



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting: Wed August 31, 2022
8:00 am — 10:00 am

Join the meeting from your computer, tablet smartphone: <https://meet.goto.com/317727397>

You can also dial in using your phone.

Call: [+1 \(669\) 224-3412](tel:+16692243412) Access Code: 317-727-397 Press *6 to mute/unmute your microphone

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

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

ATTENDING A MEETING

How to Participate

MEETINGS ARE HYBRID

Our meetings are held in a hybrid format. You may attend in person at our administrative office or virtually through the GoTo platform.



COMMUNICATING WITH US



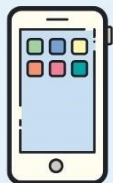
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

ATTENDING ANONYMOUSLY

If you wish to observe a meeting, but do not plan to actively participate, you may attend anonymously. Turn off your mic & camera, and change display name to "Observation Only."



ACCESS INFORMATION



We use GoTo for virtual access to our meetings. Download the app, sign in through your browser, or use a phone to call in for audio-only participation. Access information for specific meetings is in the meeting packet.

QUESTIONS?

If you have questions about attending an upcoming meeting, please contact Administrative Assistant Rachael Hope at rachael.hope@lwbsd.org or 360-734-9224.



Public Comment Periods

Lake Whatcom Water & Sewer District's Board of Commissioners values feedback, questions, and concerns from our constituents. The public comment period is....



Our Meetings

Regular Meetings of the Board of Commissioners are held on the second Wednesday of each month at 6:30 pm and the last Wednesday of each month at 8:00 am.





LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

August 31, 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. Board of Commissioners Position No. 4 Appointment and Oath of Office
 - B. RE Sources Post Point Resource Recovery Project Concerns Presentation
 - C. 2022 Budget Amendment No. 1
 - D. Division 30 Booster Station/Sudden Vally Lift Station PLC Improvement Project Design Task Authorization
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:	August 25, 2022	MEETING DATE:	August 31, 2022
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL	<i>Rachael Hope</i>		
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 08.30.2022****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 7/27/22 Regular Board Meeting
- Payroll for Pay Period #16 (07/23/2022 through 08/05/2022) totaling \$48,688.68
- Payroll Benefits for Pay Period #16 totaling \$53,569.96
- Accounts Payable Vouchers totaling \$129,126.56
- Payroll for Pay Period #17 (08/06/2022 through 08/19/2022) totaling \$50,053.06
- Payroll Benefits for Pay Period #17 totaling \$53,674.10
- 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

July 27, 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	Finance Manager/Treasurer Jenny Signs
Commissioner John Carter	Operations & Maintenance Manager Brent Winters
Commissioner Bruce Ford	Recording Secretary Rachael Hope

Also in attendance were:

- Kristin Hemenway, District Construction Engineer
- Rich Munson, District Safety Officer/Engineering Technician
- Tage Aaker, Zech Hazel, and John Ghilarducci of FCS Group

All attendees participated remotely by phone or video conferencing.

Roll Call

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

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- **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) totaling \$50,035.76**
- **Payroll Benefits for Pay Period #15 totaling \$53,990.13**
- **Second Quarter 2022 Payroll Taxes totaling \$11,058.25**
- **Accounts Payable Vouchers totaling \$80,015.64**

Motion passed.

Preliminary General Facilities Charges Analysis Presentation

Signs explained that 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. The most recent review of the District's cost-based General Facilities Charges (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 regarding 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. Tage Aaker of FCS Group gave a report on this analysis, assisted by Zech Hazel and John Ghilarducci. Discussion followed.

At 9:00, Abele was excused from the meeting due to a prior commitment, and Citron assumed governance of the meeting.

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

Clary recalled that 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, a new representative was needed to attend the remaining two Policy Group meetings in September and December of 2022.

Action Taken

Ford moved, Carter seconded to appoint Commissioner Citron to serve as the District's representative on the Lake Whatcom Management Program Policy Group for the remainder of the 2022 calendar year. Motion passed.

General Manager's Report

Clary updated the Board on several topics including a recent meeting with City of Bellingham staff regarding the Post Point Resource Recovery Project, a potential future visit to the District from Congressman Rick Larsen, and an update on the vacant commissioner position. Discussion followed.

Engineering Department Report

In Hunter's absence, Clary provided a brief update on district projects, including inflow and infiltration (I&I) repairs and projects currently out to bid. Discussion followed.

