



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

Date: June 23, 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 June 29, 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.

#### June 29, 2022 Regular Board Meeting

Wed, June 29, 2022 8:00 AM – 10:00 AM (PST)

**Join the meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/113716445>

**You can also dial in using your phone.**

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

**Access Code: 113-716-445**

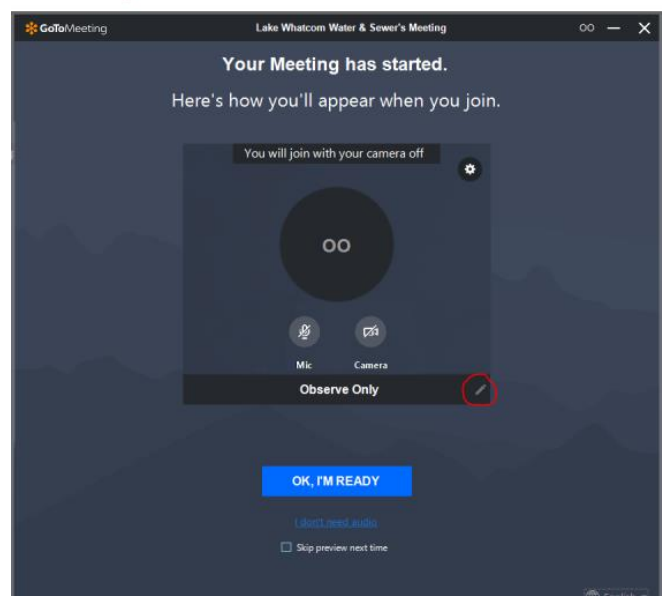
New to GoToMeeting? Get the app now and be ready when the meeting starts:

<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 55



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS

## AGENDA

*June 29, 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. Commissioner Protocol Manual Revision
  - B. Biennial Budget 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:	June 23, 2022	MEETING DATE:	June 29, 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 06.28.2022\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the June 08, 2022 Regular Board Meeting
- Payroll for Pay Period #12 (05/28/2022 through 06/10/2022) totaling \$51,807.28
- Payroll Benefits for Pay Period #12 totaling \$55,095.87
- 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

*June 08, 2022*

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

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

Also in attendance were the following members of the public:

- |                                 |                               |
|---------------------------------|-------------------------------|
| • Jon Humphrey                  | • Deborah De Wees             |
| • Mike Belisle                  | • Jennifer Hine               |
| • Brian & Maureen Sullivan      | • Erik Herron                 |
| • Steven Kersey                 | • Nilo Camden & Jenny England |
| • Barry Levinson                | • Cameron & Melanie Whitley   |
| • Danica Thiessen               | • Anne Cope                   |
| • Alison Hoagland               | • Alan Chang                  |
| • Dave McEachran                | • Penny Rosen                 |
| • Mike Gale                     | • Steve Nelson                |
| • Gerri Rae                     | • John Gardiner               |
| • Fred & Sandy Dentinger        | • Barbara Williams            |
| • Eric Prestbo                  | • Roger DeSpain               |
| • Claire Beiser & Tom Rosenberg | • Alvin Hill                  |
| • Laura Rink                    | • Adam Rustad                 |

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.

### **Public Comment**

Commissioner Abele opened the public comment period, explaining that commenters would be given 1.5 minutes each to comment. Comment was given by attendees on topics including the District's lease with Dish Wireless for the construction of a cell tower on District property at 1010 Lakeview Street and the Eagleridge Water Booster Station Conversion Project.

### **Consent Agenda**

#### **Action Taken**

**McRoberts moved, Ford seconded, approval of:**

- **Minutes for the May 11, 2022 Regular Board Meeting**
- **Minutes for the May 25, 2022 Regular Board Meeting**
- **Minutes for the May 26, 2022 Special Board Meeting**
- **Payroll for Pay Period #11 (5/14/2022 through 05/27/2022) totaling \$47,931.41**
- **Payroll Benefits for Pay Period #11 totaling \$53,748.86**
- **Accounts Payable Vouchers totaling \$191,520.47**

**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, the State Department of Health approved 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 meetings held on January 12, 2022 and April 13, 2022; and a work session held on February 9, 2022. On May 18, 2022 many customers in the booster station's service area participated in a water pressure test meant to simulate water system conditions should the domestic pumps ultimately be removed. The Board was presented with the results of this test as well as resident comments.

Prior Board discussion included an analysis of a variety of potential alternatives associated with the project. Based upon past discussion, the alternatives have been winnowed down to three primary options: Implement the Proposed Project (domestic pump removal); Incorporate Pump System Replacement into the 6-Year Capital Improvement Program (funded by the Water Utility System Reinvestment Fund); or Incorporate Pump System Replacement into the 6-Year Capital Improvement Program (funded by a rate surcharge placed on benefiting customers).

Discussion followed, and all attendees were provided with an opportunity to express concerns or pose questions. No action was taken, and the Board requested future agenda items to discuss general District policy around water pressure levels of service.

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

Clary updated the Board on several topics, including the Lake Whatcom Management Program policy group quarterly meeting, interest from the Glen Cove Water Association in potentially consolidating into the District's water services, the Agate Heights Water Treatment Plant Department of Health sanitary survey results, and progress on scheduling meetings with City of Bellingham to discuss the Post Point Resource Recovery project. Discussion followed.

**Public Comment**

Comment was given by attendees on topics including the Eagleridge Water Booster Station Conversion Project.

With no further business, Abele adjourned the Regular Session 8:13 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

# PAYROLL

Lake Whatcom W-S District

Time: 14:25:38 Date: 06/13/2022


06/16/2022 To: 06/16/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1758	06/16/2022	Payroll	5	EFT		435.24	05/28/2022 - 06/10/2022 PR 12
1759	06/16/2022	Payroll	5	EFT		573.13	05/28/2022 - 06/10/2022 PR 12
1760	06/16/2022	Payroll	5	EFT		587.13	05/28/2022 - 06/10/2022 PR 12
1761	06/16/2022	Payroll	5	EFT		3,549.73	05/28/2022 - 06/10/2022 PR 12
1762	06/16/2022	Payroll	5	EFT		3,419.46	05/28/2022 - 06/10/2022 PR 12
1763	06/16/2022	Payroll	5	EFT		2,685.91	05/28/2022 - 06/10/2022 PR 12
1765	06/16/2022	Payroll	5	EFT		3,042.46	05/28/2022 - 06/10/2022 PR 12
1767	06/16/2022	Payroll	5	EFT		1,820.42	05/28/2022 - 06/10/2022 PR 12
1768	06/16/2022	Payroll	5	EFT		3,018.45	05/28/2022 - 06/10/2022 PR 12
1769	06/16/2022	Payroll	5	EFT		2,237.46	05/28/2022 - 06/10/2022 PR 12
1770	06/16/2022	Payroll	5	EFT		3,468.96	05/28/2022 - 06/10/2022 PR 12
1771	06/16/2022	Payroll	5	EFT		3,871.57	05/28/2022 - 06/10/2022 PR 12
1772	06/16/2022	Payroll	5	EFT		2,707.87	05/28/2022 - 06/10/2022 PR 12
1773	06/16/2022	Payroll	5	EFT		587.13	05/28/2022 - 06/10/2022 PR 12
1774	06/16/2022	Payroll	5	EFT		2,599.47	05/28/2022 - 06/10/2022 PR 12
1775	06/16/2022	Payroll	5	EFT		1,661.59	05/28/2022 - 06/10/2022 PR 12
1776	06/16/2022	Payroll	5	EFT		2,174.27	05/28/2022 - 06/10/2022 PR 12
1777	06/16/2022	Payroll	5	EFT		3,019.55	05/28/2022 - 06/10/2022 PR 12
1778	06/16/2022	Payroll	5	EFT		2,495.81	05/28/2022 - 06/10/2022 PR 12
1780	06/16/2022	Payroll	5	EFT		2,963.35	05/28/2022 - 06/10/2022 PR 12
1781	06/16/2022	Payroll	5	EFT		2,623.39	05/28/2022 - 06/10/2022 PR 12
1764	06/16/2022	Payroll	5	12969		587.13	5/3/22, 5/11/22, 5/12/22, 5/19/22, 5/26/22
1766	06/16/2022	Payroll	5	12970		1,487.10	05/28/2022 - 06/10/2022 PR 12
1779	06/16/2022	Payroll	5	12971		190.70	05/28/2022 - 06/10/2022 PR 12
401 Water Fund						15,805.02	
402 Sewer Fund						36,002.26	

51,807.28 Payroll: 51,807.28

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 6/13/2022  
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

# BENEFITS

## CHECK REGISTER

Lake Whatcom W-S District

Time: 14:34:01 Date: 06/13/2022

06/01/2022 To: 06/30/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1782	06/16/2022	Payroll	5	EFT	UNITED STATES TREASURY	19,289.87	941 Deposit for Pay Cycle(s) 06/16/2022 - 06/16/2022
1783	06/16/2022	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 06/16/2022 To 06/16/2022 - SUP ENF
1784	06/16/2022	Payroll	5	12972	AFLAC	354.85	Pay Cycle(s) 06/16/2022 To 06/16/2022 - AFLAC Pre-Tax; Pay Cycle(s) 06/16/2022 To 06/16/2022 - AFLAC Post-Tax
1785	06/16/2022	Payroll	5	12973	AFSCME LOCAL	379.20	Pay Cycle(s) 06/16/2022 To 06/16/2022 - Union Dues; Pay Cycle(s) 06/16/2022 To 06/16/2022 - Union Fund
1786	06/16/2022	Payroll	5	12974	DEPARTMENT OF RETIREMENT SYSTEMS	4,985.50	Pay Cycle(s) 06/16/2022 To 06/16/2022 - DCP
1787	06/16/2022	Payroll	5	12975	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 06/16/2022 To 06/16/2022 - VEBA
1788	06/16/2022	Payroll	5	12976	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 06/16/2022 To 06/16/2022 - ICMA
1789	06/16/2022	Payroll	5	12977	WA ST HEALTH CARE AUTHORITY	16,623.36	Pay Cycle(s) 06/16/2022 To 06/16/2022 - PEBB Medical; Pay Cycle(s) 06/16/2022 To 06/16/2022 - PEBB ADD LTD; Pay Cycle(s) 06/16/2022 To 06/16/2022 - PEBB SMK Surcharge; Pay Cycle(s) 06/16/2022 To 06/16
1790	06/16/2022	Payroll	5	12978	WA ST PUBLIC EMP RET PLAN 2	9,402.68	Pay Cycle(s) 06/16/2022 To 06/16/2022 - PERS 2
1791	06/16/2022	Payroll	5	12979	WA ST PUBLIC EMP RET PLAN 3	3,162.07	Pay Cycle(s) 06/16/2022 To 06/16/2022 - PERS 3
401 Water Fund						40,868.99	
402 Sewer Fund						14,226.88	
						55,095.87	Payroll: 55,095.87



# CHECK REGISTER

# BENEFITS

Lake Whatcom W-S District

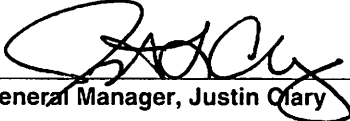
Time: 14:34:01 Date: 06/13/2022

06/01/2022 To: 06/30/2022

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 6/13/2022  
General Manager, Justin Olary

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**

**Commissioner Protocol Manual  
Revision**

DATE SUBMITTED:	June 14, 2022	MEETING DATE:	June 29, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Revised Commissioner Protocol Manual		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Originally adopted by the Board of Commissioners in 2011, the Commissioner Protocol Manual has undergone two revisions (the most recent being in 2019). The manual documents accepted practices and clarifies expectations of the board, both holistically and as individual commissioners.

