

### LAKE WHATCOM WATER AND SEWER DISTRICT

# Special-Purpose Schedules And Independent Accountants' Compilation Report

December 31, 2021

### LAKE WHATCOM WATER AND SEWER DISTRICT

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### INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

To the Board of Commissioners

Lake Whatcom Water and Sewer District

Management is responsible for the accompanying special-purpose schedules of Lake Whatcom Water and Sewer District, which comprise the detail of revenues and expenditures, liabilities, labor relations consultant(s), and risk management as of and for the year ended December 31, 2021, included in the accompanying forms prescribed by the Cash Basis Budgeting, Accounting, and Reporting System (BARS) that is promulgated by the State Auditor's Office under authority of Washington State Law. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services Promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the special-purpose schedules included in the accompanying prescribed form, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion or conclusion, nor do we provide any form of assurance on these special-purpose schedules.

#### Other Matter

The special-purpose schedules included in the accompanying prescribed form are intended to comply with the requirements of the Washington State Auditor's Office, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the management of Lake Whatcom Water and Sewer District; it is not intended to be and should not be used by anyone other than this specified party.

Bellingham, Washington

VSH PLLC

May 19, 2022

# LAKE WHATCOM WATER AND SEWER DISTRICT DETAIL OF REVENUES AND EXPENDITURES

For the Year Ended December 31, 2021

	Fund Fund BARS					
MCAG	Number	Name	Account	Description	Amount	
2330	401	Enterprise	3083100	Restricted Cash and Investments - Beginning	\$ 772,334	
2330	401	Enterprise	3084100	Committed Cash and Investments - Beginning	1,256,088	
2330	401	Enterprise	3085100	Assigned Cash and Investments - Beginning	2,557,119	
2330	401	Enterprise	3434000	Water Sales and Services	3,144,930	
2330	401	Enterprise	3435000	Sewer Sales and Service	4,663,179	
2330	401	Enterprise	3590000	Fines and Penalties	17,943	
2330	401	Enterprise	3611000	Interest Earnings	97,888	
2330	401	Enterprise	3614000	Special Assessment - Interest	3,355	
2330	401	Enterprise	3681000	Special Assessment - Principal	11,416	
2330	401	Enterprise	3699100	Other Miscellaneous Revenues	7,577	
2330	401	Enterprise	3694000	Judgements and Settlements	4,641	
2330	401	Enterprise	3981000	Insurance Recoveries	137,564	
2330	401	Enterprise	5340010	Water Salaries	981,707	
2330	401	Enterprise	5340020	Water Benefits	400,901	
2330	401	Enterprise	5340030	Water Supplies	190,754	
2330	401	Enterprise	5340040	Water Services	1,058,962	
2330	401	Enterprise	5350010	Sewer Salaries	858,208	
2330	401	Enterprise	5350020	Sewer Benefits	350,105	
2330	401	Enterprise	5350030	Sewer Supplies	104,801	
2330	401	Enterprise	5350040	Sewer Services	1,378,343	
2330	401	Enterprise	58210	Refund of Deposits	1,500	
2330	401	Enterprise	5913470	Debt Repayment - Water	185,413	
2330	401	Enterprise	5913570	Debt Repayment - Sewer	435,000	
2330	401	Enterprise	5923880	Interest Debt Cost - Water	43,682	
2330	401	Enterprise	5923880	Interest Debt Cost - Sewer	205,425	
2330	401	Enterprise	5943460	Capital Expenditures Water	498,656	
2330	401	Enterprise	5943560	Capital Expenditures Sewer	792,596	
2330	401	Enterprise	5083100			
2330	401	Enterprise	5084100	Committed Cash and Investments - Ending	1,275,000	
2330	401	Enterprise	5085100	Assigned Cash and Investments - Ending	3,140,647	

**Totals** 

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\$ 9,174,134

## LAKE WHATCOM WATER AND SEWER DISTRICT SCHEDULE OF LIABILITIES

For the Year Ended December 31, 2021

(1) (2) (3)(4) **BARS Code** Maturity / **Beginning Ending** for **Description Payment Balance** Redemption **Balance** ID. No. **Additions** Reductions of Debt **Due Date** 01/01/21 12/31/21 Only 252.11 Refunding Bonds - Issued 2016 11/1/2035 5,605,000 \$ \$ 435,000 591.35.70 \$ 5,170,000 259.12 Compensated absences 11,712 98,458 110,170 Latecomer fees and other 263.92 15,500 2,500 13,000 deferred credits 264.30 Pension liability 588,884 446,329 142,555 DWSRF Loan DM13-952-137 263.88 10/1/2035 1,799,062 119,937 591.34.70 1,679,125 1,113,070 65,475 591.34.70 1,047,595 263.88 DWSRF Loan DM13-952-136 10/1/2037 **OPEB Liability** 1,127,932 1,011,689 116,243 264.40