Finance Department Report

Signs reported that the District's recent investment in US Treasury Notes is doing well, and that interest earnings in the local government investment pool have surpassed predictions. She also highlighted the District's fund balances and gave an update on customer delinquencies.

Operations & Maintenance Department Report

Winters gave a report on field crew operations, including continued safety & tailgate meetings, increased seasonal demand at the Sudden Valley Water Treatment Plant, and development activity in the District. Discussion followed.

With no further business, Citron adjourned the Regular Session at 9:31 a.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: 12:05:42 Date: 08/08/2022

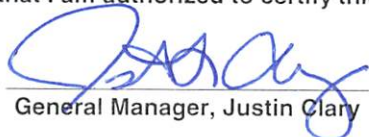
08/11/2022 To: 08/11/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2366	08/11/2022	Payroll	5	EFT		3,551.49	07/23/2022 - 08/05/2022 PR 16
2367	08/11/2022	Payroll	5	EFT		3,839.61	07/23/2022 - 08/05/2022 PR 16
2368	08/11/2022	Payroll	5	EFT		2,689.01	07/23/2022 - 08/05/2022 PR 16
2369	08/11/2022	Payroll	5	EFT		1,980.14	07/23/2022 - 08/05/2022 PR 16
2371	08/11/2022	Payroll	5	EFT		1,871.57	07/23/2022 - 08/05/2022 PR 16
2372	08/11/2022	Payroll	5	EFT		3,015.81	07/23/2022 - 08/05/2022 PR 16
2373	08/11/2022	Payroll	5	EFT		2,213.96	07/23/2022 - 08/05/2022 PR 16
2374	08/11/2022	Payroll	5	EFT		3,479.98	07/23/2022 - 08/05/2022 PR 16
2375	08/11/2022	Payroll	5	EFT		2,170.74	07/23/2022 - 08/05/2022 PR 16
2376	08/11/2022	Payroll	5	EFT		2,431.76	07/23/2022 - 08/05/2022 PR 16
2377	08/11/2022	Payroll	5	EFT		2,590.04	07/23/2022 - 08/05/2022 PR 16
2378	08/11/2022	Payroll	5	EFT		1,450.92	07/23/2022 - 08/05/2022 PR 16
2379	08/11/2022	Payroll	5	EFT		2,173.80	07/23/2022 - 08/05/2022 PR 16
2380	08/11/2022	Payroll	5	EFT		3,351.85	07/23/2022 - 08/05/2022 PR 16
2381	08/11/2022	Payroll	5	EFT		2,012.46	07/23/2022 - 08/05/2022 PR 16
2382	08/11/2022	Payroll	5	EFT		1,328.80	07/23/2022 - 08/05/2022 PR 16
2383	08/11/2022	Payroll	5	EFT		2,961.15	07/23/2022 - 08/05/2022 PR 16
2384	08/11/2022	Payroll	5	EFT		4,089.53	07/23/2022 - 08/05/2022 PR 16
2370	08/11/2022	Payroll	5	13141		1,486.06	07/23/2022 - 08/05/2022 PR 16
						401 Water Fund	15,081.88
						402 Sewer Fund	33,606.80

48,688.68 Payroll: 48,688.68

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 8/8/2022
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: 12:12:16 Date: 08/08/2022

