</li> <li>b. Sanitary Survey conducted May 12<sup>th</sup>, report from DOH to follow.</li> </ol> </li> </ol>	
<i>Distribution System</i>	
<ol style="list-style-type: none"> <li>1. New water service installations at 18 Inlet Circle, 10 Caddie Lane, 11 Kinglet Court and 23 Jasper Ridge.</li> <li>2. Completed water main flushing at Agate Heights and Eagle Ridge.</li> <li>3. Repaired six (6) fire hydrants in the Geneva area.</li> <li>4. Repaired service line leak on Windward.</li> <li>5. Performed annual PRV maintenance on Geneva PRV's.</li> </ol>	
<b>Sewer Utility Activities</b>	
<i>Lift Stations</i>	
<ol style="list-style-type: none"> <li>1. North Point               <ol style="list-style-type: none"> <li>a. Pump 1 stator/rotor failure making the pump scrap.</li> <li>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.</li> <li>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.</li> <li>d. The two new Meyers pumps we ordered in December are scheduled to ship June 8<sup>th</sup>.</li> </ol> </li> </ol>	
<i>Collection System</i>	
<ol style="list-style-type: none"> <li>1. Televising mains that have never received NAASCO scoring. Advising Engineering whenever pipe scores low enough to require immediate action.</li> <li>2. Assisted Pro-Vac with relining project by precleaning the pipe for them.</li> </ol>	
<b>Fleet</b>	
<i>Vehicles</i>	
<ol style="list-style-type: none"> <li>1. All vehicles are ready to go to work.</li> </ol>	
<i>Equipment</i>	
<ol style="list-style-type: none"> <li>1. All equipment is ready to go to work.</li> </ol>	
<b>Facilities</b>	
<i>Shop Building</i>	
<ol style="list-style-type: none"> <li>1. Received annual fire system and extinguisher inspections.</li> </ol>	
<b>Training</b>	
<ol style="list-style-type: none"> <li>1. Greg and James received their CPR/First Aid certification.</li> <li>2. Flagger recertification training for all crew was performed May 19th.</li> </ol>	
<b>Development</b>	
<ol style="list-style-type: none"> <li>1. Inspector is actively working with twelve (12) permit holders making connection to our system.</li> </ol>	



**AGENDA  
BILL  
Item 11**

**Executive Session**

DATE SUBMITTED:	May 19, 2021	MEETING DATE:	May 25, 2021
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope, Administrative Assistant		
ATTACHED DOCUMENTS	1.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The Board will hold an Executive Session per RCW 42.30.110(1)(i)(iii): related to litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.

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

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

**FISCAL IMPACT**

Not applicable.

**RECOMMENDED BOARD ACTION**

Not applicable.

**PROPOSED MOTION**

Not applicable.