\$ 10,347,906

11,712 | \$ 1,185,484

# LAKE WHATCOM WATER AND SEWER DISTRICT LABOR RELATIONS CONSULTANT(S)

For the Year Ended December 31, 2021

Has your government engaged labor relations consultants?	Yes <u>X</u> No
If yes, please provide the following information for each consultant:	
Name of firm	
Name of consultant	
Business address	
Amount paid to consultant during fiscal year	
Terms and conditions, as applicable, including:	
Rates (e.g., hourly, etc.)	
Maximum compensations allowed	
Duration of services	
Services provided	

MCAG NO. <u>2330</u>

## LAKE WHATCOM WATER AND SEWER DISTRICT RISK MANAGEMENT

Schedule 21 Page 1 of 1

For the Year Ended December 31, 2021

Public entity risk pool members are not required to report those risks transferred to the pool. The District is a member of the Water & Sewer Risk Management Pool.

For the year ended December 31, 2021

#### NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The District was incorporated in 1968 and operates under the laws of the state of Washington applicable to a water-sewer district. The District is a general purpose government and provides water and sewer services. The District uses single-entry, cash basis accounting, which is a departure from accounting principles generally accepted in the United States of America.

The Lake Whatcom Water and Sewer District (the District) reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

### a. Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues, and expenditures as appropriate. The District's resources are allocated to and accounted for in individual funds depending on their intended purposes. The District uses a proprietary fund type:

### **Enterprise Fund**

This fund accounts for operations that provide goods and services to the general public and is supported primarily through user charges.

For the year ended December 31, 2021

### NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (continued)

### b. Basis of Accounting and Measurement Focus

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Revenues are recognized only when cash is received and expenditures are recognized when paid. In accordance with State law, the District also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the prior period.

Purchases of capital assets are expensed during the year of acquisition. There is neither capitalization of capital assets nor allocation of depreciation expense. Inventory, if any, is expensed when purchased.

The basis of accounting described above represents a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

### c. Cash and Investments

See Note 3, Deposits and *Investments*.

#### d. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. The capital assets of the District are recorded as expenditures when purchased.

### e. Compensated Absences

Vacation leave may be accumulated up to 80 hours and is payable upon separation or retirement. Sick leave may be accumulated up to 1,000 hours. If an employee separates with at least ten years of service, the employee will be paid for sick leave balances up to 1,000 hours at one-quarter of the employee's final hourly pay rate.

#### f. Long-Term Debt

See Note 4, Long-Term Debt (formerly *Debt Service Requirements*).

### g. Reserved Fund Balance

In accordance with bond resolutions (and certain related agreements), separate restricted funds are required to be established. The assets held in these funds are restricted or have been reserved for specific uses, including debt service and other special reserve requirements. Restricted funds totaled \$772,334 as of December 31, 2021.

For the year ended December 31, 2021

#### NOTE 2. RISK MANAGEMENT

The District is a member of the Water and Sewer Risk Management Pool (Pool). Chapter 48.62 RCW authorizes the governing body of any one or more governmental entities to form together into or join a pool or organization for the joint purchasing of insurance, and/or joint self-insuring, and/or joint hiring or contracting for risk management services to the same extent that they may individually purchase insurance, self-insurance, or hire or contract for risk management services. An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The Pool was formed in November 1987 when water and sewer districts in the State of Washington joined together by signing an Interlocal Governmental Agreement to pool their self-insured losses and jointly purchase insurance and administrative services. The Pool currently has 72 members. The Pool's fiscal year is November 1st through October 31st.

The Pool allows members to jointly purchase insurance coverage, establish a plan of self-insurance coverage, and provide related services, such as risk management and loss prevention. The Pool provides the following forms of group purchased insurance coverage for its members: Property (including Building, Electronic Data Processing, Boiler and Machinery, and Mobile Equipment); General Liability; Automotive Liability; Excess Liability, Crime; Public Officials Liability; Identity Fraud Reimbursement Program; Deadly Weapon/Active Shooter Response Program; and bonds of various types. Most coverages are on an "occurrence" basis.