08/11/2022 To: 08/11/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2385	08/11/2022	Payroll	5	EFT	UNITED STATES TREASURY	18,076.95	941 Deposit for Pay Cycle(s) 08/11/2022 - 08/11/2022
2386	08/11/2022	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 08/11/2022 To 08/11/2022 - SUP ENF
2387	08/11/2022	Payroll	5	13142	AFLAC	354.85	Pay Cycle(s) 08/11/2022 To 08/11/2022 - AFLAC Pre-Tax; Pay Cycle(s) 08/11/2022 To 08/11/2022 - AFLAC Post-Tax
2388	08/11/2022	Payroll	5	13143	AFSCME LOCAL	379.20	Pay Cycle(s) 08/11/2022 To 08/11/2022 - Union Dues; Pay Cycle(s) 08/11/2022 To 08/11/2022 - Union Fund
2389	08/11/2022	Payroll	5	13144	DEPARTMENT OF RETIREMENT SYSTEMS	4,985.50	Pay Cycle(s) 08/11/2022 To 08/11/2022 - DCP
2390	08/11/2022	Payroll	5	13145	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 08/11/2022 To 08/11/2022 - VEBA
2391	08/11/2022	Payroll	5	13146	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 08/11/2022 To 08/11/2022 - ICMA
2392	08/11/2022	Payroll	5	13147	WA ST HEALTH CARE AUTHORITY	16,619.28	Pay Cycle(s) 08/11/2022 To 08/11/2022 - PEBB Medical; Pay Cycle(s) 08/11/2022 To 08/11/2022 - PEBB ADD LTD; Pay Cycle(s) 08/11/2022 To 08/11/2022 - PEBB SMK Surcharge; Pay Cycle(s) 08/11/2022 To 08/11/2022
2393	08/11/2022	Payroll	5	13148	WA ST PUBLIC EMP RET PLAN 2	9,072.59	Pay Cycle(s) 08/11/2022 To 08/11/2022 - PERS 2
2394	08/11/2022	Payroll	5	13149	WA ST PUBLIC EMP RET PLAN 3	3,183.25	Pay Cycle(s) 08/11/2022 To 08/11/2022 - PERS 3
						39,654.19	
401 Water Fund						13,915.77	
402 Sewer Fund						53,569.96	Payroll:

53,569.96

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District


Time: 12:12:16 Date: 08/08/2022

08/11/2022 To: 08/11/2022

Page: 2

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

Sign  Date 8/8/2022
 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

ACCOUNTS PAYABLE

CHECK REGISTER

Lake Whatcom W-S District

Time: 14:40:25 Date: 08/10/2022

08/10/2022 To: 08/10/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2411	08/10/2022	Claims	5	13150	A&M NORTHWEST ENTERPRISES LLC	30.00	140099014 - 1850 LAKE WHATCOM BLVD OFFICE
2412	08/10/2022	Claims	5	13151	DAVID & KALLY ADAMS	257.58	180023051 - 146 WINDWARD DR
2413	08/10/2022	Claims	5	13152	ARAMARK UNIFORM SERVICES	134.21	
2414	08/10/2022	Claims	5	13153	CARE MEDICAL GROUP	455.00	
2415	08/10/2022	Claims	5	13154	CARMICHAEL CLARK, P.S.	4,179.00	
2416	08/10/2022	Claims	5	13155	JOANNE CARNEY	257.58	220022173 - 184 HARBOR VIEW DR
2417	08/10/2022	Claims	5	13156	CENTURYLINK	2,531.53	
2418	08/10/2022	Claims	5	13157	CITY OF BELLINGHAM (SEWER)	58,573.86	
2419	08/10/2022	Claims	5	13158	CITY OF BELLINGHAM - NORTHSHORE	4,956.58	
2420	08/10/2022	Claims	5	13159	CITY OF BELLINGHAM-OFFICE	297.13	
2421	08/10/2022	Claims	5	13160	RICKY & KAREN CLARK	78.34	220022063 - 8 NORTH SUMMIT DR
2422	08/10/2022	Claims	5	13161	CLEAR WATER SYSTEMS, INC	48.91	
2423	08/10/2022	Claims	5	13162	COMCAST - LAKEVIEW	266.57	
2424	08/10/2022	Claims	5	13163	COMCAST - LAKEWAY	246.61	
2425	08/10/2022	Claims	5	13164	CORE & MAIN LP	26,857.50	
2426	08/10/2022	Claims	5	13165	DATABAR	338.77	
2427	08/10/2022	Claims	5	13166	EDGE ANALYTICAL INC	1,456.81	
2428	08/10/2022	Claims	5	13167	F C S GROUP	5,983.75	
2429	08/10/2022	Claims	5	13168	FRONT DESK	208.00	
2430	08/10/2022	Claims	5	13169	GUARDIAN SECURITY	455.22	
2431	08/10/2022	Claims	5	13170	HARDWARE SALES INC	89.11	
2432	08/10/2022	Claims	5	13171	HD FOWLER COMPANY	6,199.77	
2433	08/10/2022	Claims	5	13172	HEALTH PROMOTION NORTHWEST EAP	150.00	
2434	08/10/2022	Claims	5	13173	JCI JONES CHEMICAL, INC.	1,580.80	
2435	08/10/2022	Claims	5	13174	KELLEY CONNECT	843.22	
2436	08/10/2022	Claims	5	13175	MCI	40.34	
2437	08/10/2022	Claims	5	13176	NATIONAL SAFETY, INC	209.49	
2438	08/10/2022	Claims	5	13177	NORTH COAST ELECTRIC CO	76.78	
2439	08/10/2022	Claims	5	13178	OASYS INC.	90.23	
2440	08/10/2022	Claims	5	13179	ON-HOLD CONCEPTS INC	24.95	
2441	08/10/2022	Claims	5	13180	PACIFIC TURFF CLEANING	920.00	
2442	08/10/2022	Claims	5	13181	PROSCAPES, INC	2,720.00	
2443	08/10/2022	Claims	5	13182	PUMP TECH	2,024.80	
2444	08/10/2022	Claims	5	13183	SANITARY SERVICE CO	350.11	
2445	08/10/2022	Claims	5	13184	UTILITIES UNDERGROUND LOCATING	107.07	
2446	08/10/2022	Claims	5	13185	VSH, PLLC	4,950.00	2021 Financial Statements
2447	08/10/2022	Claims	5	13186	WEBCHECK, INC.	408.00	
2448	08/10/2022	Claims	5	13187	WEX BANK	664.35	
2449	08/10/2022	Claims	5	13188	WHITNEY EQUIPMENT CO, INC	64.59	