During its 2022 session, the Washington State Legislature adopted ESHB 1329, which was subsequently signed into law by Governor Inslee. ESHB 1329 revised [Chapter 42.30 RCW](#), the Open Public Meetings Act. While the District already employed many of the requirements added to the OPMA by ESHB 1329 (e.g., accept public comment during public meetings, record public meetings, post agenda on agency's website a minimum of 24 hours prior to the public meeting), one notable addition is encouragement of an increased ability for virtual attendance (in addition to in-person) for both the board and the public. The current revision of the Manual allows for commissioner attendance "on the rare occasion." In addition, ESHB 1329 requires that a physical location be provided for the public to observe and participate in the public meeting, even if all commissioners are attending via phone/video technology (except when operating under a declared emergency, in which case the agency may require the meeting to be entirely virtual). The Manual has been revised to incorporate this revision (in track changes mode).

Other staff-proposed revisions are clerical in nature, with exception to adding a specification on time limits on public comments (staff proposes setting a limit of three minutes per individual, with each of the two public comment opportunities on the agenda not to exceed 45 minutes [i.e., would allow up to 30 separate individuals the ability to provide public comment during each board meeting]).

**FISCAL IMPACT**

There is no fiscal impact associated with revision of the manual.

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

Customer Satisfaction

**RECOMMENDED BOARD ACTION**

Staff recommends approval of the revision to the Commissioner Protocol Manual.

**PROPOSED MOTION**

A recommended motion is:

“I move to approve the Lake Whatcom Water and Sewer District Commissioner Protocol Manual, as presented.”



# COMMISSIONER PROTOCOL MANUAL

---

## LAKE WHATCOM WATER & SEWER DISTRICT

Adopted September 14, 2011

Revised January 11, 2012

Revised April 10, 2019

Revised June 29, 2022

### FOREWORD

In the course of serving as a public official, there are a myriad of issues with which you will become involved. This protocol manual attempts to centralize information on common issues related to your role as a member of the Board of Commissioners.

The issues that are addressed in this publication are often complex and subjective. This manual is intended to be a guide and is not a substitute for the counsel, guidance, or opinion of the District's legal counsel.

The Board of Commissioners has formally adopted the protocols included in this reference document. Provisions contained herein will be reviewed as needed. The Board, by majority vote, in its sole discretion, reserves the right to revise this protocol manual at any time, without notice.

## Chapter 1—Introduction and Overview

As a member of the Board of Commissioners (Commissioner), you not only establish important and often critical policies for the Lake Whatcom Water and Sewer District (District), you are also a board member of a municipal corporation having an annual operating budget of several million dollars. The scope of services and issues that you will deal with as a Commissioner will go beyond that which is reported publicly. Your service will likely have long term impact on the operations of the District for some time into the future. This document is intended to help you in understanding your role as a steward of the District and its resources.

### 1.01 Purpose of the Protocol Manual

The District has developed this protocol manual to assist the Board of Commissioners (Board) by documenting accepted practices and clarifying expectations. Administration of District affairs is greatly enhanced by the agreement of the Board and staff to be bound by these practices. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Commissioners in their actions. This protocol manual does not restrict or expand Board authority from the authority granted in state or local law or District resolution.

### 1.02 Overview of Basic District Documents

This protocol manual provides a summary of important aspects of Board activities. However, it cannot incorporate all material and information necessary for undertaking the business of the District. Many other laws, plans, and documents exist which bind the ~~Commissioners-Board~~ to certain courses of action and practices. The following is a summary of the most notable documents, which establish Board direction.

#### *A. Mission and Goals*

Our mission is to provide the best possible water and sewer services to District customers in a cost-efficient manner, and in a way that contributes to protecting Lake Whatcom's water quality.

We strive:

- To provide safe and reliable drinking water with sufficient capacity to meet fire flow requirements and sewage collection to District customers.
- To establish connection charges and utility rates necessary to maintain the District's financial viability.
- To protect the natural resources within the Lake Whatcom watershed through cooperative efforts with other community and governmental organizations.
- To be recognized as an outstanding public utility that is responsive to the diverse expectations of its customers.
- To maintain the District's facilities through effective planning, prevention, and corrective maintenance practices.
- To provide sewer and water service to those portions of the District as may reasonably be served.
- To have an organization environment that is responsive to customer needs, promotes teamwork and a safe work environment, and allows all people to achieve their full potential.

*B. District Administrative Code*

The administrative code contains District regulations adopted by resolution. In addition to those administrative matters, the administrative code contains a variety of regulations including, but not limited to, health and safety issues and development-related standards.

*C. Personnel Policies Manual*

It is the policy of the District to uphold, promote, and demand the highest standards of ethics from all of its elected officials and staff. Accordingly, District employees are expected to maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their District position or powers for personal gain. The Personnel Policies Manual serves as an overall guideline for staff conduct.

*D. Revised Code of Washington*

Numerous state statutes and administrative regulations govern the operation of all local governments, including the District. The District is a special purpose district that is vested with ~~all of~~ the powers set forth in [Title 57 Revised Code of Washington](#) (RCW).

*E. Annual Budget*

The annual budget is the primary tool and road map for accomplishing the goals of the District. The budget document is the result of one of the most important processes the District undertakes. By adopting the annual budget, the District makes policy decisions, sets priorities, allocates resources, and provides the framework for District operations. The District's financial year runs from January 1 through December 31. The budget should be prepared and adopted by no later than December 31 of the preceding year.

*F. Financial Reports*

Periodic financial reports include the financial condition of the District as reflected in the balance sheet, the results of operations as reflected in income statements, and related cash and investment reports. The annual financial report includes the financial statements of the District for a calendar year. It includes the financial condition of the District as reflected in the balance sheet, the results of operations as reflected in income statements and related footnotes.

*G. Comprehensive Plans*

Pursuant to [Chapter 57.16 RCW](#), water and sewer comprehensive plans address the District's long-range planning needs relative to the operation and maintenance of water and sewer infrastructure of the District. Comprehensive plans are reviewed on an ongoing basis and revised as required by State law.

*H. Six-year Capital Improvement Plan*

The Six-year Capital Improvement Plan serves as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support, or improve the physical infrastructure, capital assets, or productive capacity of the District. The Capital Improvement Plan also serves as the basis for the District's long-range planning and comprehensive plans.

### 1.03 Orientation of New Commissioners

It is important for Commissioners to gain an understanding of the full range of services and programs provided by the District. As new members join the Board, the General Manager will host an orientation program that provides an opportunity for Commissioners to tour District facilities and meet with key staff within the first quarter of taking office. Training opportunities for new

Commissioners include the Washington Association of Water and Sewer Districts-sponsored annual Commissioner Workshop (typically offered each January) and Open Public Meetings Act training available online (see section 7.09.D). At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations and opportunities.

## **Chapter 2—Board of Commissioners General Powers and Responsibilities**

### **2.01 Board of Commissioners**

Fundamentally, the powers of the Board are to be utilized for the good of the District's ratepayers. The Board is the policy making body of the District. State law, in particular [Title 57 RCW](#), and District resolutions establish the powers and responsibilities of the Board.

It is important to note that the Board acts as a body. No member has any extraordinary powers beyond those of other members. When it comes to establishing policies, voting, and in other significant areas, all members are equal. It is also important to note that policy is established by a majority vote of the Board. While individual members may disagree with decisions of the majority, a decision of the majority binds the Board and District to a course of action. Commissioners must respect adopted Board policy. In turn, it is staff's responsibility to ensure the policy of the Board is upheld and carried out.

Actions of staff to pursue the policy direction established by a majority of the Board do not reflect any bias against Commissioners who held a minority opinion on an issue.

In order to uphold the integrity of the Board, and to provide proper checks and balances, Commissioners must refrain from becoming directly involved in the administrative affairs of the District. As the Board is the policy making body and the adopter of resolutions, its involvement in the day-to-day operations of the District or the enforcement of resolutions through other than legislative means would only damage the credibility of the system.

The Board and its members shall not give orders to any subordinate of the General Manager and will deal with the staff through the General Manager or ~~his/her~~[their](#) designee. While it may hold executive sessions to discuss and review certain personnel matters, the Board is not prohibited, during open session, from fully and freely discussing with the General Manager anything pertaining to appointments and removals of District employees. See also Chapter 5, below.

### **2.02 Role of Commissioners**

Commissioners are collectively responsible for establishing policy, adopting an annual budget, and providing vision and goals to the General Manager. The following outline is a brief description of the various duties of Commissioners. The description is not intended to be comprehensive, but rather it is an effort to summarize the primary responsibilities of the Board.

