



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

Date: July 21, 2022

RE: Virtual Meeting Attendance

For the foreseeable future, Lake Whatcom Water & Sewer District's Board of Commissioners will be attending regular meetings by phone/video conference. Per Governor Inslee's [Proclamation No. 20-28.3](#), the District will provide access to interested public via phone/internet utilizing the GoToMeeting platform.

### Attending a Meeting

If you would like to attend the July 27, 2022 regular board meeting, access details can be found below. In this evolving climate, we are committed to doing everything possible to provide opportunity for public comment as well as promote health and safety. As such, **the District requests that if possible, public submit comments in written form by noon the day before a scheduled meeting** for inclusion in the meeting discussion. This is *not a requirement* for making a public comment, but is helpful to the staff and commissioners for planning purposes.

#### July 27, 2022 Regular Board Meeting

Wed, July 27, 2022 8:00 AM – 10:00 AM (PST)

Join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/931956621>

You can also dial in using your phone.

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

Access Code: 931-956-621

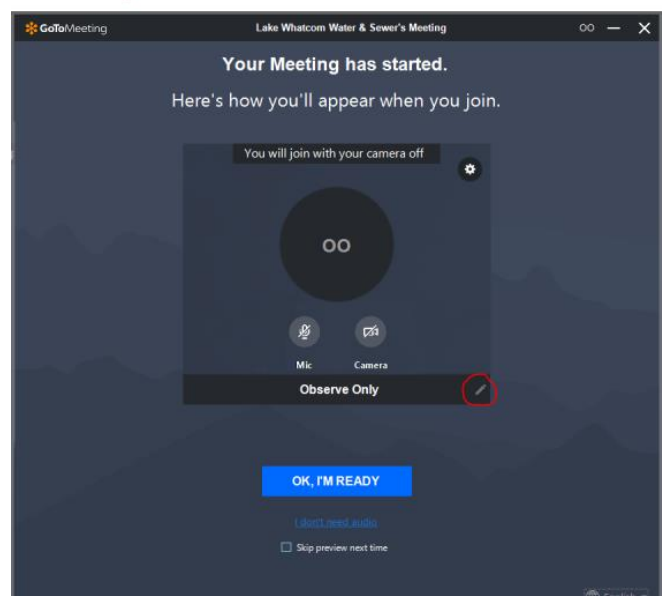
New to GoToMeeting? Get the app now and be ready when the meeting starts:

<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.

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LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**AGENDA**

*July 27, 2022*


8:00 a.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. CONFIRMATION OF COMPLIANCE WITH REMOTE MEETING ATTENDANCE PROTOCOLS
4. PUBLIC COMMENT OPPORTUNITY  
*At this time, members of the public may address the Board of Commissioners. Please state your name and address prior to making comments, and limit your comments to three minutes. For the sake of time, each public comment period will be limited to 45 minutes.*
5. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
6. CONSENT AGENDA
7. SPECIFIC ITEMS OF BUSINESS
  - A. Preliminary General Facilities Charges Analysis Presentation
  - B. Appointment of Lake Whatcom Management Program Policy Group Representative
8. OTHER BUSINESS
9. STAFF REPORTS
  - A. General Manager
  - B. Engineering Department
  - C. Finance Department
  - D. Operations Department
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA  
BILL  
Item 6**

**Consent Agenda**

DATE SUBMITTED:	July 21, 2022	MEETING DATE:	July 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**\*\*TO BE UPDATED 07.26.2022\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the 6/29/22 Regular Board Meeting
- Minutes for the 7/13/22 Regular Board Meeting
- Payroll for Pay Period #15 (07/09/2022 through 07/22/2022) total to be added
- Payroll Benefits for Pay Period #15 total to be added
- 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 29, 2022*

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

**Attendees:**

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

Also in attendance were:

- Catherine Moore, Carmichael Clark
- Nilo Camden & Jenny England, public
- Tim Holland, public
- Carol Holland, public
- Carolyn Taylor, public
- Deena Lowe-Davidson, public
- Alvin Hill, public
- Two observation only attendees

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.

### **Additions & Changes to Agenda**

Clary stated that Commissioner McRoberts requested time after the second public comment period, item 10, to make a statement. The Board agreed.

### **Consent Agenda**

#### **Action Taken**

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

- **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**
- **Payroll for Pay Period #13 (06/11/2022 through 06/24/2022) totaling \$52,513.34**

- **Payroll Benefits for Pay Period #13 totaling \$31,064.47**
- **Special Check for Missed Hours totaling \$138.71**
- **Accounts Payable Vouchers totaling \$185,586.71**

**Motion passed.**

### **Commissioner Protocol Manual Revision**

Clary explained that since its adoption by the Board of Commissioners in 2011, the Commissioner Protocol Manual has undergone two revisions. 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, revising Chapter 42.30 RCW, the Open Public Meetings Act. Staff proposed revisions to the Commissioner Protocol Manual to incorporate the requirement for a physical location be provided for the public to observe and participate in public meetings, 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). This revision also incorporated minor clerical changes as well as adding a specification on time limits on public comments during board meetings to three minutes per individual, not to exceed 45 minutes total per public comment period, of which there are two per regular meeting. Discussion followed.

#### **Action Taken**

**Ford moved, Citron seconded to amend page 27; section 7.05 to clarify that the 45 minute time limit applied to each public comment agenda item; not to the combined total for public comment during one meeting. Motion passed.**

**Citron moved, McRoberts seconded, to approve the Lake Whatcom Water and Sewer District Commissioner Protocol Manual, as amended. Motion passed.**

### **Biennial Budget Analysis Discussion**

Signs explained that 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. Since its implementation, the annual budget process has proven to be an effective means of managing the District's finances. With an effective six-year capital improvement program and forecastable revenues and expenditures, staff recommended conversion to a biennial budget process to help create long-term workload efficiencies. The purpose of this agenda item was to facilitate Board discussion regarding consideration of transition to the biennial budget process. Discussion followed.

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

Clary updated the Board on several topics including a chlorine release during the annual chlorinator switch-out at the Sudden Valley Water Treatment Plant, an upcoming meeting with the City of Bellingham and various consultants regarding the Post Point Water Treatment Plant Resource Recovery Project, and a refund of some Department of Labor and Industries (L&I) fees from 2021 the District will receive as a benefit of participation in the Washington Association of Sewer & Water Districts performance pool retro program. Discussion followed.

### **Engineering Department Report**

Hunter highlighted several ongoing projects, including the Division 7 Reservoir Replacement Project and an upcoming community information meeting on July 12 and progress on the Rocky Ridge & Lakewood Sewer Pump Stations project. Discussion followed.

**Finance Department Report**

Signs reported that water fund revenues are exceeding projections, expenditures are under budget by 10% with the last of the capital projects for 2022 still to begin, as well as giving a short update on the District’s investments.

**Operations & Maintenance Department Report**

Winters gave a report on field crew operations, including new pumps at the North Point Pump Station, Cartegraph asset management system training, and an increase in development activity in Sudden Valley. Discussion followed.

**Public Comment**

Commissioner Abele opened the public comment period, limiting individual comments to 3 minutes. Public comment was received from District constituents Deena Lowe-Davidson, Lauri Hill, Carolyn Taylor, Nilo Camden, Tim Holland, Carol Holland, and Deborah DeWees regarding the Dish Wireless cell tower lease.

General Manager Justin Clary shared a brief update on the status of the District’s potential lease with Dish Wireless.

**Commissioner Resignation**

Commissioner McRoberts tendered her resignation from the Board of Commissioners effective immediately, as she is relocating outside the District and will no longer be eligible to serve. President Abele expressed gratitude to Commissioner McRoberts for her service and leadership during her multiple years of service.

**Executive Session Per RCW 42.30.110(1)(i)(iii): Legal Risks/Potential Litigation – 30 Minutes**

Abele recessed the Regular Session to Executive Session at 9:31 a.m. It was estimated that the Executive Session would take 30 minutes. The purpose of the Executive Session was to discuss matters 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.

Abele recessed the Executive Session and reconvened the Regular Session at 10:00 a.m. No action was taken.

With no further business, Abele adjourned the Regular Session at 10:01 a.m.

\_\_\_\_\_  
Board President, Laura Abele

Attest: \_\_\_\_\_  
Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on \_\_\_\_\_  
Date Minutes Approved



LAKE WHATCOM WATER AND SEWER DISTRICT  
1220 Lakeway Drive  
Bellingham, WA 98229

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

*July 13, 2022*

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

**Attendees:**

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

Also in attendance were Curt Schoenfelder & Brian Smith of Wilson Engineering, Dan Burwell of RH2 Engineering, Catherine Moore of Carmichael Clark, and the following members of the public:

- Mike Belisle
- Lori Hill
- Dianne Foster
- Deborah DeWees
- Tim Holland
- Olga Mellor
- Leslie Shankman
- Melanie Whitley
- Steven Kersey
- Carol Holland
- Hannah
- Erik Herron
- Stella
- Breck Ketchum
- Carolyn Taylor
- Nicole Staron
- Gerri Rea
- Nilo Camden
- Emily Prestbo

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 3 minutes each to comment, with a maximum of 45 minutes total. Comment was given by Lori Hill, Leslie Shankman, Steven Kersey, Breck Ketchum, Carolyn Taylor, Dianne Foster, Melanie Whitley, Deborah DeWees, Olga Mellor, Tim Holland, Mike Belisle, Erik Herron, Carol Holland, and Nilo Camden related to the District's lease with Dish Wireless for the construction of a cell tower on District property at 1010 Lakeview Street.