401 Water Fund
402 Sewer Fund

42,831.14
86,295.42

* Transaction Has Mixed Revenue And Expense Accounts

129,126.56

Claims: 129,126.56

CHECK REGISTER

Lake Whatcom W-S District


Time: 14:40:25 Date: 08/10/2022

08/10/2022 To: 08/10/2022

Page: 2

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

Sign  Date 8/10/2022
General Manager, Justin Clary

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

Board President, Laura Abele

Attest : _____
Recording Secretary, Rachael Hope

Approved by motion at _____ Regular _____ Special Board Meeting on _____
Date Approved

CHECK REGISTER

PAYROLL

Lake Whatcom W-S District

Time: 13:11:31 Date: 08/22/2022

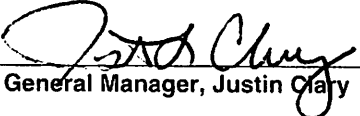
08/25/2022 To: 08/25/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2519	08/25/2022	Payroll	5	EFT		330.60	08/06/2022 - 08/19/2022 PR 17
2520	08/25/2022	Payroll	5	EFT		468.51	08/06/2022 - 08/19/2022 PR 17
2521	08/25/2022	Payroll	5	EFT		469.71	08/06/2022 - 08/19/2022 PR 17
2522	08/25/2022	Payroll	5	EFT		3,549.07	08/06/2022 - 08/19/2022 PR 17
2523	08/25/2022	Payroll	5	EFT		2,616.40	08/06/2022 - 08/19/2022 PR 17
2524	08/25/2022	Payroll	5	EFT		2,704.35	08/06/2022 - 08/19/2022 PR 17
2526	08/25/2022	Payroll	5	EFT		3,058.53	08/06/2022 - 08/19/2022 PR 17
2528	08/25/2022	Payroll	5	EFT		1,894.23	08/06/2022 - 08/19/2022 PR 17
2529	08/25/2022	Payroll	5	EFT		3,015.81	08/06/2022 - 08/19/2022 PR 17
2530	08/25/2022	Payroll	5	EFT		2,214.29	08/06/2022 - 08/19/2022 PR 17
2531	08/25/2022	Payroll	5	EFT		3,475.57	08/06/2022 - 08/19/2022 PR 17
2532	08/25/2022	Payroll	5	EFT		3,374.19	08/06/2022 - 08/19/2022 PR 17
2533	08/25/2022	Payroll	5	EFT		2,389.37	08/06/2022 - 08/19/2022 PR 17
2534	08/25/2022	Payroll	5	EFT		2,591.78	08/06/2022 - 08/19/2022 PR 17
2535	08/25/2022	Payroll	5	EFT		1,642.38	08/06/2022 - 08/19/2022 PR 17
2536	08/25/2022	Payroll	5	EFT		2,173.84	08/06/2022 - 08/19/2022 PR 17
2537	08/25/2022	Payroll	5	EFT		3,352.65	08/06/2022 - 08/19/2022 PR 17
2538	08/25/2022	Payroll	5	EFT		1,924.49	08/06/2022 - 08/19/2022 PR 17
2539	08/25/2022	Payroll	5	EFT		1,270.30	08/06/2022 - 08/19/2022 PR 17
2540	08/25/2022	Payroll	5	EFT		2,961.15	08/06/2022 - 08/19/2022 PR 17
2541	08/25/2022	Payroll	5	EFT		2,619.91	08/06/2022 - 08/19/2022 PR 17
2525	08/25/2022	Payroll	5	13189		469.71	7/5/2022, 7/13/2022, 7/20/2022, 7/27/2022
2527	08/25/2022	Payroll	5	13190		1,486.22	08/06/2022 - 08/19/2022 PR 17
						14,810.55	
						35,242.51	
						50,053.06	