#### *Summary of Board Duties and Responsibilities*

1. Establish Policy
  - a) Adopt goals and objectives
  - b) Establish priorities
  - c) Approve/amend the operating and capital budgets
  - d) Approve contracts
  - e) Adopt resolutions

2. Supervision of General Manager
  - a) Appoint the General Manager
  - b) Evaluate the performance of the General Manager
3. Provide Public Leadership
  - a) Promote representative governance
  - b) Mediate conflicting interests while building a consensus
  - c) Communicate the District's vision and goals to ratepayers
  - d) Represent the District's interest at regional, county, state, and federal levels
4. Decision-Making
  - a) Study problems
  - b) Review alternatives
  - c) Determine best course of public policy

### 2.03 Organization of the Board

Each year at the first meeting in January, the Board shall select one Commissioner to serve as the President of the Board and one Commissioner to serve as Secretary of the Board. The President of the Board serves as the presiding officer and acts as chair at all meetings of the Board. The President of the Board may participate in all deliberations of the Board in the same manner as any other member and may vote unless a conflict of interest exists. The President of the Board does not possess any power of veto. The President of the Board may not move an action but may second a motion where it could affect the outcome of the proceedings.

### 2.04 Absence of Commissioners

In the absence of the President of the Board, the Secretary of the Board shall perform the duties of the President of the Board. If any Commissioners are absent from the District for more than 15 days, they shall notify the other Commissioners and the General Manager. See also section 6.09, below.

### 2.05 Resignation of a Commissioner

If a Commissioner resigns from the Board before ~~his/her~~their term of office is up, a new Commissioner will be appointed to fill the vacated position as provided by [Section 57.12.020 RCW](#), as amended.

### 2.06 Emergency Response

In the event of an emergency, the Board, under advisement of the General Manager and when practically possible, shall ~~sign the~~adopt a declaration of emergency by resolution. This allows staff to waive or bypass bidding requirements. An "emergency" occurs when the public health, safety, or welfare is being immediately affected.

### 2.07 Appointment of General Manager

The Board is responsible for appointing one position within the District organization, which is the General Manager. The General Manager serves at the pleasure of the Board. The General Manager is responsible for all personnel within the District organization.



## Chapter 3—Financial Matters

### 3.01 Board Compensation

Commissioners are compensated per [RCW 57.12.010](#) and Board compensation is either increased or decreased per that statute as amended. Compensation is given for each day or portion of a day spent in attendance at a Board meeting or in performance of other official duties. The maximum annual compensation for a Commissioner shall be the maximum annual compensation allowed by state law. See Resolution No. 725.

The Board, through the adoption of a resolution, may set the compensation below the level set by the state if desired. [RCW 57.12.010](#) also permits individual Commissioners to waive all or any portion of their compensation and provides a procedure for doing so.

### 3.02 Financial Disclosure

Pursuant to [Chapter 42.17A RCW](#), candidates for the office of District Commissioner are required to file a financial disclosure statement with the State Public Disclosure Commission within two weeks of filing a nomination paper. When appointed to fill a vacancy on the Board, the appointee is required to file a financial disclosure statement with the State Public Disclosure Commission, covering the preceding 12-month period, within two weeks of being so appointed. Current Commissioners are required to file a financial disclosure statement with the State Public Disclosure Commission on an annual basis after January 1 and before April 15 of each year covering the previous calendar year. Current Commissioners whose terms expire on December 31 shall file the statement for the year that ended on that December 31. Statements filed in any of the above cases will be available for public inspection.

The filing of such disclosure statements is the responsibility of each individual Commissioner, not the District. Failure to file a disclosure statement or filing incorrect information in the disclosure statement may result in a civil penalty or criminal prosecution.

### 3.03 Travel Policy

Commissioners are subject to the following travel policy:

#### *A. Approved Travel*

The General Manager must approval all travel expenditures a Commissioner seeks to have reimbursed. The General Manager shall only authorize reimbursement of travel expenses for matters related directly to the Commissioner's official duties as a Commissioner for the District.

#### *B. Travel Involving an Overnight Stay*

All reasonable transportation expenses for approved travel will be reimbursed. Any travel involving an overnight stay should have the prior approval of the General Manager. Commissioners should endeavor to attend training and conferences in the state whenever possible if such training or conference is of comparable value to that offered out of state.

#### *C. Reimbursement of Travel Expenses*

A fully itemized claim for expense reimbursement must be submitted to the General Manager, or ~~his~~ ~~or her~~their designee, within 15 calendar days of return from travel along with documentation of attendance in the form of a copy of the cover sheet of the program or agenda for the event attended.

#### *D. Individual Meals*

Reasonable costs of necessary meals while conducting District business are reimbursable.

1. Detailed receipts must accompany all reimbursement claims.
2. Reimbursement will not be paid for alcoholic beverages.
3. Reimbursement will not be paid for expenses for spouses, guests, non-employees, or other persons not authorized to receive reimbursement under this policy or State regulations.
4. One person may claim reimbursement for several employees or officials eating together, as long as all the names are listed on the reimbursement claim.
5. All out of town lodging arrangements should be charged to the District credit card whenever possible.

#### *E. Use of Personal Vehicles*

Mileage for the use of personal vehicles will be reimbursed at the current IRS allowable mileage rate. Reimbursement shall only be made to the owner of the vehicle.

#### *F. Cancellation*

Commissioners shall adhere to cancellation deadlines when canceling training, conferences, and related travel. Except in the case of a personal or family emergency or in the event the cancellation was a District business decision, a Commissioner may not be reimbursed for expenses relating to a training, conference, or other event ~~he/she~~they did not attend and shall reimburse the District for any pre-paid expenses.

## **Chapter 4—Communications**

### **4.01 Communication from Commissioners**

The President of the Board is generally responsible for communicating the Board's position on policy matters to entities outside of the District on the Board's behalf, provided that the Board may in its discretion direct that another Commissioner handle communication on its behalf on particular a matter. The General Manager may assist the President of the Board, or such other Commissioner as needed. The Board may also request the assistance of the District's legal counsel in preparing such communication.

On occasion, one or more Commissioners may wish to correspond on an issue on which the Board has yet to take a position or, has no position. In these circumstances, Commissioners should clearly indicate that they are not speaking for the Board as a whole, but for themselves as one member of the Board.

District letterhead and staff support may not be used for personal or political purposes.

### **4.02 State Public Records Act and Open Public Meetings Act**

To ensure that business communications submitted to and by Commissioners comply with the State Public Records Act, [RCW 42.56](#), and the State Open Public Meetings Act, [RCW 42.30](#), the following is set forth:

#### *A. General Communications*

All writings including without limitation letters, memoranda, interactive computer communications, and phone text messages, involving Commissioners, the subject of which relates to the conduct of the Board or the performance of any District function, with few exceptions as stated by the Public

Records Act, are public records. Records stored on a personal computer or cell phone may also be public records subject to public disclosure. All requests for District records by the public should be directed to the General Manager, or ~~his or her~~their designee.

*B. Written Communications*

Written letters and memoranda received by the District and addressed to a Commissioner or the Board as a body will be photocopied and provided to all Commissioners. A copy shall be kept according to the District's Records Retention Schedule.

*C. Electronic Communications*

Commissioners are strongly encouraged to use the District's e-mail system and District-provided equipment when conducting District business.

E-mail communications that are intended for review by all Commissioners, whether concurrently or serially must be considered in light of the Open Public Meetings Act. If the intended purpose of the e-mail is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. The use of e-mail communication to form a collective decision of the Board is inappropriate and could be a violation of the Open Public Meetings Act.

E-mail should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" District business. In general, e-mail is discoverable in litigation, and even deleted e-mail is not necessarily removed from the system. Confidential e-mail communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

E-mail between Commissioners and between Commissioners and staff shall not be transmitted to the public or news media without the filing of a public disclosure request with the General Manager.

No e-mail address with the District's website, lwwsd.org, as the domain may be used for personal use.

All of the foregoing information applicable to e-mails is also applicable to text messages sent by cell phone.

#### 4.03 Electronic Devices

To enhance Commissioners' service to the ratepayers and their ability to communicate with staff and the public, the District provides electronic devices, such as tablets, for official District business. The District information technology service provider will ensure that all appropriate software/applications are installed and up to date and will provide an orientation in the use of the device and related software/applications. Commissioners shall not install additional software on their District-issued devices. Should a Commissioner desire a particular software program or application, the Commissioner shall request that the General Manager as the District's information technology service provider to install it if appropriate.

Commissioners must adhere to all policies under the District's security policies.

Virus protection software and other security protocols must never be disabled or weakened at any time for any reason.

Personal media and programs may not be stored on District-owned devices. Non-District-issued programs or media found during audits will be removed.

When individual Commissioners have completed their term of office, District-owned equipment will be returned upon leaving office.

District-owned equipment is subject to audit at any time. A violation of the policies described in this chapter or in the District's security policies may result in the District confiscating the device.

## **Chapter 5—Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials**

### **5.01 Conflicts of Interest**

The conflict of interest law is one of the most complicated laws on the books. To understand its effect on a Commissioner's actions, it is suggested that members discuss the law and potential conflicts with a private attorney or the District's legal counsel. It is imperative that Commissioners identify in advance their conflicts and potential conflicts.

It is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on issues or contracts where such an interest exists. Violations of the conflict of interest law may result in significant penalties, including criminal prosecution and forfeiture of office.

In circumstances where only a "remote interest" (see below) exists, after disclosure of the interest to other Commissioners and in the meeting minutes, the Board may approve the contract to which a Commissioner has a remote interest, absent participation in the deliberation and voting process by the Commissioner with the remote interest, but only if the Commissioner refrains from any attempt to influence other members to approve the contract.

#### *A. Applicability*

All District officers, elected and appointed, are subject to the conflict of interest law in [Chapter 42.23 RCW](#).

#### *B. Remote Interests*

*Remote Interests* are so minor that they do not constitute illegal conflicts of interest. Remote interests exist when a District official is:

- A non-salaried officer or member of a nonprofit corporation doing business or requesting money from the District. Therefore, being such an officer or member would not constitute a conflict.
- An employee or agent of a contracting party, where the compensation of such employee or agent consists entirely of fixed wages or salary (e.g., the Commissioner does not receive commissions or a year-end bonus).
- The landlord or tenant of a contracting party. For instance, a Commissioner may lease office space to a party that has a private interest in a public matter without it resulting in a conflict of interest.
- The owner of less than one percent of the shares of corporation or a cooperative doing business with the District.
- Being reimbursed only for actual and necessary expenses incurred in performance of official duties.