## **Consent Agenda**

### **Action Taken**

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

- **Payroll for Pay Period #14 (06/25/2022 through 07/08/2022) totaling \$48,594.11**
- **Payroll Benefits for Pay Period #14 totaling \$54,456.91**
- **Accounts Payable Vouchers totaling \$181,769.52**

**Motion passed.**

### **Resolution No. 884—Establishing a Biennial Budget Adoption Process**

Signs recalled that 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. Since its implementation, the annual budget process has proven to be an effective means of managing the District's finances.

During the regular Board meeting on June 29, 2022, staff presented a memo to the Board to highlight some of the pros and cons in making the transition to a biennial budget beginning with the 2023-2024 fiscal years of the District. Under the Board's direction, staff developed Resolution No. 884 "Establishing a Biennial Budget Adoption Process" to revise the District's Administrative Code to allow for the transition to a biennial budget adoption process. Discussion followed.

### **Action Taken**

**Ford moved, Citron seconded to adopt Resolution No. 884 as presented. Motion passed.**

### **Lakewood Lane Right-of-Way Vacation Petition**

Clary explained that following the Board's approval during its regularly scheduled March 9, 2022 meeting, DISH Wireless LLC initiated land use permitting processes with Whatcom County for the construction of a wireless communication facility on District-owned property located at 1010 Lakeview Street.

In its review of DISH's application, Whatcom County Planning and Development Services issued a Notice of Additional Requirements (NOAR), one of the which is associated with the proposed facility location relative to property boundaries. Whatcom County Code (WCC) 20.13.092(6) requires the setback from adjacent property lines for the proposed facility be at least "...a distance equal to the height of the wireless communications support structure..." However, the 135-foot-tall facility is proposed 124-feet from the property line to the east. The NOAR proposed that a possible solution could be to have the District, as the adjoining property owner, pursue formal vacation of the 30-foot half-width of the Lakewood Lane right-of-way.

District staff have visited the Lakewood Lane right-of-way immediately adjacent to the District's property, and concluded that acquiring the additional 30-foot half-width of the existing right-of-way would be of no current value to the District. Additionally, acquiring property with the sole purpose of enabling DISH to lease the District's property could be considered a gift of public funds. For these reasons, the District is likely legally prohibited from pursuing the vacation. Discussion followed, including comments from two members of the public and District Legal Counsel Catherine Moore; and no action was taken.

### **2022 Lake Whatcom Boulevard Sewer CIPP Project Public Works Contract Close Out**

Hunter reported that in the Fall of 2020 Wilson Engineering completed a hydraulic analysis that prioritized segments of gravity pipe along the Lake Whatcom Boulevard Sewer Interceptor for rehabilitation, ranking them from the greatest positive impact to the least impact, on improving hydraulic capacity. The segments are located along Lake Whatcom Boulevard just west of Strawberry Point. This project is the second of a series. For



2022, the scope of work included rehabilitation of 697 feet of 10-inch diameter sanitary sewer pipe, traffic control, and sewage bypass pumping. The District awarded the construction contract to Insta-Pipe, Inc. on March 30, 2022. The contractor completed all work and contract requirements, therefore staff recommended accepting the project as complete and closing out the public works contract.

**Action Taken**

**Citron moved, Ford seconded to accept the 2022 Lake Whatcom Boulevard Sewer CIPP Project public works contract performed by Insta-Pipe, Inc. as complete and authorize staff to close out the public work contract. Motion passed.**

**Division 7 Reservoir Replacement Project Briefing #2**

Hunter provided a brief recap of the project, which replaces the existing 1-million gallon welded-steel Division 7 Reservoir that was constructed in 1970 with two reservoirs that meet current seismic design standards and that are sized for full community build-out. The project also implements an earthquake early warning system (ShakeAlert®) to automatically isolate a portion of the stored volume from rapid depletion due to water main breaks following a major earthquake. The project is located on Camp Firwood property near the top of the hill above Swallow Circle in Sudden Valley.

Hunter introduced Curt Schoenfelder & Brian Smith of Wilson Engineering, who provided a project briefing on predesign and tank sizing efforts completed to date. This included an update on project progress, upcoming milestones, comments collected during the July 12 informational meeting, and recommendation of a reservoir volume size. Discussion followed.

**Action Taken**

**Citron moved, Ford seconded, to proceed with Division 7 Reservoir Replacement project design and permitting that includes two proposed reservoirs totaling 475,800 gallons as presented. Motion passed.**

**Rocky Ridge and Lakewood Sewer Pump Stations Improvements Project Briefing**

Hunter stated that as part of the District's long-term capital improvement plan, the Rocky Ridge and Lakewood Sewer Pump Stations, constructed in the late 1970's, are scheduled for renewal or replacement. Both stations are located on the south shoreline of Lake Whatcom with challenging physical access due to steep slopes and no public or private access roads.

On November 24, 2021 the Board authorized RH2 Engineering to begin Phase 1, Predesign. Phase 1 includes an alternatives analysis intended to facilitate consideration of a broad range of options as well as an initial topographic survey, gathering of pump and electrical information, predesign report, 30% design plans, and Whatcom County shorelines permitting.

Dan Burwell of RH2 Engineering presented the Draft Predesign Report, including analysis of four alternatives. Staff and the consultant recommended either of two alternatives, Alternative #1 or Alternative #2. Alternative #1 is a Smith & Loveless dry prime pump station with an estimated total project cost of \$1.5 million. Alternative #2 is a Gorman Rupp belt driven pump station with an estimated total project cost of \$1.2 million. Discussion followed.

**Action Taken**

**Citron moved, Carter seconded to proceed with the recommended Alternatives #1 and #2, using funds already included in the District's 2022 budget, as presented in the Draft Predesign Report,**

**which are both top-mounted pump stations by competing manufacturers. The motion passed with Commissioners Abele, Citron, and Carter voting in favor, and Commissioner Ford voting against.**

**General Manager’s Report**

Clary updated the Board on several topics, including progress on the City of Bellingham’s Post Point Resource Recovery project, District customers utilizing the Whatcom Water Alliance rebate program, and the vacant Commissioner #4 position.

**Public Comment**

Comment was given by Tim Holland related to the District’s lease with Dish Wireless for the construction of a cell tower on District property at 1010 Lakeview Street.

With no further business, Abele adjourned the Regular Session 9:50 p.m.

\_\_\_\_\_  
Board President, Laura Abele


Attest: \_\_\_\_\_  
Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on \_\_\_\_\_  
Date Minutes Approved



**AGENDA  
BILL  
Item 7.A**

**Preliminary General Facilities  
Charges Analysis Presentation**

DATE SUBMITTED:	July 18, 2022	MEETING DATE:	July 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. FCS Group General Facilities Charges Presentation		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

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

While the District has some flexibility to define an equitable share of system costs, it is important that the District follows a rational approach to consistently implement cost-based General Facilities Charges (GFCs). The most recent review of District GFCs was conducted in 2017, with an annual escalation of 2.5% applied to each (water and sewer) GFC since. Recognizing that much has changed in regards to the water and sewer capital improvement programs over the past five years, the Board authorized within the 2022 Budget funding to review the District’s GFCs. FCS Group is assisting the District in reviewing the current GFC rates to determine what the fair and equitable share of those costs should be, and to make recommendations to the Board for GFC rate revisions in subsequent years.

Similar to prior studies, the District has developed a long-range financial forecast that will ensure GFCs recover a proportionate share of the cost of existing and future system assets from new customers as growth occurs. By not updating GFCs, growth doesn’t fully pay its equitable share of costs and shifts a portion of those costs to existing rate payers. FCS Group will provide a presentation on their findings for the Board’s discussion.

**FISCAL IMPACT**

The fiscal impact will be dependent upon what the Board sets each GFC at and when they are effective.

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

Financial Viability

**RECOMMENDED BOARD ACTION**

No action is recommended at this time.

**PROPOSED MOTION**

Not applicable.