50,053.06 Payroll: 50,053.06

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 8/22/2022
 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: 13:17:45 Date: 08/22/2022

08/25/2022 To: 08/25/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2542	08/25/2022	Payroll	5	EFT	UNITED STATES TREASURY	18,246.43	941 Deposit for Pay Cycle(s) 08/25/2022 - 08/25/2022
2543	08/25/2022	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 08/25/2022 To 08/25/2022 - SUP ENF
2544	08/25/2022	Payroll	5	13191	AFLAC	354.85	Pay Cycle(s) 08/25/2022 To 08/25/2022 - AFLAC Pre-Tax; Pay Cycle(s) 08/25/2022 To 08/25/2022 - AFLAC Post-Tax
2545	08/25/2022	Payroll	5	13192	AFSCME LOCAL	379.20	Pay Cycle(s) 08/25/2022 To 08/25/2022 - Union Dues; Pay Cycle(s) 08/25/2022 To 08/25/2022 - Union Fund
2546	08/25/2022	Payroll	5	13193	DEPARTMENT OF RETIREMENT SYSTEMS	4,985.50	Pay Cycle(s) 08/25/2022 To 08/25/2022 - DCP
2547	08/25/2022	Payroll	5	13194	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 08/25/2022 To 08/25/2022 - VEBA
2548	08/25/2022	Payroll	5	13195	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 08/25/2022 To 08/25/2022 - ICMA
2549	08/25/2022	Payroll	5	13196	WA ST HEALTH CARE AUTHORITY	16,621.73	Pay Cycle(s) 08/25/2022 To 08/25/2022 - PEBB Medical; Pay Cycle(s) 08/25/2022 To 08/25/2022 - PEBB ADD LTD; Pay Cycle(s) 08/25/2022 To 08/25/2022 - PEBB SMK Surcharge; Pay Cycle(s) 08/25/2022 To 08/25
2550	08/25/2022	Payroll	5	13197	WA ST PUBLIC EMP RET PLAN 2	8,999.05	Pay Cycle(s) 08/25/2022 To 08/25/2022 - PERS 2
2551	08/25/2022	Payroll	5	13198	WA ST PUBLIC EMP RET PLAN 3	3,189.00	Pay Cycle(s) 08/25/2022 To 08/25/2022 - PERS 3
						39,560.34	
						14,113.76	
						53,674.10	Payroll:
							53,674.10

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District


Time: 13:17:45 Date: 08/22/2022

08/25/2022 To: 08/25/2022

Page: 2

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

Sign  Date 8/22/2022
 General Manager, Justin Clary

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

Board President, Laura Abele

Attest : _____
Recording Secretary, Rachael Hope

Approved by motion at _____ Regular _____ Special Board Meeting on _____
Date Approved



**AGENDA
BILL
Item 7.A**

**Board of Commissioners
Position No. 4 Appointment
and Oath of Office**

DATE SUBMITTED:	August 17, 2022	MEETING DATE:	August 31, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Applications received for appointment to Position No. 4		
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 Lake Whatcom Water and Sewer District is a special purpose district authorized under Title 57 Revised Code of Washington (RCW). The District is governed by five (5) commissioners who set the policies and rates of the District. The District is divided into five distinct *commissioner districts*; each represented by a resident elected from that commissioner district to serve a six-year term of office.

Commissioner Leslie McRoberts resigned from Position No. 4 during a regularly scheduled board meeting on June 29, 2022. [RCW 42.12.070](#), Filling nonpartisan vacancies, defines associated District-deadlines for filling the vacant position. Per Paragraph 4, the Board has 90 days to appoint a qualified person to the vacant position (September 27 for the Position No. 4 vacancy). If the Board fails to act by this deadline, the authority turns over to the Whatcom County Council, which has an additional 90 days to fill the vacancy (December 26 for the Position No. 4 vacancy). If the County Council fails to act by this deadline, the authority turns over to remaining members of the District Board of Commissioners to petition the governor to fill the vacancy. The individual appointed by the Board will hold the position until the general election in November 2023, at which point the individual elected to Position No. 4 will hold the office for the remainder of the current term (through December 31, 2027).