C. Acts Not Constituting a Conflict of Interest

- Receiving District services on the same terms and conditions as if not a District official. Thus, when a Commissioner who owns a business within the District votes for or against an increase in the District's general permit fees or user rates, a conflict would not exist because this action would apply to all businesses within the District's boundaries.
- An officer or employee of another political subdivision or public agency unless it is the same governmental entity being served who is voting on a contract or decision which would not confer a direct economic benefit or detriment upon the officer. For example, a Commissioner who is a schoolteacher may vote to enter into an intergovernmental agreement with the school district, unless such agreement would confer some direct economic benefit, such as a salary or benefit increase, upon the Commissioner.
- A member of a trade, business, occupation, profession, or class of persons and has no greater interest than the other members of that trade, business, occupation, or class of persons. A class must consist of at least ten members to qualify the interest as remote.

D. Declaration of a Conflict

When a conflict of interest exists, a District official must declare that a conflict of interest exists and make it known in the official records of the District and refrain from voting or in any way influencing a decision of the Board. Should a situation arise wherein a majority of the Board or a majority of a quorum of those present at a Board meeting have a conflict of interest, state law provides that if the conflict of interest statutes prevent the Board from acting as required by law in its official capacity, such action shall be allowed if the Commissioners with the apparent conflicts of interest make them known.

E. District Legal Counsel Opinions

A Commissioner's request for an opinion from the District's legal counsel concerning conflict of interest is confidential. However, formal final legal opinions on conflicts of interest may be a matter of public record and must be filed with the General Manager. This filing requirement does not apply to verbal communications between Commissioners and the District's legal counsel.

Commissioners may seek advice from a private attorney, at their own expense, concerning potential conflicts. In such cases, no disclosure policy would apply.

F. Filing of Disclosures

The General Manager maintains a special file for all disclosures and legal opinions of conflicts of interest.

G. Prohibited Acts (RCW 42.23.070)

- No Commissioner may use ~~his or her~~their position to secure special privileges or exemptions for ~~himself, herself, themselves~~ or others.
- No Commissioner may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.
- No Commissioner may accept employment or engage in business or professional activity that the Commissioner might reasonably expect would require or induce ~~him or her~~them by reason of ~~his or her~~their official position to disclose confidential information acquired by reason of ~~his or her~~their official position.

- No Commissioner may disclose confidential information gained by reason of the Commissioner's position, nor may the Commissioner otherwise use such information for ~~his~~ ~~or her~~ their personal gain or benefit.

#### *H. Appearance of Fairness Doctrine*

The appearance of fairness doctrine is set forth in [Chapter 42.36 RCW](#) and the common law of the State of Washington. To satisfy the appearance of fairness doctrine, the District proceeding or hearing must appear fair and impartial for all parties to a "reasonably prudent and disinterested observer." The appearance of fairness doctrine applies to quasi-judicial actions only.

A quasi-judicial matter is one in which the Board determines the legal rights, duties, or privileges of a specific party or parties in a hearing or contested case proceeding. Examples include a public hearing on the special benefit provided to property by a utility local improvement district (ULID), an appeal of a decision by the General Manager regarding "denial" of service, or a ratepayer request to the Board for a billing adjustment. The appearance of fairness doctrine does not apply to legislative matters, which would include actions like comprehensive water or sewer plan updates, administrative code amendments, or budgetary decisions.

Quasi-judicial proceedings must be conducted so as to give the appearance of fairness and impartiality by decision makers. A violation of the appearance of fairness doctrine may result in the hearing and decision being found void. Ex parte communications are prohibited in quasi-judicial proceedings. An ex parte communication occurs when one party to the hearing or contested case, or a supporter thereof, communicates with one or more Commissioners about the case outside of the hearing. If an ex parte communication between a Commissioner and a party to the contested case occurs outside the hearing, the Commissioner must excuse ~~himself/herself~~ themselves unless said member:

1. Places on the record the substance of any written or oral ex parte communications concerning the decision to be made; and
2. Makes a public announcement of the content of the ex parte communication and provides for the parties' right to rebut the substance of the ex parte communication at each hearing where action is considered or taken on the subject to which the communication is related.

[RCW 42.36.060](#). If the above steps are taken, the Commissioner may continue to hear the quasi-judicial matter.

In the event of a challenge to a Commissioner which would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged Commissioner shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision.

## 5.02 Liability

The District must always approach its responsibilities in a manner that reduces risk to all involved, but risk cannot be eliminated. The District participates in the Water and Sewer Risk Management Pool to help manage risk.

It is important to note that violations of certain laws and regulations by individual Commissioners may result in the member being personally liable for damages which would not be covered by the

District's insurance. Examples may include intentional acts, discrimination, harassment, fraud, or criminal activity.

## **Chapter 6—Interaction with District Staff/Officials**

### **6.01 Overview**

Board policy is implemented by dedicated and professional staff. It is critical that the relationship between the Board and staff be well understood by all parties so policies and programs may be implemented successfully. To support effective relationships, it is important that roles are clearly recognized.

### **6.02 General Manager**

The Board's role is to establish District policies and priorities. The Board appoints a General Manager to implement those policies and undertake the administration of the organization.

The General Manager is appointed by the Board to enforce its resolutions and regulations, to direct the daily operations of the District, to prepare and monitor the budget, and to implement the policies and programs initiated by the Board. The General Manager is responsible to the Board, rather than to individual Commissioners, and directs and coordinates the various departments. The General Manager is responsible for appointing all department managers and authorizing the appointment of all other personnel positions. The Board authorizes positions through the budget process; based upon that authorization, the General Manager makes the appointments. The powers and duties of the General Manager include but are not limited to the following:

- General supervision over the administrative affairs of the District
- Appoint and remove at any time all department managers and employees
- Attend all meetings of the Board at which the Manager's attendance may be required by that body
- See that all regulations and resolutions are faithfully executed, subject to the authority granted by the Board
- Recommend for adoption by the Board such measures as the Manager may deem necessary or expedient
- Prepare and submit to the Board such reports as may be required by that body, or as deemed advisable to submit
- Keep the Board fully advised of the financial condition of the District and its future needs
- Prepare and submit to the Board a proposed budget for the fiscal year, and to be responsible for its administration upon adoption
- Perform such other duties as the Board may determine by motion or resolution
- Implement and administer Board policies
- Represent the District when dealing with other public or private agencies
- Other such duties as described in the General Manager's position description



### 6.03 Board Non-interference

The Board is to work through the General Manager when dealing with the administrative staff of the District.

In no manner, either directly or indirectly, should a Commissioner become involved in, or attempt to influence, personnel matters that are under the direction of the General Manager. Nor shall the Board be involved in, or influence, the purchase of any supplies beyond the requirements of the District procurement procedures.

Except for the purposes of inquiry, the Board and its members should deal with the staff through the General Manager or designee and should not give orders to any subordinate of the General Manager. Subject to [RCW 42.30.110](#) and [RCW 42.30.140](#), the Board may, while in open session, fully and freely discuss with the General Manager anything pertaining to appointments and removals of District employees and any other District affairs.

### 6.04 Board/General Manager Relationship

The employment relationship between the Board and the General Manager honors the fact that the General Manager is the chief executive of the District. All dealings with the General Manager, whether in public or private, should respect the authority of the General Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the General Manager.

The General Manager respects and is sensitive to the policy responsibilities of the Board and acknowledges that the final responsibility for establishing the policy direction of the District is held by the Board.

The Board is to evaluate the General Manager on an annual basis to ensure that both the Board and the General Manager are in agreement about performance and goals based upon mutual trust and common objectives. The General Manager's performance is evaluated in the following areas: leadership, teamwork, job knowledge, attitude, accountability, empowerment, communication, problem-solving skills, quality of service, safety/risk taking, and implementation and administration of adopted Board policy.

### 6.05 Board/Staff Relationship

Commissioner contact with District staff members, inclusive of the General Manager, will be during regular business hours, except in the case of an emergency.

### 6.06 Board/District Legal Counsel Relationship

The Board should make provision for obtaining legal counsel for the District through a reasonable contractual arrangement for such professional services. The District Legal Counsel is an independent contractor retained by the Board. The Board may request the assistance and recommendations of the General Manager in the selection or retention of District Legal Counsel. The District's Legal Counsel is the legal advisor for the Board, the General Manager, and all District employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the District. The general legal responsibilities of the District Legal Counsel are to:



1. Provide legal assistance necessary for formulation and implementation of policies and projects;
2. Provide general advice and counsel on matters of District business upon request;
3. Represent the District's interest, as determined by the Board, in litigation, administrative hearings, negotiations, and similar proceedings;
4. Prepare or approve as to form resolutions, regulations, contracts, and other legal documents to best reflect and implement the purposes and intentions of the Board; and
5. Keep the Board and staff apprised of court rulings and legislation affecting the legal interests of the District.

It is important to note that the District Legal Counsel does not represent individual members of the Board, but rather the Board and the District as a whole.

## 6.07 Roles and Information Flow

### A. Board of Commissioners Roles

The full Board retains the authority to accept, reject, or amend the staff recommendation on policy matters.

Commissioners must avoid intrusion into those areas that are the responsibility of the staff. Individual Commissioners may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Board as a whole. This is necessary to protect staff from undue influence and pressure from individual Commissioners, and to allow staff to execute priorities given by management and the Board as a whole without fear of reprisal. If a Commissioner wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

### B. Access to Information

The General Manager is the information liaison between the Board and District staff. Requests for information from Commissioners shall be directed to the General Manager or designee and will be responded to promptly. The information requested will be copied to all members of the Board so that each member may be equally informed. The sharing of information with the Board is one of the General Manager's highest priorities. A variety of methods are used to share information with the Board. E-mail is often an effective and appropriate method for disseminating information. Work sessions are held to provide detailed presentations of matters, while retreats serve to focus on topics and enhance information exchange. The General Manager's open-door policy allows individual Commissioners to meet with the General Manager on an impromptu or one-on-one basis.

There are limited restrictions when information cannot be provided. The District is legally bound not to release certain confidential personnel information.

### C. Staff Roles

The Board recognizes the primary functions of staff as executing Board policy and actions taken by the Board and in keeping the Board informed. Staff is obligated to take guidance and direction only from the General Manager or their direct supervisor. This direction follows the policy guidance of the Board as a whole. Staff is directed to reject any attempts of individual Commissioners to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

District staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Commissioners through the General Manager or designee. The General Manager reserves the right to determine that the request for information would be more appropriately assigned to staff through the direction of the full Board due to the request's magnitude either in terms of workload or policy.

## 6.08 Restrictions on the Political Involvement of Staff

The District is a nonpartisan local government. Professional staff formulates recommendations in compliance with Board policy for the good of the District, not influenced by political factors. For this reason, it is very important to understand the restrictions of the political involvement of staff.