# General Facilities Charges (GFCs) Study Results



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

# Agenda



**Introduction**



**Current GFCs**



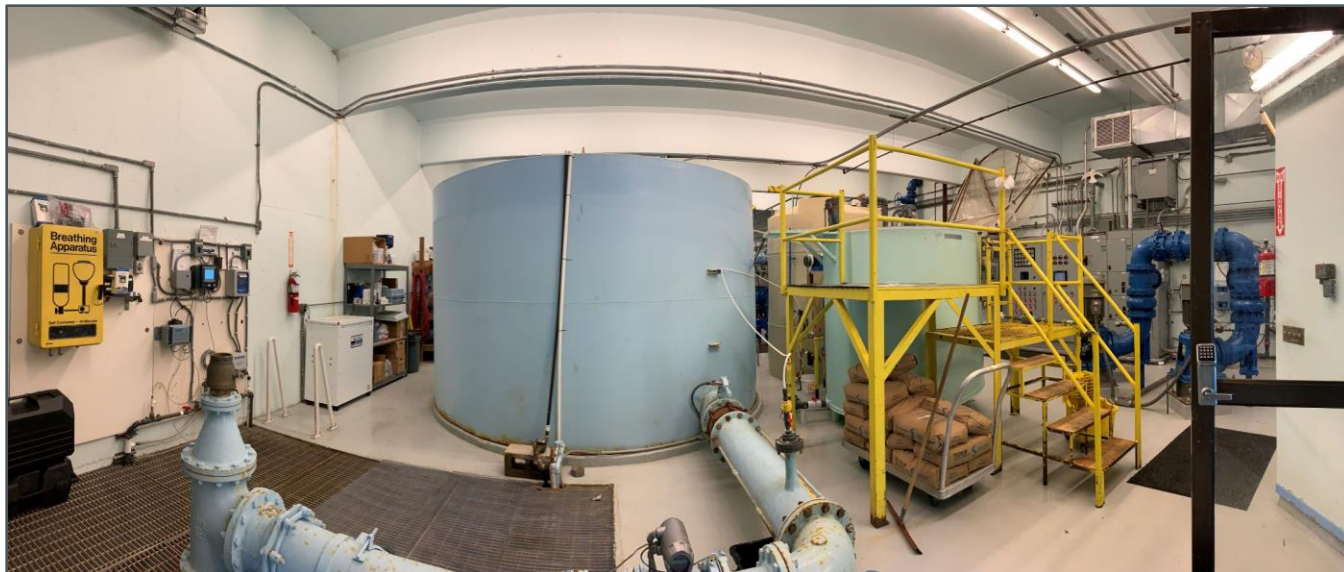
**State RCW\***



**Methodology &  
Results**



**Implementation**



*Treatment Plant  
Panorama*



# Introduction

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

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

- **Current GFCs in 2022**

Meter Size	Meter Ratio	Water	Sewer	Total
5/8 x 3/4 Inch	1	\$6,337.58	\$8,528.00	\$14,865.58
1 Inch	2	\$12,676.18	\$17,056.00	\$29,732.18
1.5 Inch	5	\$31,689.93	\$42,641.03	\$74,330.96
2 Inch	8	\$50,703.68	\$68,226.05	\$118,929.73
3 Inch Compound	22	\$139,435.88	\$187,620.10	\$327,055.98
4 Inch Compound	29	\$185,894.00	\$250,131.78	\$436,025.78



# Characteristics of GFCs

One-time charges, not ongoing rates

Provide revenue for capital as growth occurs

Include future & existing infrastructure costs



Must be consistent with RCW 57.08.005

Recover proportionate share of cost of capacity from growth

For capital only, in both calculation and in use

Redevelopment charged for additional demand only





# State Law for Special Districts



## Revised Code of Washington (RCW) 57.08.005 (11)

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

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



# District's GFC Methodology

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

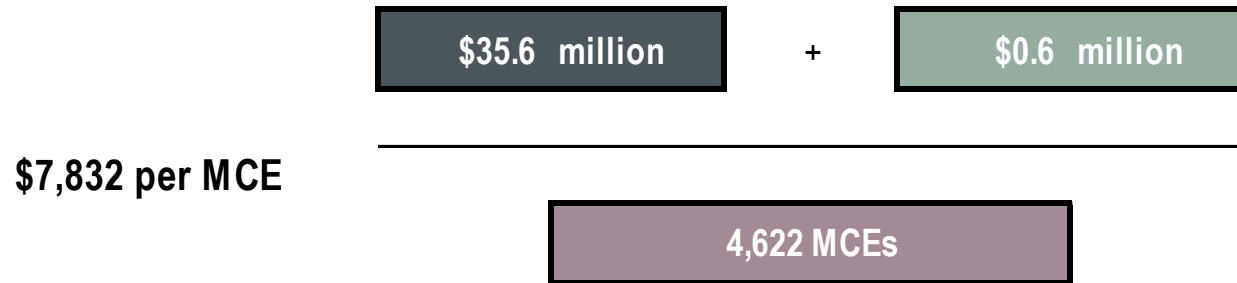
- **Used in our 2017 GFC Update**
- **Updated calculations represent maximum defensible charge**
  - » District can adopt a lower charge but cannot exceed it
- **Future Project Cost component excludes projects which replace existing infrastructure due to wear and tear over time and do not increase system capacity and are not upgrades**



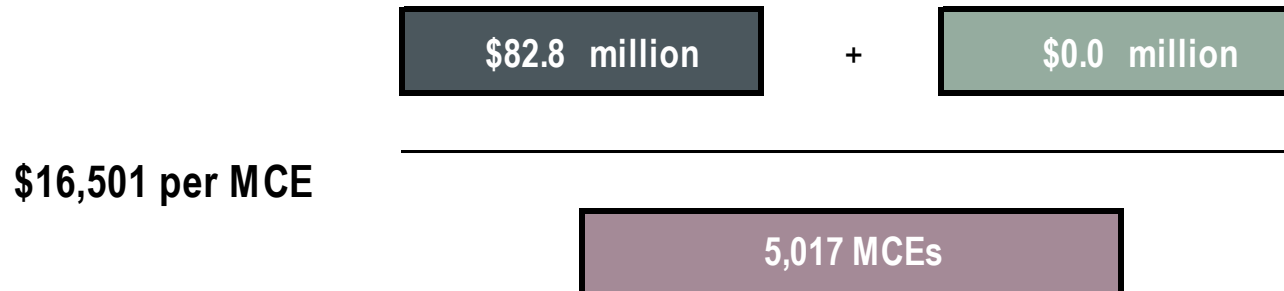
# 2022 GFC Update

- MCE = meter capacity equivalent

- **Water utility**



- **Sewer utility**





# Water Charge: Implementation

- **Despite having an updated charge for 2022 (\$7,832), we recommend delaying implementation until January 1, 2023**
  - » At that time, charge would be \$8,028
- **District can increase calculated charge with ENR – CCI inflation**
  - » 2.5% per year is a conservative assumption (5-year actual is 4%)
- **Three Options: No Phase-in, Three-Year Phase-in, and Five-Year Phase-in**

Water Utility	2022	2023	2024	2025	2026	2027
<b>Charges shown per MCE</b>						
Existing Charge	\$6,338					
Calculated Charge	\$7,832					
ENR Construction Cost Index		2.50%	2.50%	2.50%	2.50%	2.50%
No-Phase		\$8,028	\$8,229	\$8,435	\$8,646	\$8,862
Three-Year Phase		\$7,037	\$7,736	\$8,435	\$8,646	\$8,862
Five-Year Phase		\$6,842	\$7,347	\$7,852	\$8,357	\$8,862