The District began advertising for applications for appointment to Position No. 4 during the week of July 4 (website/Facebook posts, mailers to residents of Position No. 4, and advertisement in the Sudden Valley Views). Applications were due by 5:00 p.m. on August 5, 2022. The District received three applications from residents of the Position No. 4 district. The Board of Commissioners conducted interviews of the three applicants during a special meeting of Board held on August 24, 2022.

FISCAL IMPACT

No fiscal impact is anticipated with appointment of an individual to Commissioner Position No. 4.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Stakeholder Understanding & Support

RECOMMENDED BOARD ACTION

Staff recommends the Board appoint its preferred applicant to Position No. 4.

PROPOSED MOTION

A recommended motion is:

“I move to appoint _____ to Position No. 4 of the Lake Whatcom Water and Sewer District Board of Commissioners.”

Following appointment, an oath of office will be facilitated by Rachael Hope, Clerk to the Board.

“I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of Lake Whatcom Water and Sewer District Commissioner District No. 4 in and for the County of Whatcom, State of Washington, according to law and to the best of my ability.”



**AGENDA
BILL
Item 7.B**

**RE Sources Post Point Resource
Recovery Project Concerns
Presentation**

DATE SUBMITTED:	August 17, 2022	MEETING DATE:	August 31, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. RE Sources letter dated July 19, 2022		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

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

Based upon the community’s concern with the potential for PFAS in the compostable end product of the proposed digestion process, the City has held significant discussion pertaining to the current Resource Recovery Project, and if any additional processes should be considered to address PFAS. RE Sources, a Bellingham-based non-profit organization whose focus is protection of the environment and communities of the central Salish Sea, issued a letter dated July 19, 2022 (attached), to a number of state, local and tribal governments, and community stakeholders regarding its concerns with the project. Kirsten McDade, Pollution Prevention Specialist with RE Sources, has agreed to present these concerns to the Board.

FISCAL IMPACT

No impacts will be incurred in the 2022 Budget. Based upon the interlocal agreement between the City and District for wastewater treatment, the District’s share of any capital improvements to the Post Point WWTP will be 4.8% of the total costs (currently estimated at approximately \$12.5 million in 2028). An additional PFAS treatment system, is warranted, is estimated to significantly increase this cost projection.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

- Product Quality
- Financial Viability
- Infrastructure Strategy and Performance
- Community Sustainability

RECOMMENDED BOARD ACTION

No action recommended at this time.

PROPOSED MOTION

Not applicable.

19 July 2022

RE: Sewage-Solid Waste Treatment and Disposal in Whatcom and Skagit Counties

Dear Elected officials, Tribal members, Natural Resource Agencies, Community organizations and members;

We are writing to you today to provide an update and some insights into the City of Bellingham's plan to renovate the solid waste stream at Post Point Wastewater Treatment Plant and how this decision could potentially impact both Whatcom and Skagit Counties. ***We are looking for strong leadership to help solve our sewage-solid waste problems which will involve a collective approach and access to federal funding.***

On April 11, the City Council unanimously gave the green light to proceed with renovating and redeveloping the entire solids processing plant at Post Point that includes processing the sewage solids with anaerobic digesters. Bellingham's wastewater treatment plant produces more solids than all of the other wastewater treatment plants in Whatcom County combined. The project is expected to cost more than \$240 million and utility rates are expected to quadruple in the next few years.

This price tag, however, does not include a safe and sustainable plan to manage the resulting toxic biosolids. This is because anaerobic digesters break down the food-like organic material in the solid waste, but they do not break down the thousands of hazardous chemicals including microplastics, PFAS, and other 'forever chemicals' that are also present. If these biosolids are applied to lands in our region as compost, as is the current plan, it would most likely occur on Whatcom and Skagit farmland which could have devastating, long-term environmental and health effects, as documented in numerous other locations in the U.S. and abroad.

We are grateful that the Bellingham City Council also voted to fund a study that would investigate different uses and technologies to process the sewage-biosolids. Thermal processes such as pyrolysis or gasification can destroy PFAS and other 'forever chemicals' while meeting greenhouse gas reduction goals, but will come with a higher price tag. In addition, the very large proposed anaerobic digesters will not leave any space on the property to build additional solids processing infrastructure so it will have to occur off site. There is significant concern in our community that land spreading will be chosen because it will be the cheapest, fastest, and easiest option in the short-term but with dire long-term consequences.