By working for the District, staff members do not surrender rights to be involved in political activities. Employees may publicly express their personal opinions. They may register to vote, belong to a political party, sign nominating or recall petitions and vote in any election.

## 6.09 Board Attendance Policy

A Board position shall become vacant if the Commissioner fails to attend three consecutive meetings of the Board without being excused by the Board. An absent Commissioner who has called the General Manager's office a minimum of one hour prior to the start of the meeting to advise of such absence will be deemed excused unless a majority of the Board determines otherwise.

# Chapter 7—Board Meetings

The Board's collective policy and regulatory powers are put into action ~~at the~~during Board meetings. It is here that the Board conducts its business. The opportunity for ratepayers to be heard, the availability of Commissioners to District ratepayers, and the openness of Board meetings all lend themselves to the essential democratic nature of local government.

## 7.01 Meeting Schedule

Regular meetings are held on the second Wednesday of each month at 6:30 p.m. and the last Wednesday of the month at 8:00 a.m. at the District office, 1220 Lakeway Drive, Bellingham, Washington. The Board meeting agenda typically provides time during the meeting for public comment. Audience participation is allowed at other times if permitted by the consent of a majority of the Board present.

## 7.02 Public Notice of Hearings

Except where a specific means of notifying the public of a public hearing is otherwise provided by law, notice of upcoming public hearings before the Board shall be sent to local media containing the time, place, date, and subject in the District's official newspaper of record at least 24 hours before the date set for the hearing.

## 7.03 Special Meetings

Special meetings may be called by either the President of the Board or at the written request of a majority of the Board. Notice of a special meeting will be sent to local media that has made a written request to the District for such special meeting notices, and such notice shall be posted on the District office front door and on the District's website at least 24 hours before the time of such meetings as specified in the notice. The notice shall specify the time and place of the special meeting

and the business to be transacted. At special meetings, only those matters noted upon the agenda may be discussed or acted upon.

Pursuant to [RCW 42.30.080\(4\)](#), the notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical, and increase the likelihood of such injury or damage.

## 7.04 Work Sessions

Following proper public notice, the Board may meet informally in a work session. The work session is the forum used by the Board to review forthcoming programs of the District, to receive progress reports on current issues, or to receive similar information from the General Manager and others. All discussions and conclusions held during a work session are of an informal nature. No final action is taken while in a work session. However, work sessions are open public meetings which must be held in compliance with the Open Public Meetings Act.

## 7.05 The Agenda

### A. Agenda Online

Pursuant to [RCW 42.30.077](#), the agenda for each regular meeting of the Board will be posted on the District's website at least twenty-four hours in advance of the published start time of the meeting.

### B. Agenda Planning

All matters to be presented to the Board at its regular meetings are reviewed and placed on the agenda by the General Manager.

### C. Board

A Commissioner may request an item be considered for an upcoming agenda by making an oral request at a Board meeting or submitting a request to the General Manager. Based upon the nature of the request, the General Manager may at ~~his/her~~their discretion submit the request to the Board before placing it on the agenda. The majority of the Board may direct the General Manager to formally include or exclude the item from the agenda of an upcoming meeting.

### D. Members of the Public

Public comments are a separate agenda item and are invited at that point in time on the Board meeting agenda. Public comment is appropriate on any matter within the jurisdiction of the Board. Comment shall be limited to three minutes per individual, with each public comment period agenda item not exceeding 45 minutes in duration. Members of the public wishing to address the Board are encouraged, but not required, to provide their name and address prior to providing comment.

A member of the public may request an item be placed on a future agenda while addressing the Board during a regular meeting and/or by submitting a request in writing to the Board, through the General Manager's office. In order to allow sufficient time for the Board to review and staff to research the matter, the request should be submitted at least ten (10) working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been placed on the agenda, the General Manager will notify the requester so that ~~he or she~~they may plan to attend the meeting.

### E. Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the District. The

reason(s) for adding an emergency item to the agenda shall be announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

## 7.06 Audio Recording of Meetings

The General Manager, or designee, shall make and keep digital recordings of all regular and special meetings of the Board, except those meetings or portions of meetings conducted in Executive Session. Recordings and related records of all Board meetings, except as referenced above, shall be retained by the District in accordance with the State of Washington Records Retention Schedule.

## 7.07 Executive Session

At the call of the presiding officer, or with a majority vote, the Board may recess to Executive Session to privately discuss and consider matters authorized under [RCW 42.30.110](#) and [RCW 42.30.140](#), as amended, or other applicable state law.

Before convening in Executive Session, the presiding officer shall publicly announce the lawful purpose for excluding the public from the meeting place, and the time when the Executive Session will be concluded, and whether action is expected to be taken following the executive session. An Executive Session may be extended to a stated later time by announcement of the presiding officer.

## 7.08 General Procedures

### A. Signing of Documents

The Board ~~President~~<sup>as a quorum</sup> shall sign resolutions, contracts and other documents that have been adopted by the Board and require an official signature; except when the General Manager has been authorized by the Board to sign documents.

### B. Quorum

A majority of the Board shall constitute a quorum and are necessary for the transaction of District business.

### C. Minutes

The ~~Board~~ Secretary or designee shall take minutes at all regular and special Board meetings; such minutes shall be made available for public inspection once approved by Board action. Minutes shall be retained by the District in accordance with the State of Washington records retention schedule.

Unless a member of the Board requests a reading of the minutes of a Board meeting, such minutes may be approved without reading, if each Commissioner is furnished with a copy thereof.

## 7.09 Open Meeting Law

### A. Applicability

The open public meeting law, [Chapter 42.30 RCW](#), applies to the Board, all quasi-judicial bodies, and all standing, special or advisory boards, committees or subcommittees of, or appointed by, the Board.

### B. Meetings

All meetings of the Board shall be open to the public, except in the special instances as provided in [RCW 42.30.110](#) and [RCW 42.30.140](#), as hereafter amended. A meeting takes place when a quorum (a majority of the total number of Commissioners) is present ~~(whether physically or via phone/video technology)~~ and information concerning District business is received, discussed, and/or acted upon.

### C. Actions

Only the Board has the authority to take action, and said action must be taken in an open public meeting. No vote or action of the Board may take place while in executive session. At a Special Meeting, action can be taken only on those items appearing on the posted agenda, except for emergency items as defined in Section 7.05. At a Regular Meeting of the Board, the Board is free to take action on non-agenda items as “Other Business.”

### D. Training

All Commissioners are required by state law (Open Government Trainings Act) to complete an approved training course on the Open Public Meetings Act and must receive “refresher” training thereon not less than once every four (4) years. Commissioners should provide documentation of completion of such trainings from forms available online, or by other means, to the General Manager to keep on file at the District office. More information on training requirements, on online resources, and an online training course, is available on the website of the Washington State Attorney General (<http://www.atg.wa.gov/opengovernmenttraining.aspx>).

## 7.10 Attendance via Available Phone or Video Technology

From time to time, a Commissioner will not be able to be physically present at a Board meeting but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Commissioner to attend a Board meeting remotely via available phone or video technology are as follows:

### A. ~~The Rare Occasion Remote Attendance~~

~~Any or all Commissioners may attend a meeting of the Board remotely via phone or video technology. Regardless of Commissioner attendance status (virtual or in-person), the meeting shall also be held at the physical location specified in Section 7.01 so that the public may observe and participate in the meeting. Said physical meeting location is required, unless operating under an emergency declaration, in which case the meeting may be held fully remotely. Attendance should be the rare exception, not the rule. Examples of situations where remote attendance would be appropriate include, but are not limited to:~~

- ~~• An agenda item is time sensitive, and attendance via available phone or video technology is needed for a quorum~~
- ~~• An agenda item is of very high importance to the Commissioner that cannot be physically present~~
- ~~• It is important for all Commissioners to be involved in a decision, but one Commissioner is unable to be physically present~~

### B. Notification

If a Commissioner wishes to attend a Board meeting via available phone or video technology, the Commissioner should notify the General Manager or ~~his or her~~their designee as soon as possible prior to the Board meeting for which ~~he or she~~they wishes to attend remotely.

Attendance via the technology used will be reflected in the minutes. Commissioners attending a Board meeting remotely will be eligible for compensation consistent with those that attended the meeting in person, as defined in Section 3.01 of this Manual.

<sup>1</sup> This section has been updated to reflect revision to Chapter 42.30 RCW, as amended by ESHB 1329 adopted during the 2022 session of the Washington State Legislature.



**AGENDA  
BILL  
Item 7.B**

**Biennial Budget  
Analysis Discussion**

DATE SUBMITTED:	June 13, 2022	MEETING DATE:	June 29, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Biennial Budget Analysis Memorandum		
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 Lake Whatcom Water and Sewer District (District) operates as a special purpose district authorized under [Title 57 Revise Code of Washington](#) (RCW). Title 57 “authorizes water and sewer district to establish operating and capital improvement policies.”

However, because the statute does not specify budgetary requirements, water and/or sewer districts may (but are not required to) adopt budget policies as a fiscal management tool (which would be considered a best practice). While some water and/or sewer districts do not adopt formal budgets, most do. For those that do, common forms include annual and biennial budgets.

Resolution No. 767, adopted by the Board of Commissioners on November 24, 2010, set District policy for the annual development and adoption of budgets. This policy is codified in Section 2.2.1 of the District Administrative Code (The General Manager shall develop an operating and capital improvement budget annually for both the water and sewer systems). Since its implementation, the annual budget process has proven to be an effective means of managing the District’s finances. That said, as a water and sewer district, the District’s primary functions are the operation of its water and sewer utilities. With an effective six-year capital improvement program and forecastable revenues and expenditures, conversion to a biennial budget process would be relatively seamless and could create long-term workload efficiencies. The purpose of this memorandum is to facilitate Board discussion regarding consideration of transition to the biennial budget process.

**FISCAL IMPACT**

No impact is anticipated.

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

Operational Optimization

Financial Viability

**RECOMMENDED BOARD ACTION**

No action is recommended at this time.

**PROPOSED MOTION**

Not applicable.





## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

To: Board of Commissioners Date: June 13, 2022

From: Jennifer Signs, Finance Manager/Treasurer

RE: Biennial Budget Analysis

---

The Lake Whatcom Water and Sewer District (District) operates as a special purpose district authorized under Title 57 Revised Code of Washington (RCW). Title 57 "authorizes water and sewer district to establish operating and capital improvement policies." However, because the statute does not specify budgetary requirements, water and/or sewer districts may (but are not required to) adopt budget policies as a fiscal management tool (which would be considered a best practice). While some water and/or sewer districts do not adopt formal budgets, most do. For those that do, common forms include annual and biennial budgets. Resolution No. 767, adopted by the Board of Commissioners on November 24, 2010, set District policy for the annual development and adoption of budgets. This policy is codified in Section 2.2.1 of the District Administrative Code (The General Manager shall develop an operating and capital improvement budget annually for both the water and sewer systems). Since its implementation, the annual budget process has proven to be an effective means of managing the District's finances. That said, as a water and sewer district, the District's primary functions are the operation of its water and sewer utilities. With an effective six-year capital improvement program, adopted strategic plan, and forecastable revenues and expenditures, conversion to a biennial budget process would be relatively seamless and could create long-term workload efficiencies. The purpose of this memorandum is to facilitate Board discussion regarding consideration of transition to the biennial budget process.

### Requirements for a Biennial Budget

Because there is not a statutory budgeting requirement for water and/or sewer districts, the transition to a biennial budget is left solely to the Board's discretion. This would be accomplished through adopting a resolution that amends Resolution No. 767 and revises Administrative Code Section 2.2.1. Subsequent budgets, beginning with 2023/2024, would then follow the biennial budget process.

## Reasons Supporting a Biennial Budget:

- **Saves Time**

The most common reason for using a twenty-four-month appropriation is to consolidate the amount of effort invested in the budget process. This is true for the finance staff, as well as engineering and operations department staff preparing the budget materials, and for the Board, which reviews the materials and eventually adopts a budget. While it is agreed that it takes more effort and time to prepare a biennial budget than an annual budget, it does not take significantly more time. As a result, over the two-year period, there is a substantial time savings. While this benefit may be obvious as it relates to staff, the Board would likely also realize a significant time savings that could then be invested in other matters. During the “off budget year” staff may use time that would typically be allocated toward budget development under the annual budgeting process to refine strategic plans, perform special project analysis, or complete other assignments. The District could also use the off-budget year to assess the lessons learned and make improvements each cycle. Not having to produce a budget document in the “off” year is mentioned as a big plus by many entities.

- **Longer Perspective**

Another advantage of using a biennial budget is the longer perspective it gives the organization in its budgetary planning. A budget is an inexact estimate of revenues and authorization of permitted expenditures. The longer view emphasizes the planning aspect of budgeting. The biennial budget process helps create the time and focus attention on future biennia, rather than just finding a way to balance revenues and expenditures. A vivid analogy to emphasize the benefits of a longer perspective is provided by staff from an agency operating under the biennial budget format: “It forces us to think longer term and take longer term actions. It is fairly easy to kick the can down the road and save the tough decisions for the next year. With a biennial budget, it is harder to do that.” Another way to look at it is that a biennial budget is more transparent on full project costs. Many capital improvement projects cover a two-year span (considering design, permitting, and construction) and a biennial budget would allow for the full project cost to be considered in one process in some instances.

## Reasons Against a Biennial Budget:

- **Loss of Control**

A common concern of elected bodies is a loss of control over budgeted expenditures. To alleviate this, District staff need to ensure the Board's comfort by providing sufficient time for deliberations so the Board does not feel pressured. It will also require discipline to manage the mid-biennium budget review as a “tune-up” of the budget and not another full blown budget process. The recommended approach is to be more focused on the big

picture as opposed to the line items. The Finance Manager would continue to provide monthly and quarterly updates and reports with how revenues and expenditures are tracking in the biennium budget to ensure resources remain on target and track correctly. This constant monitoring ensures that the District's resources are managed and maintained the same way they are under the current annual budget.

- **Difficulty in Forecasting**

Another reason cited against the use of biennial budgets is the difficulty in forecasting revenues and variable expenditures. However, as a water/sewer utility with fixed rates implemented at least 3 years into the future, revenues are relatively predictable. On the expenditure side, forecasting staff costs such as payroll and benefits can be tricky (i.e., annual salary adjustments follow regional inflationary adjustments and annual healthcare cost increases can vary significantly). The capital improvement plan is forecasted out 6 years and, while it is reviewed and updated annually, with priority shifts the actual budgeted amount is set through the multi-year rate study. Given the current state of the economy and inflation, this too can become challenging looking two years out but staff would continue to monitor in the same manner as if the District were operating on an annual budget. That being said, as a utility district that conducts a rate study every 4-5 years, we have a guideline to follow during the budget process.


## Forms Biennial Budgets

The concept of a two-year budget is fairly straightforward and is just like it sounds. Rather than a twelve-month window during which the funds can be committed to accomplish the purpose and goals of the district, a biennium provides for a twenty-four-month window. However, there are variations on this theme. One of the concerns about using a biennial approach are that staff may not discipline themselves adequately and may spend more of the budget than they should too early in the biennium. As a result, one can restrict access to the second year of the biennium. This restriction is often implemented through the actual adopting resolution. For example, the District would appropriate funds for only the first year while displaying numbers for the second year in the budget as "endorsed". There are many ways to do biennial budgets – from adopting only the first year and endorsing the second, to adopting two annual budgets, to adopting a biennial amount and setting up the "spending rules" in a number of different ways at the pleasure of the Board.



**AGENDA  
BILL  
Item 9.A**

**General Manager's  
Report**

DATE SUBMITTED:	June 23, 2022	MEETING DATE:	June 29, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report 2. Customer Service Benchmarking Memo		
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, June 29, 2022 – 8:00 a.m.

### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Division 7 Reservoir Replacement Open House	Tues July 12, 2022	6:30 p.m.	Sudden Valley Community Assoc. Dance Barn
Regular Board Meeting	Wed July 13, 2022	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu July 14, 2022	8:00 a.m.	Remote Attendance Commissioner Citron to attend
Investment Comm. Meeting	Wed Jul 27, 2022	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu July 28, 2022	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Policy Group Meeting	Wed Sep 7, 2022	3:00 p.m.	Remote Attendance
Joint Councils Meeting	March 2023	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue July 12, 2022	6:00 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed July 20, 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:

- The committee met on June 23. Discussion included development of fall protection work plans specific to applicable facilities and design of appropriate fall restraint system at the Opal reservoir; review of all safety programs, safety inspections, facility audits, and trainings completed over past month; and summary of Archbright safety services provided through the District's participation in WASWD's Retro Program.

#### Investment Committee:

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

### Upcoming Board Meeting Topics

- Lakewood/Rocky Ridge Sewer Lift Stations Improvement project presentation
- Division 7 Reservoir Replacement project presentation (No. 2)
- General Facilities Charges rate analysis presentation
- Division 30 Booster/Sudden Valley Lift Station PLC Improvement task order authorization
- Glen Cove Water Association consolidation
- DISH Wireless proposed cell tower public hearing/resolution consideration

## 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 the city of Bellingham 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 and a presentation on the analysis is planned for the July 27 board 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 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 six programs (PPE, safety responsibilities, slips, trips and falls, heat-related illness, wildfire smoke, and respiratory protection) and is currently reviewing the back injury prevention program.*

#### Capital Improvement Program Support

- Support the Engineering Department through management of specific capital improvement project(s).  
*The general manager is managing the Eagleridge Water Booster 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 held a tabletop exercise May 25 at the Whatcom County Division of Emergency Management facility—topic was cybersecurity awareness.*  
*Whatcom Conservation District staff conducted facility audits (SVWTP, Division 30 reservoir, Beaver sewer lift station) 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

- *B Hunter attended a meeting with South Whatcom Fire Authority leadership to confirm fire storage requirements for the Division 7 reservoir.*
- *J Clary attended the Whatcom Water Districts Caucus meeting on June 15.*
- *J Clary coordinated the scheduling of a joint District-city of Bellingham meeting to discuss the Post Point resource recovery project (July 20).*

### **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 June 9 and the Interjurisdictional Coordinating Team meeting on June 16.*

#### 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.*



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

To: Board of Commissioners

From: Justin Clary, General Manager

Date: June 23, 2022

RE: Customer Service Benchmarking

---

In 2003, the Lake Whatcom Water and Sewer District (District) became a relatively early adopter (especially considering the District's size) of web-based asset management. The District's system, Cartegraph, uses ArcGIS Online for location-specific asset management (infrastructure/equipment condition, cost and maintenance tracking), task/work management (one-time and routine maintenance task creation, assignment and tracking), and request management (customer request/development inquiry resolution tracking) functions. The District's use of Cartegraph has expanded since initial implementation, with notable increased usage over the past few years as a means of better understanding of operational needs relative to available resources. With the compilation of a couple years of data, the purpose of this memorandum is to present a brief analysis of request management as a means of broadly identifying the most predominant requests made by District customers (including both ratepayers and developers) and District response times.

### Request Management Process

Upon initial customer contact (typically via phone call or in-person), a Request is created in Cartegraph. Each Request is assigned a unique identification number (for example R22-142 would be the 142<sup>nd</sup> request received in 2022), the general issue (of 25 categories to choose from), location/address, requestor's name and contact information, and a brief description of the request. The Request is then assigned to the most applicable individual or department (for example, a water meter voluntary billing suspension shutoff would be assigned to Miguel Gillis, while a request for water/sewer availability to an undeveloped parcel would be assigned to the Engineering Department).