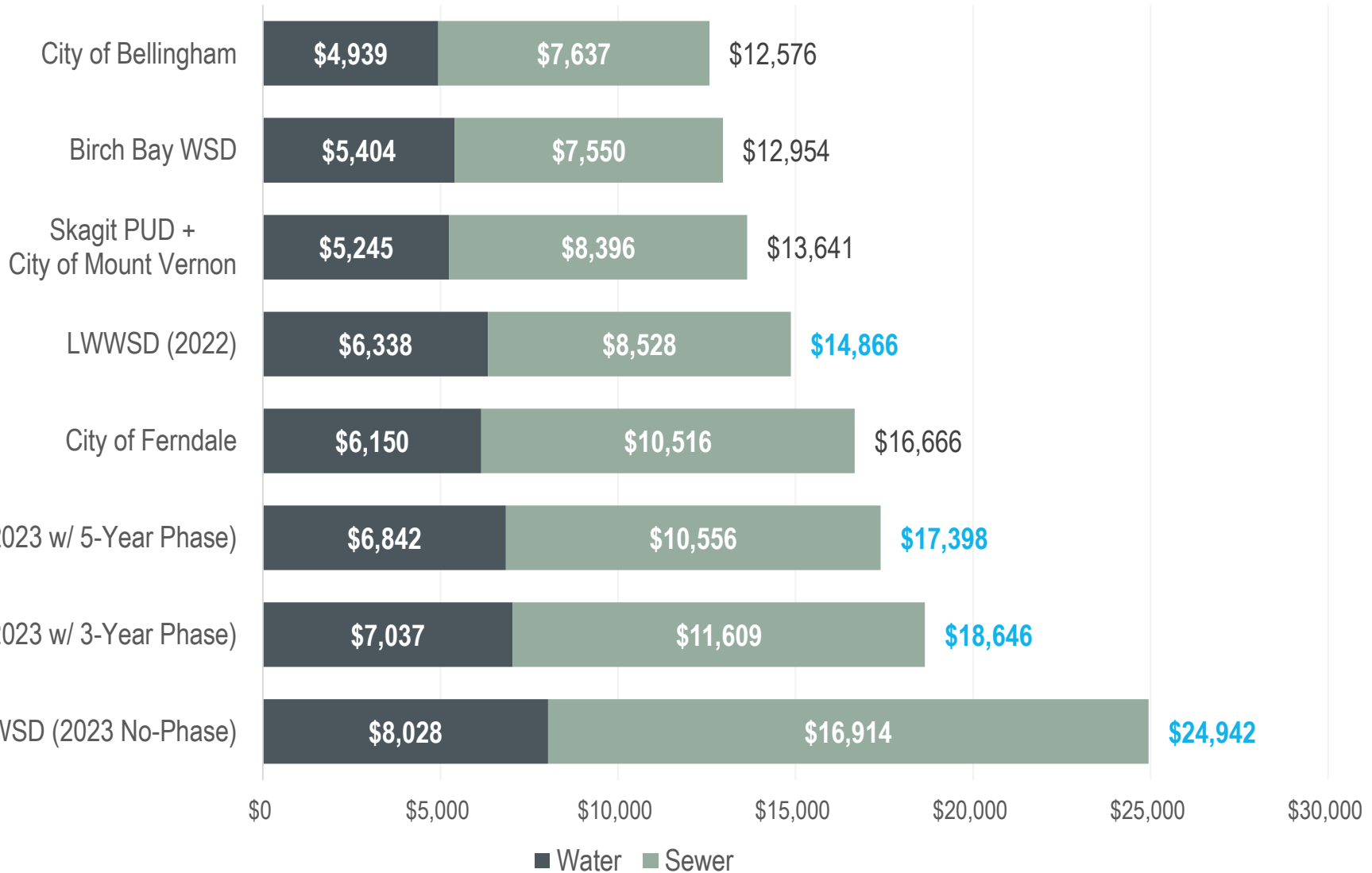
# Sewer Charge: Implementation

- **Despite having an updated charge for 2022 (\$16,501), we recommend delaying implementation until January 1, 2023**
  - » At that time, charge would be \$16,914
- **District can increase calculated charge with ENR – CCI inflation**
  - » 2.5% per year is a conservative assumption (5-year actual is 3.2%)
- **Three Options: No Phase-in, Three-Year Phase-in, and Five-Year Phase-in**

Sewer Utility	2022	2023	2024	2025	2026	2027
<b>Charges shown per MCE</b>						
Existing Charge	\$8,528					
Calculated Charge	\$16,501					
ENR Construction Cost Index		2.50%	2.50%	2.50%	2.50%	2.50%
No-Phase		\$16,914	\$17,337	\$17,770	\$18,214	\$18,670
Three-Year Phase		\$11,609	\$14,689	\$17,770	\$18,214	\$18,670
Five-Year Phase		\$10,556	\$12,585	\$14,613	\$16,641	\$18,670



# GFC Survey





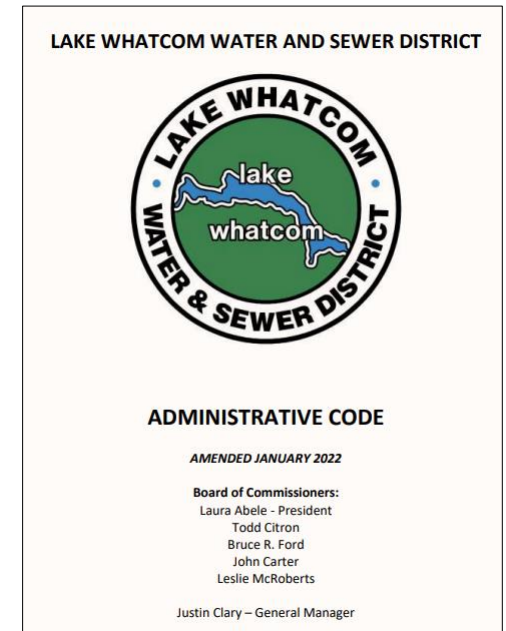
# The Case for GFCs

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



# District GFC Policies

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







# Next Steps

- Board direction requested

GFC Schedule for 5/8 x 3/4 Meters	2022	2023	2024	2025	2026	2027
<b>1. Continue with 2.5% Annual Increases</b>						
Water	\$6,338	\$6,496	\$6,658	\$6,825	\$6,996	\$7,170
Sewer	<u>\$8,528</u>	<u>\$8,741</u>	<u>\$8,960</u>	<u>\$9,184</u>	<u>\$9,413</u>	<u>\$9,649</u>
Total	\$14,866	\$15,237	\$15,618	\$16,009	\$16,409	\$16,819
Annual Change		\$372	\$381	\$390	\$400	\$410
<b>2. No Phase-In</b>						
Water	\$6,338	\$8,028	\$8,229	\$8,435	\$8,646	\$8,862
Sewer	<u>\$8,528</u>	<u>\$16,914</u>	<u>\$17,337</u>	<u>\$17,770</u>	<u>\$18,214</u>	<u>\$18,670</u>
Total	\$14,866	\$24,942	\$25,566	\$26,205	\$26,860	\$27,531
Annual Change		\$10,076	\$624	\$639	\$655	\$671
<b>3. Three-Year Phase-In</b>						
Water	\$6,338	\$7,037	\$7,736	\$8,435	\$8,646	\$8,862
Sewer	<u>\$8,528</u>	<u>\$11,609</u>	<u>\$14,689</u>	<u>\$17,770</u>	<u>\$18,214</u>	<u>\$18,670</u>
Total	\$14,866	\$18,645	\$22,425	\$26,205	\$26,860	\$27,531
Annual Change		\$3,780	\$3,780	\$3,780	\$655	\$671
<b>4. Five-Year Phase-In</b>						
Water	\$6,338	\$6,842	\$7,347	\$7,852	\$8,357	\$8,862
Sewer	<u>\$8,528</u>	<u>\$10,556</u>	<u>\$12,585</u>	<u>\$14,613</u>	<u>\$16,641</u>	<u>\$18,670</u>
Total	\$14,866	\$17,399	\$19,932	\$22,465	\$24,998	\$27,531
Annual Change		\$2,533	\$2,533	\$2,533	\$2,533	\$2,533

# Questions?

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# Appendix



# Current Water Utility GFCs

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



# Current Sewer Utility GFCs

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



# Existing System Cost

## Existing System Cost

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



# Future Project Cost

## Future Project Cost

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

# System Capacity

Existing + Future Customer Base  
(Future System Capacity)

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

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

Note: current meter equivalents per fee schedule.





**AGENDA  
BILL  
Item 7.B**

**Appointment of Board  
Representative to the  
Lake Whatcom Management  
Program Policy Group**

DATE SUBMITTED:	July 18, 2022	MEETING DATE:	July 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. None		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The Board annually appoints a representative to serve on the Lake Whatcom Management Program Policy Group. During its January 12 meeting, the Board appointed Commissioner McRoberts to represent the District for 2022. However, with Commissioner McRoberts’s recent resignation, the Board needs to appoint a new representative for the remaining two Policy Group meetings in 2022 (3:00-5:00 p.m. on September 7 and December 7).

**FISCAL IMPACT**

No fiscal impact is anticipated.

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

- Community Sustainability
- Water Resource Sustainability
- Stakeholder Understanding and Support

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board appoint a representative from amongst its membership to serve on the Lake Whatcom Management Program Policy Group.

**PROPOSED MOTION**

Recommended motions are:

“I move to appoint Commissioner \_\_\_\_\_ to serve as the District’s representative on the Lake Whatcom Management Program Policy Group for the remainder of the 2022 calendar year.”



**AGENDA  
BILL  
Item 9.A**

**General Manager's  
Report**

DATE SUBMITTED:	July 21, 2022	MEETING DATE:	July 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL	<i>Justin Clary</i>		
ATTACHED DOCUMENTS	1. General Manager's Report 2. Quarter 2 Goal Performance Status		
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, July 27, 2022 – 8:00 a.m.