Research shows that *thousands* of unregulated chemical contaminants have been identified in sewage sludge including: 27 metals, PFAS (per- and polyfluoroalkyl substance), microplastics, flame retardants, pesticides, personal care products, pharmaceuticals, and hormones.^{1,2,3} Lab results conducted recently on sewage sludge taken from Post Point concur that these solids *are* contaminated.⁴ Once the biosolids are applied to land the contaminants can migrate in the air, into drinking water, into surface water, and even into our food. ***Current national and state biosolid regulations do not protect human health or the environment.***

PFAS is of particular concern because it has recently been found in dangerously high levels on farmland and in drinking water across the nation because of the land application of biosolids.⁵ ***Farmers have lost their land, their cattle, and their livelihoods to PFAS contamination and, in response, states such as Maine have begun to ban land-spreading of biosolids.***⁶ This situation will only worsen as we test more land for PFAS and learn more about the toxicity of PFAS. Case in point, the EPA just announced that there is ***no safe level*** for two of the more common PFAS molecules.⁷ This means that even undetectable amounts of PFAS can lead to compromised immune systems, developmental delays, cancers, hypertension, and endocrine disruption (and this is only PFAS - not the other thousands of chemicals found in biosolids).⁸ It would be a tragedy to see this type of preventable contamination occur in Whatcom and Skagit Counties.

Most wastewater treatment plants were created in the 1970's soon after the Clean Water Act was implemented and the majority are outdated and in need of renovations or rebuilds, including those in Whatcom and Skagit Counties. We believe that this is an excellent opportunity for treatment plants in our area to collaborate and pool resources to potentially address these solid waste problems together - this is not only a toxics problem but a greenhouse gas emissions problem. There are over 20 facilities in Whatcom and Skagit counties that could be involved in a coordinated and sustainable solid waste management project. Facilities all over the world have started building sewage-solids treatment plants that are carbon neutral as well as manage toxic contaminants including in the nearby community Edmonds, WA.⁹ By implementing thermal technologies we can recover resources such as syngas and biochar without contributing further to global warming. With our productive farmland, ingenuity, and close ties to our environment, Whatcom and Skagit Counties are ideal places to support and invest in clean, healthy technologies.

We need strong leadership to help us with this coordinated effort. We will need cooperation from Wastewater Treatment Plants, Public Works Departments, City and County Councilors, land owners, and we will need financial assistance to fund the necessary upgrades so community members are not further burdened by increasing utility costs. Municipalities may also need to create assistance programs to help some community



2309 Meridian St
Bellingham, WA 98225
(360) 733-8307
re-sources.org

members pay for the dramatic price increases. The Bipartisan Infrastructure package is delivering more than \$50 billion to improve our nation's drinking water, wastewater, and stormwater infrastructure¹⁰ - ***we need your help to ensure that these funds are used to make the necessary changes to how we manage sewage-solids and to keep costs down.***

We must collectively come together as a community to find solutions to our solid waste disposal that will not cause irreparable harm to our environment. The City of Bellingham stated that it would like to have a robust public process, and we look forward to working with them and hope you can be a part of that conversation as well. Making sound investments in healthy and sustainable sewage-solids processing technology now will not only save money in the long run but will also protect our farms, animals, and people from becoming contaminated with toxic contaminants.

Thank you for your time in reading about this important issue. ***Please contact us if you are interested in creating a Task Force that would work towards sustainable management of our sewage-solids in NW Washington.*** The work we do in this region could act as a model for other municipalities in Washington State and beyond.