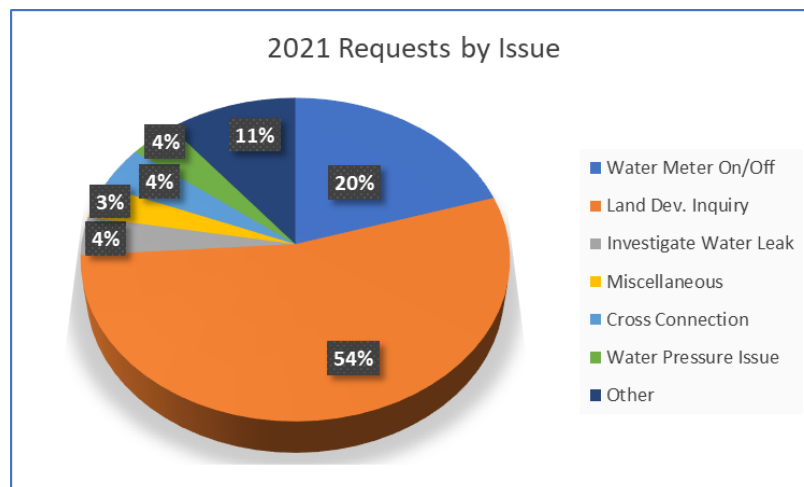
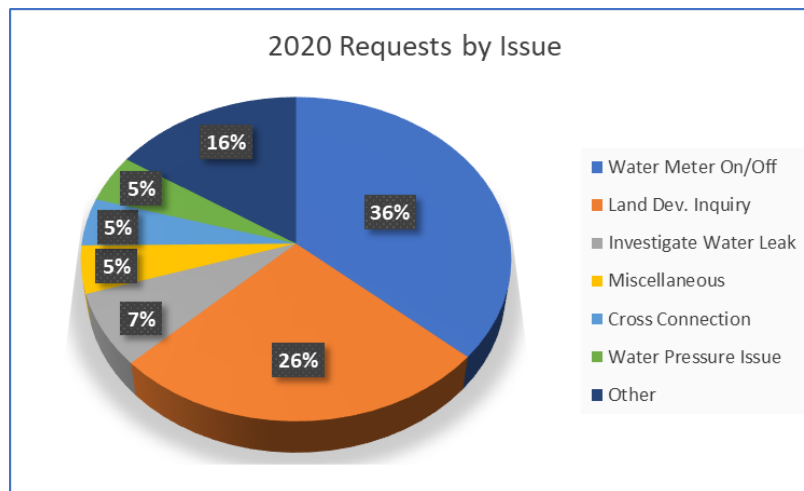
Following receipt of an assigned request, District staff log by date a brief description of each action taken to resolve the issue or respond to the request. Once resolution is reached, the assigned staff then closes the request, at which point it is transferred to the general manager for review (to ensure both full resolution of the customer request and documentation of the District response) for final closure.



### Analysis of 2021-2022 Requests

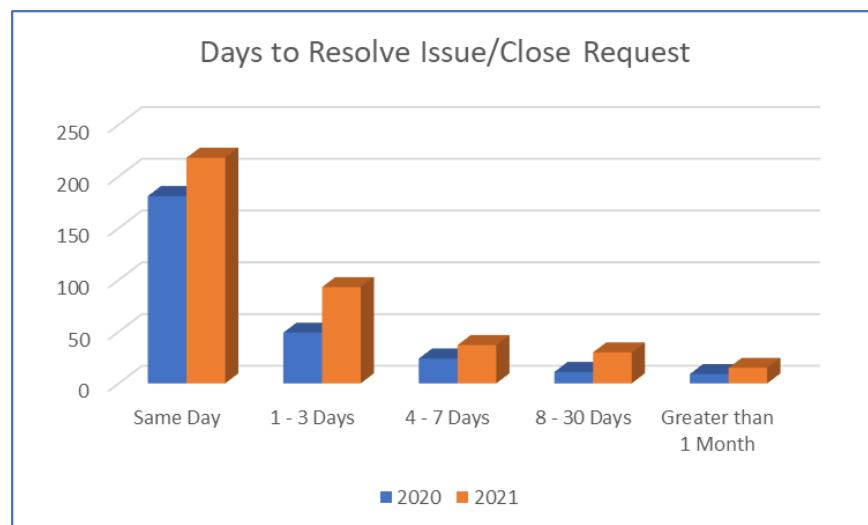
The District began more comprehensive tracking of customer requests in late-2019, thus allowing for a relatively accurate analysis of request type, volume, and response times for the 2021-2022 calendar years. In comparison of the total number of requests received, the District processed 274 and 391 requests in 2020 and 2021, respectively. Potential reasons for the significant increase between the two years (nearly 50 percent) may be attributed to external conditions (the onset of the COVID-19 pandemic may have limited customer requests in 2020; for example, there were 210 land development-related requests in 2021 vs. 72 in 2020), and a greater staff comfort with utilizing Cartegraph for request processing as time has gone on.

Of the 25 available categories for classifying the request issue, 22 of the categories were selected at least once during the two-year analysis period. The following shows the overall breakdown of the six most predominant categories by year, with all remaining categories combined into "Other."



As can be seen, land development inquiries and water meter on/off requests comprised the majority of requests received. Also, notably absent from the top six issues are sewer-related issues (e.g., issue categories include backup, leak/overflow, and smell), which comprised approximately 3 percent of all complaints received each of the two years.

Another key consideration related to customer requests is District response time to resolution. While there are a number of factors that may affect response times (e.g., a water meter shutoff can typically be performed the same day as requested, while a land development inquiry may take multiple days and/or site visits to process), following presents an overall aggregation of request response times for each of the two-year analyzed. As can be seen from the graph, approximately 90 percent of requests were resolved within a week of District contact over the two year analysis period, with the vast majority of those completed on the same day the requested.




### Next Steps

The District continues to track customer requests in Cartegraph. As more data is generated, the District will have the ability to identify changes or trends in customer requests, allowing for Board consideration of policy or operational changes that allow for alignment with level-of-service expectations.



**AGENDA  
BILL  
Item 9.B**

**Engineering Department  
Report**

DATE SUBMITTED:	June 23, 2022	MEETING DATE:	June 29, 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 June 23, 2022 Board Meeting  
Data Compiled 06/23/22 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 6/22/2022

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	\$1,122,924	\$693,659												
C 1802.1	Euclid	\$834,379	\$140,720	\$693,659												
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	\$120,640	\$39,070												
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	\$94,086	\$31,086												
C 2112	Rocky Ridge & Lakewood Predesign and Shoreline Permitting	\$272,700	\$66,139	\$206,561												
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting	\$153,000	\$5,765	\$147,235												
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		\$187,741													
C 2201	LWBI CIPP Renewal Project - 2022 Phase	\$123,600	\$89,478	\$34,122												
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	\$46,206	\$66,794												
M 2205	Afternoon Beach SPS Pump 1 Replace Electrical Lead	\$3,000														
M 2206	Mitigation Area Landscape Maint (Country Club & Geneva)	\$5,000	\$3,546	\$1,454												
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	\$2,920	\$580												
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	\$15,686	\$15,686													
A 2225	General Facilities Charge Rate Study	\$25,920	\$8,381	\$17,539												
M 2226	Div 30 Reservoir Removal of Hazard Trees	\$6,500	\$5,882													

## 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:	June 15, 2022	MEETING DATE:	June 29, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. May 2022 Financial Report		
	2. May 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



## LAKE WHATCOM WATER AND SEWER

### INVESTMENTS/CASH AS OF 5/31/2022

Petty Cash	\$ 1,600	
Cash	\$ 838,997	0.00%
Public Funds Account	\$ 503,398	0.10%
WA Federal	\$ 1,343,995	
Local Gov't Investment Pool	\$ 557,017	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>\$ 5,728,113</u>		

#### USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,060,000
Unassigned	\$ 2,620,779
	<u>\$ 5,728,113</u>

#### Fund Balance Summary

Water Utility Fund (401)	\$ 1,227,926
Sewer Utility Fund (402)	\$ 2,452,853
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	<u>\$ 5,728,113</u>

# Monthly Trial Balance

Lake Whatcom W-S District

Time: 15:41:31 Date: 06/15/2022

Page: 1

## 401 Water Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
----------	--------------	-----	-----	-----------	--

### 330 State Generated Revenues

331 97 10 00	Federal Awards	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	243,939.13	1,148,528.04	1,746,448.96	60.3%
343 41 10 01	Building Permits - Water	84,030.00	0.00	20,567.16	63,462.84	75.5%
	340 Charges For Services	2,979,007.00	243,939.13	1,169,095.20	1,809,911.80	60.8%

### 350 Fines & Forfeitures

359 81 10 00	Combined Fees	28,000.00	447.30	2,487.46	25,512.54	91.1%
359 90 00 00	Late Fees	58,000.00	5,067.36	24,851.81	33,148.19	57.2%
	350 Fines & Forfeitures	86,000.00	5,514.66	27,339.27	58,660.73	68.2%

### 360 Misc Revenues

361 11 00 00	Investment Interest	20,000.00	186.02	12,982.02	7,017.98	35.1%
369 10 00 00	Sale Of Surplus	1,000.00	0.00	0.00	1,000.00	100.0%
369 91 01 00	Miscellaneous	1,000.00	345.65	845.65	154.35	15.4%
	360 Misc Revenues	22,000.00	531.67	13,827.67	8,172.33	37.1%

### 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>3,326,007.00</b>	<b>249,985.46</b>	<b>1,236,521.39</b>	<b>2,089,485.61</b>	<b>62.8%</b>
-----------------------	---------------------	-------------------	---------------------	---------------------	--------------

Expenditures	Amt Budgeted	May	YTD	Remaining	
--------------	--------------	-----	-----	-----------	--

### 534 Water Utilities

534 10 10 00	Water - Gen Admin Payroll	371,770.00	26,423.81	133,844.40	237,925.60	64.0%
534 10 20 00	Water - Gen Admin Personnel Benefits	161,024.00	10,777.42	59,202.43	101,821.57	63.2%
534 10 31 00	Water - Gen Admin Supplies	25,000.00	1,003.89	4,466.77	20,533.23	82.1%
534 10 31 01	Water - Meetings/Team building	2,000.00	15.37	468.93	1,531.07	76.6%
534 10 40 00	Water - Merchant Serivces Fees	11,500.00	1,205.40	5,555.64	5,944.36	51.7%
534 10 40 01	Water - Bank Fees	800.00	100.41	489.33	310.67	38.8%
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 Srvs	167,000.00	16,720.22	76,803.40	90,196.60	54.0%
534 10 41 02	Water- Engineering Srvs	20,000.00	989.00	3,952.50	16,047.50	80.2%
534 10 41 03	Water - Legal Srvs	22,000.00	715.25	10,107.00	11,893.00	54.1%
534 10 42 00	Water - Admin Communication	31,000.00	3,312.22	13,820.45	17,179.55	55.4%
534 10 45 00	Water - Gen Admin Lease	5,500.00	534.86	1,969.17	3,530.83	64.2%
534 10 46 00	Water - Gen Admin Insurance	103,500.00	0.00	0.00	103,500.00	100.0%
534 10 49 00	Water - Gen Admin Misc	200.00	0.00	25.00	175.00	87.5%
534 10 49 01	Water- Memberships/Dues/Permits	17,250.00	751.47	15,480.64	1,769.36	10.3%
534 10 49 02	Water - Taxes	147,500.00	10,574.48	59,864.73	87,635.27	59.4%
534 40 43 00	Water - Admin Training & Travel	10,000.00	716.79	4,386.84	5,613.16	56.1%
534 40 43 01	Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%