The annual report of Water & Sewer Risk Management Pool can be located at the following website: http://www.wsrmp.org/documents/2021WSRMPANNUALREPORT.pdf.

Members make an annual contribution to fund the Pool. The Pool purchases insurance policies from unrelated underwriters as follows:

For the year ended December 31, 2021

### NOTE 2. RISK MANAGEMENT, (continued)

TYPE OF COVERAGE	MEMBER DEDUCTIBLE	SELF-INSURED RETENTION/GROUP	EXCESS LIMITS			
Property Loss:						
Buildings and Contents	\$1,000 - \$25,000 and See (C) below	\$25,000	\$275,000,000			
Flood	See (A) below	See (A) below	\$25,000,000			
Earthquake	See (B) below	See (B) below	\$110,000,000 (\$75,000,000 shared by all members, \$25,000,000 dedicated to Alderwood, \$10,000,000 dedicated to Sammamish Plateau)			
Terrorism	\$1,000 - \$25,000	\$25,000 Primary layer	\$700,000,000 Primary layer			
Boiler & Machinery	\$1,000 - \$350,000 depending on object	\$25,000 - \$350,000 depending on object	\$100,000,000			
Auto - Physical Damage	\$1,000-\$25,000	\$25,000				
Liability:						
Commercial General Liability	\$1,000 - \$25,000	\$300,000, subject to \$150,000 Corridor Deductible	\$10,000,000			
Auto Liability	\$1,000 - \$25,000	Same as above	\$10,000,000			
Public Officials Errors and Omissions	\$1,000 - \$25,000	Same as above	\$10,000,000			
Employment Practices	\$1,000 - \$25,000	Same as above	\$10,000,000			
Other:						
Cyber Liability	\$50,000	N/A	\$2,000,000			
Public Officials Bonds	Various	N/A	Various			
Crime	\$1,000 - \$25,000	\$25,000	\$2,000,000			
Identity Fraud	\$0	\$0	\$25,000			

A. \$100,000 member deductibles, per occurrence, in Flood zones except Zones A&V; \$250,000 member deductible per occurrence, in Flood Zones A&V.

B. Member deductible for earthquakes is 5% subject to \$100,000 minimum Earthquake Shock. The deductible will apply per occurrence on a per unit basis, as defined in the policy form, subject to the stated minimum.

C. Member deductible for Cyber liability is \$50,000 and where applicable the dollar amount of the business interruption loss during the policy's required 8 hour waiting period.

For the year ended December 31, 2021

### NOTE 2. RISK MANAGEMENT, (continued)

Pool members are responsible for a deductible on each coverage and the Pool is responsible for the remainder of the self-insured retention listed in the table above except where noted as follows. The insurance carriers then cover the loss to the maximum limit of the policy. Each member is responsible for the full deductible applicable to the perils of earthquake and flood (the Pool is not responsible for any deductible or self-insured retention for earthquake and flood claims). Each member is also responsible for the full deductible applicable to the Cyber Liability, and that part of a Boiler & Machinery deductible, which exceeds \$25,000.

Upon joining, the members contract to remain in the Pool for one full policy period. Following completion of one full policy period, members must give six months' notice before terminating participation (e.g. to withdraw from the Pool on November 1, 2022, written notice must be in possession of the Pool by April 30, 2022). The Interlocal Governmental Agreement is renewed automatically each year. Even after termination of relationship with the Pool, a member is still responsible for contributions to the Pool for any unresolved, unreported, and in process claims, for the period that the District was a signatory to the Interlocal Governmental Agreement.

The Pool is fully funded by its member participants. Claims are filed by members with the Pool who determines coverage and performs claims adjustment in consultation with various independent public adjusters.

The Pool is governed by a Board of Directors, which is comprised of one designated representative from each participating member. An Executive Committee is elected at the annual meeting and is responsible for overseeing the business affairs of the Pool and providing policy direction to the Pool's Executive Director.

#### **NOTE 3. DEPOSITS AND INVESTMENTS**

As required by state law, all investments of the District's funds are obligations of the U.S. Government or deposits with Washington State banks and savings and loan institutions, or other investments allowed by Chapter 39.59 RCW.

The District's cash and certificates of deposit are insured by the Federal Deposit Insurance Corporation and the Washington Public Deposit Protection Commission. At times, these balances may exceed insured limits. The District has not experienced any losses related to such accounts.