**Important Upcoming Dates**

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Aug 10, 2022	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu Aug 11, 2022	8:00 a.m.	Remote Attendance Commissioner Ford 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 Aug 9, 2022	6:00 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Aug 17, 2022	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Oct 12, 2022	3:00 p.m.	Remote Attendance

**Committee Meeting Reports**

Safety Committee:

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

Investment Committee:

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

**Upcoming Board Meeting Topics**

- Division 30 Booster/Sudden Valley Lift Station PLC Improvement task order authorization
- Utility bill payment period revision
- Glen Cove Water Association consolidation consideration
- DISH Wireless proposed cell tower public hearing/resolution consideration
- 2023-24 biennial budget development

## 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, applications for FEMA Hazard Mitigation Grants for the Sudden Valley WTP chlorine contact basin replacement, and seismic improvements to reservoirs and the SVWTP booster building; 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 board meeting and a presentation on the analysis will be provided during the July 27 meeting.*

#### Records Management System Overhaul

- Complete transition of the District's current records management system to a more robust system that ensures compliance with statutory requirements and gains efficiencies in document management.  
*District staff are evaluating the three records management software systems available under the State contract and are on track to proceed with procurement by yearend.*

#### 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 manger is managing the Eagleridge Water Booster Station Conversion (District Project No. C2011) and Division 30 Reservoir Hazardous Tree Removal (District Project No. M2226) projects, and completed the Commissioner Boundary update (District Project No. A2116).*

## Emergency Response/System Security

### Emergency Readiness

- Re-engage with Whatcom County Department of Emergency Management to hold tabletop emergency response exercises, as well as a field exercise (pandemic-dependent).  
*District 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.*  
*Recommendations are being applied to those facilities, and 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), March 21 (sewage overflow at North Point lift station), and June 29 (Commissioner McRoberts resignation).*

### Intergovernmental Relations

- *J Clary, B Hunter, J Carter and B Ford attended a District-City of Bellingham meeting regarding the Post Point resource recovery project on 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 July 14 and the interjurisdictional coordinating team meeting on July 21.*

### Onsite Septic System Conversion Program

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

**2022-2027 Strategic Business Plan Implementation Status  
Lake Whatcom Water and Sewer District**

Executive Department Goals		2022 YTD	2023	2024	2025	2026	2027
1.	Facilitate achievement of annually establish Board initiatives						
	Workload Indicators						
	- Meetings with management team to attain Board initiatives	27					
	- Reporting on the status of completion of Board initiatives	12					
	- Annual number of Board initiatives	13					
	- Annual number of Board meetings/work sessions held	14					
	Performance Measures						
	- Completion of initiatives within Board/staff agreed timelines	ongoing					
2.	Biennial EUM self-assessment and update to strategic plan						
	Workload Indicators						
	- Draft departmental strategic plans by June 30 of even-numbered years						
	- Financial forecast updated biennially (even-numbered years)						
	- Balanced budget presented to the Board annually	Fall 2022					
	Performance Measures						
	- Complete strategic plan and financial forecast by Sep 1 (even-numbered years)						
3.	Pursue implementation of performance management throughout operations						
	Workload Indicators						
	- Review literature associated with potential approaches						
	- Meet with applicable vendors/consultants representing potential approaches						
	- Departmental operational reviews to identify optimization opportunities						
	Performance Measures						
	- Number of performance management approaches analyzed						
	- Number of meetings with vendors/consultants						
	- Budgetary allocation supporting implementation of performance management						
	- Implementation of performance management approach						
4.	Overhaul records management system						
	Workload Indicators						
	- Review literature associated with potential approaches	complete					
	- Meet with applicable vendors/consultants representing potential approaches	no					

**2022-2027 Strategic Business Plan Implementation Status  
Lake Whatcom Water and Sewer District**

<b>Executive Department Goals</b>	<b>2022 YTD</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
- Departmental operational reviews to identify optimization opportunities	no					
Performance Measures						
- Number of records management committee meetings held	0					
- Number of presentations to Board on topic	1					
- Budgetary allocation supporting acquisition of new system/software	\$5,000					
- Implementation of new system	2023					
<b>5. Expand intergovernmental relations program</b>						
Workload Indicators						
- Participation in LWMP data group, ICT, policy group, and joint councils meetings	yes					
- Participation in WWA, WUCC, COG, and Whatcom Water Districts meetings	yes					
- Participation in WASWD and WSRMP meetings	yes					
- Meet with City, County, SVCA, and SWFA staff	yes					
- Attendance of WASWD and IACC conferences	no					
- Presentation at SVCA board meetings	no					
Performance Measures						
- Annual budgetary allocation supporting organization memberships	complete					
- Number of LWMP meetings attended	18					
- Number of WWA, WUCC, COG, and Whatcom Water Districts meetings attended	10					
- Number of meetings with City, County, SVCA, and SWFA staff	6					
- Number of conferences attended	1					
- Number of presentations to SVCA board	0					
<b>6. Expand public relations program</b>						
Workload Indicators						
- Update of District website						
- Issuance of press releases and Facebook posts on a regular basis	yes					
- Active participation in community events	yes					
Performance Measures						
- Completion of website updated by December 31, 2025						
- Completion of Board discussion on District rebranding						
- Number of Facebook likes/followers	153/168					

**2022-2027 Strategic Business Plan Implementation Status  
Lake Whatcom Water and Sewer District**

<b>Executive Department Goals</b>	<b>2022 YTD</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
- Number of press releases issued	3					
- Number of Facebook posts	21					
- Number of community events participated in	3					



**2022-2027 Strategic Business Plan Implementation Status  
Lake Whatcom Water and Sewer District**

<b>Finance Department Goals</b>		<b>2022 YTD</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
1. Commit to excellence to improve performance standards and enhance professional growth and development							
Workload Indicators							
- Meet with each department member and perform SWOTs within their positions		3					
- Review each job description within department on a regular basis and seek opportunities for cross-training		yes					
- Identify professional trainings and webinars that align with job duties for each employee		In progress					
- Work with Board to develop Public Financial Professionals Appreciation Week		no					
- Issue weekly updates to staff addressing policies, procedures, events and ongoing projects		23					
- Increase number of finance staff meetings		9					
Performance Measures							
- Complete comprehensive SWOT analysis		In progress					
- Implement strategies identified through completion of analysis		In progress					
- Number of trainings and webinars attended by staff		5					
- Implementation of cross-training and development tracking system		In progress					
- Adoption of Public Finance Professionals Appreciation Week		no					
- Number of weekly updates issued by Finance Manager		23					
- Number of staff meetings and engagement activities		4					
2. Improve financial sustainability and forecasting							
Workload Indicators							
- Work sessions to develop biennial budget process		3					
- Development and routine evaluation of forecasting model		In progress					
- Routine evaluation of financial policies		In progress					
- Routine evaluation of investments		yes					
- Number of financial webinars, seminars, and conferences attended		8					
Performance Measures							
- Transition to a biennial budget		In progress					
- Overhead and personnel costs align with sustainable rate revenue by increasing proportionately to rate increase		yes					

**2022-2027 Strategic Business Plan Implementation Status  
Lake Whatcom Water and Sewer District**

<b>Finance Department Goals</b>		<b>2022 YTD</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
- Forecasting model is utilized on a regular basis for "what if" situations, budgeting, and forecasting	In progress						
- Financial policies are kept current and practiced to align with current industry best practices and standards	yes						
- Investment revenue increases	yes						
- Financials and financial policies comply with State Auditor's Office	yes						
<b>3. Develop and implement a supplemental utility customer assistance program</b>							
Workload Indicators							
- Meet with state and local agencies to develop program and seek funding for program	In progress						
- Meet with applicable vendors/consultants representing potential approaches	In progress						
- Meet with GM and hold work sessions with Board to develop and adopt program	no						
Performance Measures							
- Number of meeting with state and local agencies	3						
- Number of meetings with GM	2						
- Number of work sessions with the Board	0						
- Implementation of program	no						
<b>4. Maximize and utilize technology to improve workflow</b>							
Workload Indicators							
- Meet with service providers to better understand the capabilities of Springbrook	In progress						
- Meet with service providers to investigate potential transition to a different financial management system	Done						
- Develop cost-benefit analysis of Springbrook vs. other system	no						
- Analyze systems' ability to accommodate growth needs, workflow improvement, and reporting	no						
- Increase staff and management trainings	2						
Performance Measures							
- Implementation of alternative system or more detailed use of Springbrook	1						
- Implementation of document management software	no						
- Number of staff and management trainings held and increased by use of software	2						

**2022-2027 Strategic Business Plan Implementation Status  
Lake Whatcom Water and Sewer District**

<b>Engineering Department Goals</b>		<b>2022 YTD</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
1. Enhance oversight, management, maintenance, and resiliency of business information, infrastructure SCADA, and cybersecurity systems						
Workload Indicators						
- Number of IT consultant support tickets generated		80				
- Number of IT consultant computer engineer support hours billed		78.5				
- Number of SCADA on-call support consultant hours billed		21.7				
- Number of SCADA, telemetry, electrical engineer consultant hours billed		0				
- Number of physical/virtual servers		2/11				
- Number of terabytes of backup storage utilized		4.97				
- Number of managed on-premise business applications		5				
- Number of telemetry communication and control systems issues reported		6				
Performance Measures						
- Develop tracking methods to collect workload indicator numbers over time		Complete				
- Develop internal tech memo analyzing job description functions		In Progress				
- Fund new position						
2. Improve water/sewer permitting process and status lookups for application, issuance, inspection, and completion						
Workload Indicators						
- Number of water/sewer permits processed annually		11				
- Est. number of permitting-related email exchanges/telephone calls received		94				
- Number of locations (electronic/paper) permitting info is entered/tracked		8				
Performance Measures						
- Explore/research systems and develop implementation costs		In Progress				
- Develop tech memo to document various options, labor efficiency gains		In Progress				
- Program implementation						
3. Increase field inspection/condition grading of assets; improve accuracy of asset locations documented in GIS						
Workload Indicators						
- Number of assets field located by GPS		In Progress				
- Number of assets inspected and assigned condition rating		In Progress				
- Number of asset locations updated in GIS		In Progress				