# Monthly Trial Balance

Lake Whatcom W-S District

Time: 15:41:31 Date: 06/15/2022

Page: 2

## 401 Water Fund

Expenditures		Amt Budgeted	May	YTD	Remaining	
534 Water Utilities						
534 50 31 00	Water - Maintenance Supplies	135,000.00	4,933.85	35,456.01	99,543.99	73.7%
534 50 31 01	Water- Small Assets	40,000.00	4,977.96	23,887.10	16,112.90	40.3%
534 50 48 00	Water - Repair & Maint	60,000.00	8,091.18	52,024.56	7,975.44	13.3%
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	841.00	3,472.00	12,028.00	77.6%
534 60 47 00	Water - City of Bellingham	52,000.00	3,014.58	18,968.19	33,031.81	63.5%
534 80 10 00	Water - Operations Payroll	629,236.00	49,696.70	240,898.21	388,337.79	61.7%
534 80 20 00	Water - Operations Personnel Benefits	288,653.00	21,160.22	102,216.80	186,436.20	64.6%
534 80 32 00	Water - Operations Fuel	12,500.00	413.27	8,792.89	3,707.11	29.7%
534 80 35 00	Water - Safety Supplies	10,000.00	890.15	2,047.01	7,952.99	79.5%
534 80 35 01	Water - Safety Boots	1,400.00	127.28	455.27	944.73	67.5%
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	452.58	899.08	9,100.92	91.0%
534 80 47 00	Water - Ops Utilities	121,200.00	9,885.41	56,091.27	65,108.73	53.7%
534 80 49 00	Water - Operations Laundry	2,000.00	93.41	511.40	1,488.60	74.4%
534 Water Utilities		2,562,833.00	178,418.18	937,450.45	1,625,382.55	63.4%

## 580 Non Expenditures

589 99 99 99	Payroll Benefit Liabilities	0.00	(1,156.96)	472.98	(472.98)	0.0%
580 Non Expenditures		0.00	(1,156.96)	472.98	(472.98)	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	36,471.49	75,669.05	(75,669.05)	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	2,992.00	14,262.13	(14,262.13)	0.0%
594 Capital Expenditures		528,250.00	39,463.49	105,443.52	422,806.48	80.0%

<b>Fund Expenditures:</b>	<b>3,317,397.00</b>	<b>216,724.71</b>	<b>1,043,366.95</b>	<b>2,274,030.05</b>	<b>68.5%</b>
---------------------------	---------------------	-------------------	---------------------	---------------------	--------------

<b>Fund Excess/(Deficit):</b>	<b>8,610.00</b>	<b>33,260.75</b>	<b>193,154.44</b>
-------------------------------	-----------------	------------------	-------------------

# Monthly Trial Balance

Lake Whatcom W-S District

Time: 15:41:31 Date: 06/15/2022

Page: 3

## 402 Sewer Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
340 Charges For Services					
343 50 11 00 Sewer Service Residential	4,425,315.00	412,564.08	1,885,661.50	2,539,653.50	57.4%
343 50 19 00 Sewer Service Other	4,500.00	315.93	2,305.21	2,194.79	48.8%
343 51 10 02 Building Permits - Sewer	88,600.00	0.00	1,080.00	87,520.00	98.8%
340 Charges For Services	4,518,415.00	412,880.01	1,889,046.71	2,629,368.29	58.2%

## 360 Misc Revenues

361 11 00 02 Investment Interest	20,000.00	186.02	12,982.07	7,017.93	35.1%
361 40 00 02 ULID 18 Interest/Penalties	1,800.00	112.64	695.76	1,104.24	61.3%
368 10 00 02 ULID 18 Principal Payments	8,000.00	977.42	5,874.60	2,125.40	26.6%
369 10 00 02 Sale Of Surplus	1,000.00	0.00	0.00	1,000.00	100.0%
369 40 00 02 Project Reimbursement	4,141.00	0.00	0.00	4,141.00	100.0%
369 91 01 02 Miscellaneous	1,000.00	0.00	500.00	500.00	50.0%
360 Misc Revenues	35,941.00	1,276.08	20,052.43	15,888.57	44.2%

<b>Fund Revenues:</b>	<b>4,554,356.00</b>	<b>414,156.09</b>	<b>1,909,099.14</b>	<b>2,645,256.86</b>	<b>58.1%</b>
-----------------------	---------------------	-------------------	---------------------	---------------------	--------------

Expenditures	Amt Budgeted	May	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	371,770.00	26,423.78	133,844.14	237,925.86	64.0%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	161,024.00	10,777.17	59,201.23	101,822.77	63.2%
535 10 31 00 Sewer - Gen Admin Supplies	16,800.00	796.74	4,179.46	12,620.54	75.1%
535 10 31 01 Sewer - Meetings/Team Building	2,000.00	15.37	472.47	1,527.53	76.4%
535 10 40 00 Sewer -Merchant Services Fees	11,500.00	1,205.39	5,555.59	5,944.41	51.7%
535 10 40 01 Sewer - Bank Fees	750.00	100.42	504.36	245.64	32.8%
535 10 41 01 Sewer - Gen Admin Prof Srvc	187,500.00	15,757.71	73,177.89	114,322.11	61.0%
535 10 41 02 Sewer - Engineering Srvc	20,000.00	989.00	2,335.50	17,664.50	88.3%
535 10 41 03 Sewer - Legal Srvc	22,000.00	715.25	10,107.00	11,893.00	54.1%
535 10 42 00 Sewer - Admin Communication	31,000.00	3,312.19	13,820.23	17,179.77	55.4%
535 10 45 00 Sewer - Gen Admin Lease	5,500.00	534.84	1,969.12	3,530.88	64.2%
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	146.21	9,964.26	35.74	0.4%
535 10 49 02 Sewer - Taxes	122,000.00	6,750.28	39,150.77	82,849.23	67.9%
535 40 43 00 Sewer - Gen Admin TrainIng &Travel	10,000.00	716.79	4,140.86	5,859.14	58.6%
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	1,488.89	6,899.95	38,100.05	84.7%
535 50 31 01 Sewer - Small Assets	30,000.00	7,244.89	39,177.45	(9,177.45)	0.0%
535 50 48 00 Sewer - Repair & Maint	125,000.00	19,760.66	132,948.95	(7,948.95)	0.0%
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	51,054.30	422,417.50	393,582.50	48.2%
535 80 10 00 Sewer - Operations Payroll	530,481.00	40,473.44	193,954.04	336,526.96	63.4%
535 80 20 00 Sewer - Operations Personnel Benefits	237,606.00	17,206.84	81,588.03	156,017.97	65.7%
535 80 32 00 Sewer - Operations Fuel	14,200.00	1,165.17	13,845.02	354.98	2.5%
535 80 35 00 Sewer - Safety Supplies	10,000.00	1,353.68	3,549.07	6,450.93	64.5%
535 80 35 01 Sewer - Safety Boots	1,400.00	127.29	455.32	944.68	67.5%
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	467.58	664.13	9,335.87	93.4%

# Monthly Trial Balance

Lake Whatcom W-S District

Time: 15:41:31 Date: 06/15/2022

Page: 4

## 402 Sewer Fund

Expenditures		Amt Budgeted	May	YTD	Remaining	
535 Sewer						
535 80 47 00	Sewer - Ops Utilities	110,000.00	9,609.46	61,111.28	48,888.72	44.4%
535 80 49 00	Sewer - Operations Laundry	2,500.00	140.19	757.27	1,742.73	69.7%
535 Sewer		3,015,731.00	218,333.53	1,320,790.89	1,694,940.11	56.2%

## 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	36,996.37	80,041.52	(80,041.52)	0.0%
594 35 63 02	Capital Projects- Sewer System	0.00	2,557.00	48,637.53	(48,637.53)	0.0%
594 35 64 02	Capital Outlay - Sewer Equipment	0.00	2,992.00	16,463.90	(16,463.90)	0.0%
594 Capital Expenditures		805,880.00	42,545.37	145,142.95	660,737.05	82.0%


<b>Fund Expenditures:</b>		<b>4,458,987.00</b>	<b>260,878.90</b>	<b>1,562,121.34</b>	<b>2,896,865.66</b>	<b>65.0%</b>
---------------------------	--	---------------------	-------------------	---------------------	---------------------	--------------

<b>Fund Excess/(Deficit):</b>		<b>95,369.00</b>	<b>153,277.19</b>	<b>346,977.80</b>		
-------------------------------	--	------------------	-------------------	-------------------	--	--



**AGENDA  
BILL  
Item 9.D**

**Operations Department  
Report**

DATE SUBMITTED:	June 23, 2022	MEETING DATE:	June 29, 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 June 29 ,2022 Board Meeting  
Data Compiled 06/23/22 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	February 17, 2022												
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						
		6/13/22		6/13/22		6/13/22		6/13/22						
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>	
<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%
<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	5/26/2022					
2/24/2022	6/23/2022					
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**  
**6/29/2022 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) at 800 GPM.</li> <li>b. completed annual filter maintenance.</li> <li>c. Working with engineering to simulate operation of the plant with the proposed new reservoirs in operation.</li> </ol> </li> <li>2. Agate Heights               <ol style="list-style-type: none"> <li>a. Plant is operating well.</li> <li>b. Received satisfactory Sanitary Survey results from the Department of Health.</li> </ol> </li> </ol>	
<i>Distribution System</i>	
<ol style="list-style-type: none"> <li>1. Completed scheduled Lead &amp; Copper sampling at Eagle Ridge.</li> <li>2. Purchased 4 fire hydrants to replace obsolete hydrants in the area around Geneva Elementary.</li> <li>3. Installed new water sample stations at Division 7,22 and 30 reservoirs.</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 for delivery June 22nd.</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. Repaired root bound lateral on Lost Creek Lane.</li> <li>3. Performed air relief valve maintenance on sewer pressure mains.</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. Nothing new to report.</li> </ol>	
<b>Training</b>	
<ol style="list-style-type: none"> <li>1. Crew received Cartegraph 1 virtual training. Installed latest application on iPads and learned how to navigate within the application.</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>	