It is the District's policy to invest all temporary cash surpluses, which are included in the fund balances shown on the Statement of Fund Resources and Uses Arising from Cash Transactions. The interest earned on these investments is posted to the Enterprise Fund.

For the year ended December 31, 2021

### NOTE 3. DEPOSITS AND INVESTMENTS, (continued)

Investments by type as of December 31, 2021, are as follows:

			Investment Maturities							
			Less Than 6 Months					Ν	More Than	
Investment Type	_	Total	_	6 Months	_	to 1 Year	-	1-5 years	_	5 Years
Federal National Mortgage Bonds	\$	1,039,976	\$	-	\$	; -	9	1,039,976	\$	-
Federal Home Loan Bank Bonds		997,122		997,122		-		-		-
Federal Farm Credit Bank Bonds		799,999		-		-		799,999		-
Public Funds Money Market Account		503,190		503,190		-		-		-
Federal National Mortgage Association Bank Bonds		500,824		-		-		500,824		-
Local Government Investment Pool		236,525		236,525	_	<del>_</del>	_	<del>-</del>		<del>_</del>
	<u>\$</u>	4,077,636	<u>\$</u>	<u>1,736,837</u>	<u>\$</u>	<u>-</u>	<u> </u>	2,340,799	\$	

The District's Federal Home Loan Bank Bonds, FNMA Bonds and Federal Farm Credit Bonds have maturity dates ranging from January 2022 to June 2024. The securities have 0.19-2.38% interest rates.

**Credit Risk** - The District's investment policy limits investments to those authorized by state of Washington statutes governing the investment of public funds. As of December 31, 2021, the District's investments in Federal Home Loan Bank Bonds were rated AAA by Moody's Rating Service.

### NOTE 4. LONG-TERM DEBT (formerly Debt Service Requirements)

Drinking Water State Revolving Fund (DWSRF) Loans – The District was approved by the U.S. Environmental Protection Agency (EPA) and the Washington State Public Works Board (PWB) to receive loans through the DWSRF program in order to improve its drinking water system.

The currently outstanding debt is as follows:

Project	Amount	Interest Rate	Outstanding
2016 Refunding Bonds DWSRF Loan DM 13-952-137 DWSRF Loan DM 13-952-136	\$ 6,415,000 2,398,750 994,850		\$ 5,170,000 1,679,125 1,047,595
Totals	<u>\$ 9,808,600</u>		\$ 7,896,720

Original

A mount

For the year ended December 31, 2021

### NOTE 4. LONG-TERM DEBT (formerly Debt Service Requirements), (continued)

The annual debt service requirements to maturity for revenue debts are as follows:

Fiscal Year Ending December 31	Principal	Interest	Total
2022	\$ 630,413	\$ 233,276	\$ 863,689
2023	655,413	217,145	872,558
2024	665,413	200,264	865,677
2025	675,413	178,282	853,695
2026-2030	3,292,062	555,918	3,847,980
2031-2035	1,847,061	152,939	2,000,000
2036-2040	<u>130,945</u>	2,946	<u>133,891</u>
Totals	<u>\$ 7,896,720</u>	<u>\$ 1,540,770</u>	<u>\$ 9,437,490</u>

**Total Debt** - The accompanying Schedule of Liabilities (Schedule - 09) provides further detail on the outstanding debt and liabilities of the District and summarizes the District's debt transactions for the year ended December 31, 2021. There is \$772,334 in restricted assets of the District as of December 31, 2021; these represent sinking funds and reserve requirements as contained in the various indentures.

There are a number of other limitations and restrictions contained in the various bond indentures. The District is in compliance with all significant limitations and restrictions.

#### **NOTE 5. PENSION PLANS**

Substantially all the District's full-time and qualifying part-time employees participate in the Public Employees' Retirement System (PERS) Plans 1, 2, and 3 administered by the Washington State Department of Retirement Systems (DRS) under cost-sharing, multiple-employer public employee defined-benefit and defined-contribution retirement plans (the Plans).

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the state of Washington, issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to:

Department of Retirement Systems Communications Unit PO Box 48380 Olympia, WA 98504-8380

Also, the DRS ACFR may be downloaded from the DRS website at www.drs.wa.gov.