**2022-2027 Strategic Business Plan Implementation Status  
Lake Whatcom Water and Sewer District**

<b>Engineering Department Goals</b>	<b>2022 YTD</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
- Number of assets in Cartegraph with active Overall Condition Index decay curves	In Progress				
Performance Measures					
- Develop tech memo to est. labor available if other resources allocated to land development	no				
- Revise administrative staff job descriptions	no				
- Hire temporary GIS/engineering intern to assist with field inspection/GPS	None in 2022				

**2022-2027 Strategic Business Plan Implementation Status  
Lake Whatcom Water and Sewer District**

Operations Department Goals		2022 YTD	2023	2024	2025	2026	2027
1. Ensure continuity of potable water production that meets or exceeds regulatory requirements							
Workload Indicators							
- Number of routine water system reports submitted to agencies		30					
- Number of permit-required water treatment plant samples collected/analyzed		13					
- Number of permit-required water distribution system samples collected/analyzed		838					
- Number of hours performing equipment calibration and maintenance		384					
- Number of hours inventorying and preparing treatment chemicals		39					
Performance Measures							
- Meet all Department of Health water quality requirements		yes					
- Annual receipt of Treatment Optimization Program (TOP) award		pending					
- Annual issuance of Consumer Confidence Reports by state deadline		yes					
- Number of annual water quality customer complaints received		1					
- Operating Permit is color green		yes					
2. Sustain, and as applicable enhance, utility efficiency and resiliency through proactive maintenance of electrical systems and SCADA instrumentation							
Workload Indicators							
- Scheduled inspections of electrical cabinets, components and assoc. equipment		4					
- Scheduled repair of electrical cabinets, components and assoc. equipment		9					
- SCADA hardware/software installation and maintenance		5					
- Execution of annual contract for generator inspection/maintenance		pending					
Performance Measures							
- Number of inspections per year		4					
- Number of repairs per year		9					
- Number of generators inspected/maintained per year		pending					
3. Ensure the effective and reliable collections and conveyance of sewage out of the watershed through routine inspection and prevent. maintenance							
Workload Indicators							
- Weekly inspection of sewer lift stations		378					
- Annual inspection/maintenance of submersible pumps		28					
- Annual inspection/maintenance of Smith & Loveless priming components		12					
- Annual cleaning of all wetwells		26					

**2022-2027 Strategic Business Plan Implementation Status  
Lake Whatcom Water and Sewer District**

<b>Operations Department Goals</b>	<b>2022 YTD</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
- Labor hours expended televisign/inspecting and cleaning sewer mains	189					
- Manholes inspection	66					
- Labor hours expended to clean/inspect air relief valves	50					
<b>Performance Measures</b>						
- Number of sewer system overflows per year	1					
- Number of lift station true fail alarms per year	TBD					
- Trend of reducing annual lift station energy costs (increased efficiencies)	TBD					
- Trend of reducing costs associated with pump repairs	290,135					
- Miles of sewer main televised/inspected per year	4.34					
- Miles of sewer main cleaned per year	0.71					
- Downward trend of volume of I&I conveyed to City of Bellingham	TBD					
<b>4. Ensure the maximum operable life of District water infrastructure</b>						
<b>Workload Indicators</b>						
- Annual exercise of water valves	no					
- Annual water main/hydrant flushing	131					
- Annual pressure reducing valve inspection/repair	5					
- Pressure reducing valve rebuilds	0					
- Reservoir inspection	11					
<b>Performance Measures</b>						
- Number of valves requiring replacement per year	0					
- Number of distribution system water quality violations per year	0					
- Levels of disinfection byproducts monitored	pending					
- Number of customer complaints regarding water pressure per year	1					
- Miles of water main flushed per year	20.60					
- Number of reservoir inspections conducted per year	11					
<b>5. Maintain level-of-service expectations relative to development services</b>						
- Water/sewer connection inquiries processed	17					
- Water/sewer connection permits issued	9					
- Pre-construction meetings attended	7					
- Inspections conducted	15					

**2022-2027 Strategic Business Plan Implementation Status  
Lake Whatcom Water and Sewer District**

<b>Operations Department Goals</b>	<b>2022 YTD</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
- New water service installations	5					
Performance Measures						
- Number of permits issued within 5 working days per year	9					
- Number of inspections completed per year	21					
- Number of water connections made within 10 working days of request per year	5					



**AGENDA  
BILL  
Item 9.B**

**Engineering Department  
Report**

DATE SUBMITTED:	July 21, 2022	MEETING DATE:	July 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL	<i>Justin Day</i>		
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.



# Summary of District Projects

Report Prepared 7/20/2022

Project Number	Project Title / Tasks	Authorized Budget	Spent to Date	Amount Remaining	2022 Schedule																		
					J	F	M	A	M	J	J	A	S	O	N	D							
C 1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$1,816,583	\$1,128,839	\$687,744																			
C 1802.1	Euclid	\$834,379	\$146,635	\$687,744																			
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	\$124,097	\$35,613																			
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	Divison 30 Booster PLC and UPS Improvements	\$60,000		\$60,000																			
C 2111	Div 7 Reservoir Predesign, Esmts & Permitting	\$63,000	\$109,013	\$46,013																			
C 2112	Rocky Ridge & Lakewood Predesign and Shoreline Permitting	\$272,700	\$74,868	\$197,832																			
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting	\$153,000	\$8,187	\$144,813																			
C 2144	LWBI CIPP, and I&I	\$180,000	\$149,923	\$30,077																			
A 2146	Commissioner District Boundary Census Update	\$10,000																					
M 2120	Nov 2021 Flood Event - Emergency Response & Recovery		\$204,742																				
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	\$38,235																				
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	\$9,023	\$16,897																			
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 [Grey Box] Planned (labor not started)
  - a [Green Box] Active (labor underway)
  - c [Black Box] Completed (no further labor needed)
  - t [Red Box] Target Completion



**AGENDA  
BILL  
Item 9.C**

**Finance Department  
Report**

DATE SUBMITTED:	July 13, 2022	MEETING DATE:	July 27, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL	<i>Jennifer Signs</i>		
ATTACHED DOCUMENTS	1. 2022 Second Quarter Financial Report		
	2. 2022 Second Quarter Cash & Investment Summary		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

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

**FISCAL IMPACT**

None

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

Financial Viability

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None



Quarterly Financial Report  
Second Quarter 2022

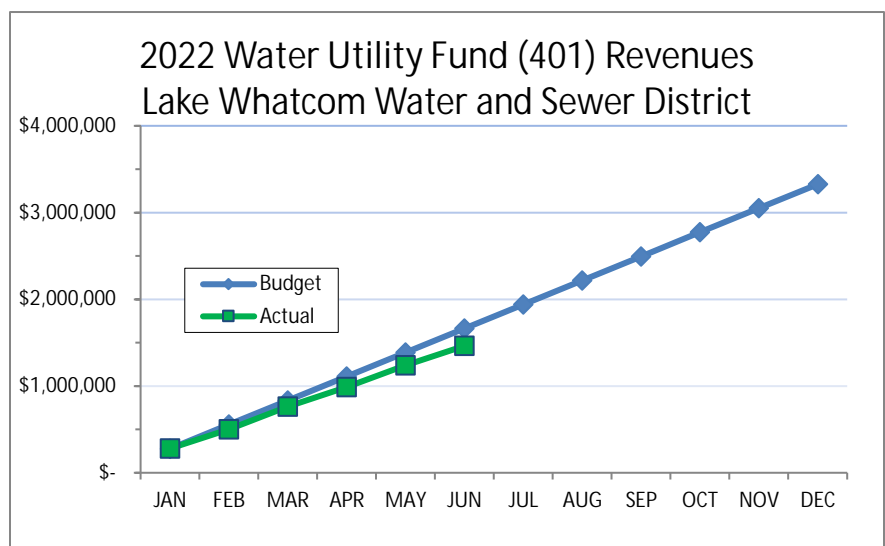
Lake Whatcom Water and Sewer District  
Bellingham, Washington

## Summary

Revenues associated with the Lake Whatcom Water and Sewer District's (District) Water Utility Fund (Fund 401) and Sewer Utility Fund (Fund 402), which serve as the primary operational funds for the District's water and sewer utilities, respectively, largely followed financial projections reflected in the 2022 Budget throughout the first half of 2022. Though expenditures of both funds slightly lagged projections, this is consistent with prior years' expenditures and due to large capital project-related expenses not anticipated to be incurred until the summer construction season. We will see the expenditures start to track more closely with the projected budget beginning in the third quarter of the year. The District continues, however, to incur expenses as a result of the emergency flood event that took place during the fourth quarter of 2021. As the recovery efforts are ongoing and are anticipated to continue throughout the year, the District will monitor these costs closely. It should be noted that it is anticipated that the majority of these costs will be offset by insurance recovery and/or FEMA public assistance grant funds. It is also important to note that the District's revenues remain relatively unaffected by the ongoing COVID-19 pandemic. Collection processes have returned to pre-pandemic standards and customer arrearages have significantly decreased since the pandemic's onset. The District is monitoring the market closely as inflation costs continue to impact operating costs and supply chain issues. Along with monitoring inflation, the District has taken advantage of rising interest rates and strategically invested funds in short-term liquid investments through Washington State's Local Government Investment Pool (LGIP) to maintain and maximize reserve funds that can be accessed quickly if needed.