For the year ended December 31, 2021

### **NOTE 5. PENSION PLANS**, (continued)

At June 30, 2021 (the measurement date of the Plans), the District's proportionate share of the collective net pension liabilities, as reported on Schedule 09, was as follows:

	Allocation %	Liability (Asset)
PERS 1 UAAL	0.011673%	\$ 142,555
	Total Net Pension Liability (Sch. 09)	\$ 142,555

#### NOTE 6. DEFERRED COMPENSATION PLANS

The District offers its employees deferred compensation plans created in accordance with Internal Revenue Code Section 457. One plan is with the state of Washington, Committee for Deferred Compensation. The District also offers a deferred compensation plan with ICMA RC. These plans, available to eligible employees, permit them to defer a portion of their salary to future years.

The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. In June 2004, the state of Washington Deferred Compensation Plan assets were placed into trust for the exclusive benefit of participants and their beneficiaries. Pursuant to Governmental Accounting Standards Board (GASB) Statement 32, since the District is no longer the owner of these assets, as of December 31, 1998, the plan assets and liabilities are no longer considered to be property/debt of the District.

### NOTE 7. PUBLIC EMPLOYEES BENEFITS BOARD (PEBB) PROGRAM

The District is a participating employer in the state of Washington's Public Employees Benefits Board (PEBB) program, a defined benefit plan administered by the Washington State Health Care Authority. The plan provides medical, dental, and life insurance benefits for public employees and retirees and their dependents on a pay-as-you-go basis. The plan provides other post-employment benefits through both explicit and implicit subsidies. The explicit subsidy is a set dollar amount that lowers the monthly premium paid by members over the age of 65 enrolled in Medicare Parts A and B. PEBB determines the amount of the explicit subsidy annually. The implicit subsidy results from the inclusion of active and non-Medicare eligible retirees in the same pool when determining premiums. There is an implicit subsidy from active employees since the premiums paid by retirees are lower than they would have been if the retirees were insured separately. The District had 17 active plan members and 3 retired plan members as of December 31, 2021. The District contributed \$355,126 to the plan for the year ended December 31, 2021.

For the year ended December 31, 2021

### **NOTE 8. CAPITAL ASSET ACTIVITY**

In addition to protecting against variations in the timing of operating costs and revenues, it is prudent to maintain a capital contingency amount to meet unexpected emergency capital outlays. While it would be impractical to reserve against major system-wide failures as a result of a catastrophic event, it is reasonable to identify and quantify possible failures of individual system components. The District utilizes an estimate of replacement costs to derive the targeted contingency dollar amount. The District's estimated replacement costs of capital assets as of December 31, 2021, totals \$127,500,000. This investment in capital assets includes water collection and transmission lines, pumping stations and equipment, sewage collection and transmission lines, service pipes from the distribution mains to customers' meters, administration and operation facilities, and transportation and office equipment. The District currently has \$1,275,000 (approximately 1.0% of estimated replacement costs) for capital contingency.

#### **NOTE 9. MEMBERSHIP**

The Whatcom County Council of Governments (The Council) is a distinct municipal entity with its own assets, liabilities, and governing board. The Council was created in 1966, when voters approved a ballot measure to create the Whatcom County Council of Governments. Membership in the Council provides a forum through which mutual cooperation is facilitated among its members. The Council is not a component unit of the District. The District paid \$236 in membership dues for the year ended December 31, 2021.

#### NOTE 10. COVID-19

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of a deadly new virus known as COVID-19. In the months following the declaration, precautionary measures to slow the spread of the virus were ordered. These measures include closing schools, cancelling public events, limiting public and private gatherings, and restricting business operations, travel and non-essential activities.

As a public utility providing water and sewer services we have noted little change to our normal water demand. Due to the District's uniform rate structure for sewer accounts, there has not been a noted change in sewer revenues.

The District's Board of Commissioners voted to adhere to the Governor's proclamation 20.23 temporarily suspending late fees, service suspension fees and service terminations through April 30, 2021 which was extended through September 30, 2021, as required by proclamation 20-23.16. Further, the District's Board of Commissioners directed staff to extend the moratorium of disconnection suspensions within the District through October 31, 2021, with disconnection of services for non-payment resuming November 1, 2021. These measures were to provide customer relief from economic conditions created by the COVID-19 coronavirus pandemic. The overall impact of these fee suspensions were minimal to the District's revenue flow and arrearages have returned to pre-pandemic levels.

For the year ended December 31, 2021

### NOTE 10. COVID-19, (continued)

We recognize that it is unknown at this time what the overall impact of the COVID-19 pandemic will be. It is the District's ultimate goal to ensure continued operation of our water and sewer systems. We remain committed to our organizational mission to be responsive to the needs of our customers and promote a safe work environment for our employees.