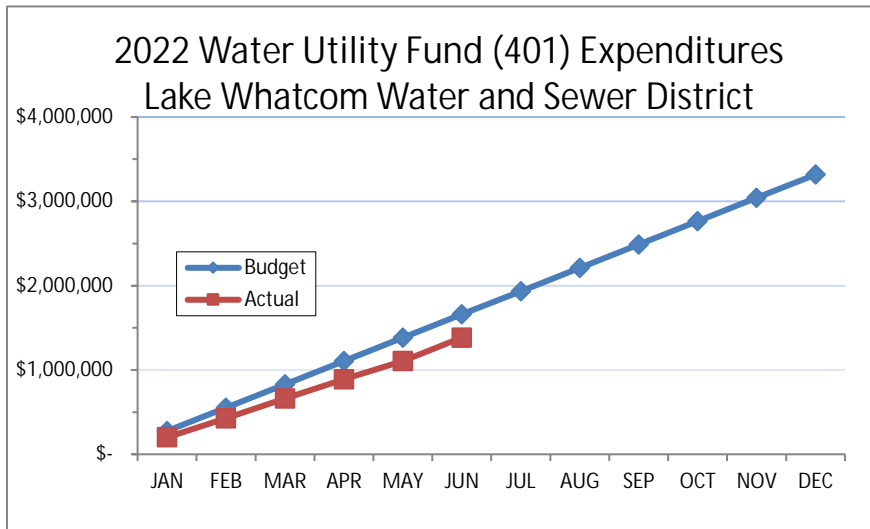
### Water Utility Fund (Fund 401)

As of June 30, 2022, Water Utility Fund revenues were \$1,462,604, which are slightly less than revenues projected through the first half of the year in the 2022 Budget (\$1,663,004). This remains consistent with prior years' revenues, which typically lag projections through the first half of each year, and then grow significantly during the third quarter due



to increased water sales (e.g., lawn watering during dry summer months). During the first quarter, the District also invested an additional \$500,000 in US Treasury Notes of which has been equally divided between the Water Utility Fund and the Sewer Utility Fund. As mentioned in the Summary above,

the District took advantage of the rising interest rates and invested \$320,000 in Washington State's LGIP during May. As a result of these additional investments in the first half of the year, the District's investment interest is at 70% of projected budget for the entire year tracking 20% higher than anticipated. The revenue from these investments is recognized in both the Water Utility and Sewer Utility Funds equally to represent the proportion of resources contributed by each fund.

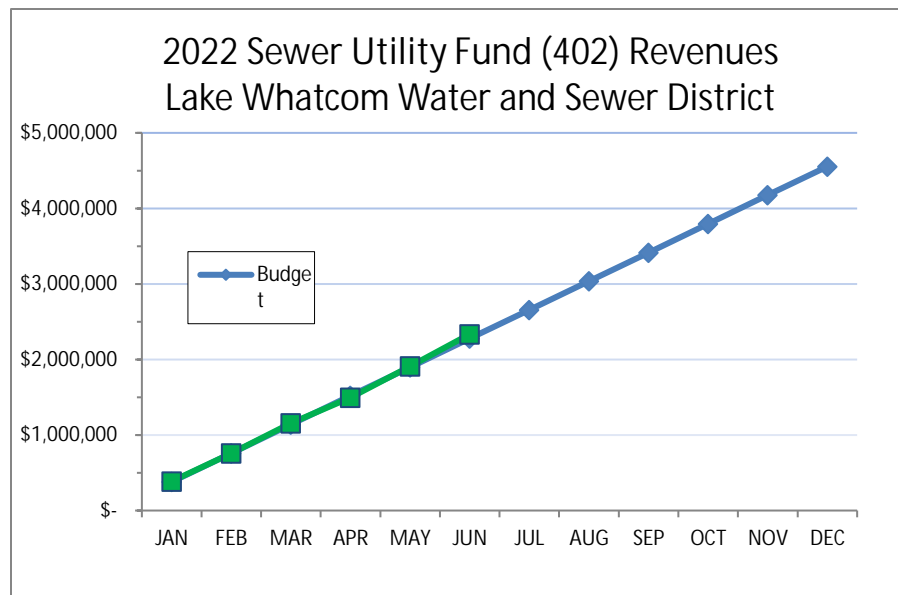


Water Utility Fund expenditures were approximately \$275,000 under budget projections as of June 30, 2022 (42% of the budget expended over the first half of the year). This is consistent with prior years, where expenditures associated with large capital improvement projects are incurred during the Lake Whatcom land disturbance

window (June 1 through September 30). That said, expenditures are anticipated to shift upward significantly in the third quarter but will remain within budgeted allocations and align with the District's Capital Improvement Plan. It should also be noted that in accordance with the District's adopted 2021 rate study, District revenues will continue to outpace expenditures in the coming years as the District plans for significant capital projects that will require reserves to be built up to ensure proper funding for the projects as outlined in the District's Capital Improvement Plan.

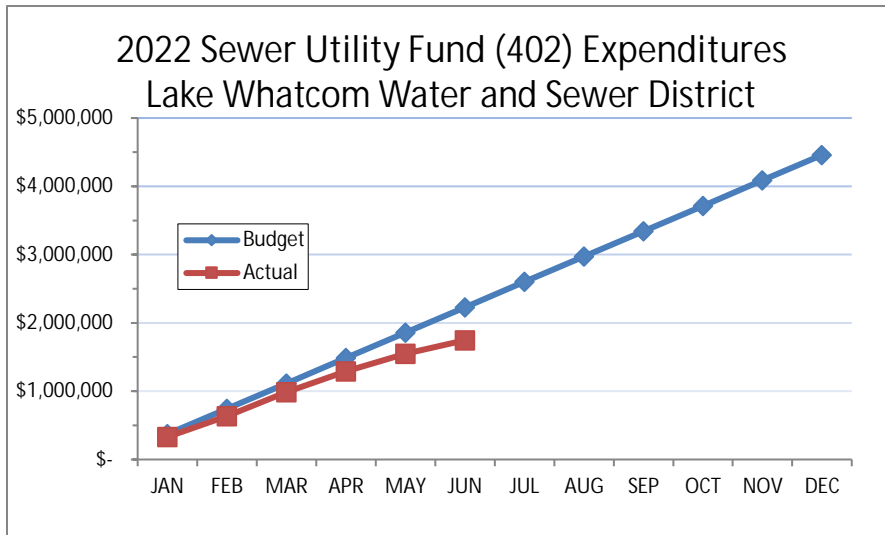
### Sewer Utility Fund (Fund 402)

Sewer Utility Fund revenues remained relatively consistent with projections during the first half of 2022 (\$2,335,160 actual vs \$2,279,180 budgeted). This is largely due to the District's uniform rate structure for sewer accounts, which allows for little variation in revenues throughout the year.



As presented in the Summary discussion above, sewer utility revenues remain relatively

unaffected by the ongoing pandemic and with collection activity returned to pre-pandemic procedures, arrearages have decreased significantly since the onset of the COVID-19 pandemic. It should also be noted as mentioned in the Water Fund, interest revenues have also increased in the Sewer Fund as a result of the additional resources being strategically invested in the first half of the year. Along with this, as the District continues to follow the adopted 2021 rate study, revenues will out pace expenditures in an effort to build reserves for large capital projects in the coming years associated mainly with the City of Bellingham’s Post Point Resource Recovery Project. The District will be required to pay for part of this project as the City of Bellingham treats the waste from the District through an interlocal agreement.



Sewer Utility Fund expenditures lagged behind projections during the first half of the year (\$1,746,107 in actual expenditures relative to \$2,229,495 budgeted). As presented in the Water Utility Fund expenditures discussion above, Sewer Utility expenditures typically increase significantly during the summer months when expenses associated with

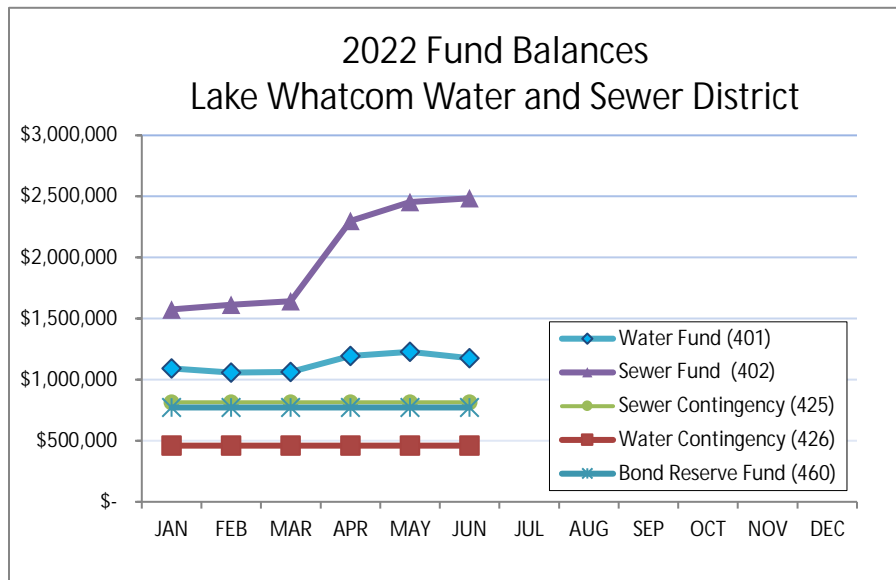
large capital improvement projects are incurred. Along with these historic trends, the District is still realizing the effects of the November 2021 flood event with increased fuel costs for back-up diesel-driven pumps, increased repair and maintenance bills, and other expenditures associated with recovery. However, as stated in the Summary at the beginning of this report, the District anticipates costs will be recovered through District insurance and/or FEMA grant funds later in the year.

### District Fund Balances

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

### Water Utility Fund (Fund 401)

The Water Utility Fund, which serves as the primary operating fund for the District's water utility, derives most of its revenue from rates charged to water customers. Fund expenditures are comprised of general operating expenses (personnel salary and benefits, professional services, utilities, etc.), payments relative to debt



service on past capital improvement projects, and expenditures on water system reinvestment-defined equipment and projects. Also managed within the Water Utility Fund are monies allocated towards an operating reserve, which is equal to the cost of operating the water utility for 90 days (\$590,000). The fund entered 2022 with a balance of \$1,034,772. Over the first half of the year, fund revenues exceeded expenditures by approximately \$140,000, with the June 30<sup>th</sup> balance being \$1,174,826. This is an increase of approximately 14%. As discussed earlier, the overall fund balance is anticipated to increase throughout 2022 in an effort to build reserves for significant future capital projects in the coming years. This surplus is assigned through the adopted 2021 rate study.

### Sewer Utility Fund (Fund 402)

Like the Water Utility Fund, the Sewer Utility Fund serves as the primary operating fund for the District's sewer utility. Revenues are comprised primarily of rates charged to sewer customers, and expenditures consist of general operating expenses (personnel salary and benefits, professional services, utilities, etc.), payments relative to debt service on past capital improvement projects, and expenditures on sewer system reinvestment-defined equipment and projects. Also managed within the fund are monies allocated towards an operating reserve, which is equal to the cost of operating the sewer utility for 60 days (\$470,000). The fund entered 2022 with a balance of \$2,105,875. Over the first half of the year, fund revenues outpaced expenditures approximately \$379,000, resulting in a June 30<sup>th</sup> fund balance of \$2,484,982. This is an increase of approximately 18%. As discussed earlier, the overall fund balance is anticipated to increase throughout 2022 in an effort to build fund balances for significant future capital projects in the coming years. This surplus is assigned through the adopted 2021 rate study.

#### Sewer Contingency Reserve (Fund 425)

A sewer contingency reserve is maintained in accordance with District financial policies at one percent of the sewer utility infrastructure replacement cost (\$815,000). This fund provides for paying for unanticipated costs that may be incurred by the Sewer Utility. The Sewer Contingency Reserve was fully funded throughout the first half of 2022.

#### Water Contingency Reserve (Fund 426)

A water contingency reserve is maintained in accordance with District financial policies at one percent of the water utility infrastructure replacement cost (\$460,000). This fund provides for paying for unanticipated costs that may be incurred by the Water Utility. The Water Contingency Reserve was fully funded throughout the first half of 2022.

#### Bond Reserve Fund (Fund 460)

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

#### District Investments

In accordance with its financial policies, the District invests its funds in a manner that provides the highest return with maximum security while meeting daily cash flow demands. Attached is the Investment/Cash Summary as of June 30, 2022.





LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 6/30/2022

Petty Cash	\$	1,600	
Cash	\$	817,238	0.00%
Public Funds Account	\$	<u>503,722</u>	0.50%
WA Federal	\$	1,322,560	
Local Gov't Investment Pool	\$	557,480	1.01%

		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		<u>(\$4,438)</u>		
US Bank Safekeeping		\$ 3,827,102		
TOTAL		<u>\$ 5,707,142</u>		

USE OF FUNDS:

Bond Reserve - Restricted	\$	772,334
Contingency - Assigned	\$	1,275,000
Operating Reserves	\$	1,060,000
Unassigned	\$	2,599,808
		<u>\$ 5,707,142</u>

Fund Balance Summary

Water Utility Fund (401)	\$	1,174,826
Sewer Utility Fund (402)	\$	2,484,982
Sewer Contingency Fund (425)	\$	815,000
Water Contingency Fund (426)	\$	460,000
Bond Reserve Fund (460)	\$	<u>772,334</u>
		<u>\$ 5,707,142</u>



**AGENDA  
BILL  
Item 9.D**

**Operations Department  
Report**

DATE SUBMITTED:	July 21, 2022	MEETING DATE:	July 27, 2022
TO: BOARD OF COMMISSIONERS		FROM: Brent Winters, Operations Manager	
GENERAL MANAGER APPROVAL		<i>Brent Winters</i>	
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 July 27 ,2022 Board Meeting  
Data Compiled 07/27/22 by RH, BW, RM

State Required Report Status													
Monthly Reports													
Name Of Report	Completed	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	x	x	x	x	x	x	x					
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	x	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 6/13/22	SV 6/13/22	EagleR 6/13/22	Agate Ht 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											

### Safety Program Summary

Completed by Rich Munson & Brent Winters

#### Summary of Annual Safety Training

*2022 Testing Period - Jan 1, 2021 to April 30, 2021*

	% Complete
Engineering - Managers	86% (Two new employees)
Engineering - Staff	100%
Field Crew - Managers	100%
Field Crew - Staff	100%
Office - Managers	100%
Office - Staff	100%
<b>Overall</b>	<b>100%</b>

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

#### Dates of Completed Safety Committee Meetings

1/21/2022	5/26/2022	
2/24/2022	6/23/2022	
3/24/2022		
4/28/2022		

#### Summary of Work-Related Injuries & Illnesses

	Current Month	2022	2021	2020	2019	2018
<b>Total Number of Work Related Injuries</b>						
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						
<b>Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)</b>	0	0	0	0	0	0
<b>Total Number of Days Away from Work (at home, in hospital, not at work)</b>	0	0	0	0	0	0
<b>Near Misses</b>	0	0	0	0	2	2

#### Safety Coordinator Update

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**Status of District Water and Sewer Systems**  
**Prepared by Brent Winters Operations and Maintenance Manager**  
**7/27/2022 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>	
	<p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> <li>1. Sudden Valley <ol style="list-style-type: none"> <li>a. Plant is operating well, averaging .6 million gallons per day (MGD) at 800 GPM.</li> </ol> </li> <li>2. Agate Heights <ol style="list-style-type: none"> <li>a. Plant is operating well.</li> </ol> </li> </ol> <p><i>Distribution System</i></p> <ol style="list-style-type: none"> <li>1. Repaired service line leaks on Rocky Ridge, Meadow Ct, Area Z, Austin Lane, Whitney St.</li> <li>2. Installed new water services on Green Hill, Louise View, Sudden Valley Rd.</li> <li>3. Pressure washed Geneva, Division 7, Division 22 reservoirs.</li> </ol>
<b>Sewer Utility Activities</b>	
	<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> <li>1. North Point <ol style="list-style-type: none"> <li>a. Both new pumps have been installed and are working well.</li> <li>b. Spare new pump ship date is October 17<sup>th</sup>.</li> </ol> </li> <li>2. Airport <ol style="list-style-type: none"> <li>a. Pump 2 failed and is under repair. District owned Rain For Rent pump as backup.</li> </ol> </li> </ol> <p><i>Collection System</i></p> <ol style="list-style-type: none"> <li>1. Televising project is on hold until the camera van repairs are completed.</li> </ol>
<b>Fleet</b>	
	<p><i>Vehicles</i></p> <ol style="list-style-type: none"> <li>1. Camera van is in the shop for repair to the camera system.</li> </ol> <p><i>Equipment</i></p> <ol style="list-style-type: none"> <li>1. All equipment is ready to go to work.</li> </ol>
<b>Facilities</b>	
	<p><i>Shop Building</i></p> <ol style="list-style-type: none"> <li>1. Staff electrician is replacing standard light bulbs with LED energy efficient lamps. PSE instant rebate program is making the project very affordable.</li> </ol>
<b>Training</b>	
	<ol style="list-style-type: none"> <li>1. Nothing new to report.</li> </ol>
<b>Development</b>	
	<ol style="list-style-type: none"> <li>1. Inspector is actively working with sixteen (16) permit holders making connection to our system.</li> </ol>