Sincerely,
Kirsten McDade
Pollution Prevention Specialist
RE Sources

Rick Eggerth
Retired Attorney-at-Law
Environmental Activist

Brooks Anderson
Recent Mayor's Neighborhood Advisory Commissioner
President, Fairhaven Neighbors Association

CC:

State Legislatures:

Liz Lovelett, Liz.Lovelett@leg.wa.gov, Senator District 40
Simon Sefzik, Simon.Sefzik@leg.wa.gov, Senator District 42
Sharon Shewmake, Sharon.Shewmake@leg.wa.gov, Representative District 42
Alicia Rule, Alicia.Rule@leg.wa.gov, Representative District 42
Debra Lekanoff, Debra.Lekanoff@leg.wa.gov, Representative District 40
Alex Ramel, Alex.Ramel@leg.wa.gov, Representative District 40

Tribal Nations:

Gregg Dunphy, GreggD@lummi-nsn.gov, Lummi Nation
Nora Kammer, nkammer@skagitcoop.org, Swinomish Indian Tribal Community
Rick Hartson, rickh@upperskagit.com, Upper Skagit Indian Tribe
Scott Morris, smorris@sauk-suiattle.com, Sauk-Suiattle Indian Tribe
Trevia Coe, tcoe@nooksack-nsn.gov, Nooksack Indian Tribe
Todd Woodard, twoodard@samishtribe.nsn.us, Samish Indian Nation

Satpal Sidhu, ssidhu@co.whatcom.wa.us, Whatcom County Executive

Whatcom County Council:

Kaylee Galloway, kgallowa@co.whatcom.wa.us, District 1
Todd Donovan, tdonovan@co.whatcom.wa.us, District 2
Tyler Bird, tbyrd@co.whatcom.wa.us, District 3
Kathy Kershner, KKershne@co.whatcom.wa.us, District 4
Ben Elenbaas, BElenbaa@co.whatcom.wa.us, District 5
Barry Buchanan, bbuchanan@co.whatcom.wa.us, At-Large, Position A
Carol Frazey, cfrazey@co.whatcom.wa.us, At-Large, Position B

Skagit County Commissioners, commissioners@co.skagit.wa.us:

Lisa Janicky, District 3
Peter Browning, District 2
Ron Wesen, District 1

Whatcom Conservation District:

District Manager - Brandy Reed, b.reed@whatcomcd.org, District Manager
Heather Christianson, hchristianson@whatcomcd.org, Board member
Suzzi Snyder, ssnydar@whatcomcd.org, Board member
Alan Chapman, achapman@whatcomcd.org, Board member
Fred Berman, fberman@whatcomcd.org, Board member
Larry Davis, ldavis@whatcomcd.org, Board member
Valeri Wade, vwade@whatcomcd.org, Board member

Skagit Conservation District: skagitcd@skagitcd.org

Bill Blake bill@skagitcd.org, Executive Director
Dean Wesen, Board Chair
Dave Malsed, Vice Chair
Taylor Reims, Board Member
Jed Holmes, Board Member

Margery Hite, Board Member
Al Craney, Associate Supervisor

Whatcom PUD:

Christine Grant, christinegrant@pudwhatcom.org, District 1
Atul Deshmane, atuldeshmane@pudwhatcom.org, District 2
Mike Murphy, mikemurphy@pudwhatcom.org, District 3

Skagit PUD:

Andrew Miller, miller@skagitpud.org, District 1
Joe Lindquist, lindquist@skagitpud.org, District 2
Germaine Kornegay, kornegay@skagitpud.org, District 3

Bellingham Mayor, City Council, and Public Works:

Seth Fleetwood, smfleetwood@cob.org, Bellingham Mayor
Michael Lilliquist, mlilliquist@cob.org, City Council Member
Michelle M. Martins, kmmartens@cob.org, City Council Member
Lisa Anderson, laanderson@cob.org, City Council Member
City Council, ccmail@cob.org
Eric Johnston, ecjohnston@cob.org, Public Works Director

Skagit County Public Works: Grace Kane, pw@co.skagit.wa.us, Director

Public Works/Wastewater Treatment Plants:

Blaine Wastewater Treatment Plant, customerservice@cityofblaine.com
Kevin Renz, kevinrenz@cityofferndale.org, Director Public Works Ferndale
Steve Banham, citypublicworksclerks@Lyndenwa.org, Director Public Works Lynden
Becky Fox, beckyf@cityofanacortes.org, Anacortes WWTP Manager
Mark A Freiburger, mfreiberger@sedro-woolley.gov, Director Public Works Sedro Woolley
Gary Duranceau, garyd@mountvernonwa.gov, Mount Vernon Wastewater Operations Manager
Kevin Wynn, kwynn@sedro-woolley.gov, Sedro-Woolley Wastewater Treatment Supervisor
Dan Eisses, dan@bbwsd.com, Birch Bay Wastewater Treatment General Manager

White Swan Environmental:

Shirley Williams, shirley.williams.we@gmail.com, Co-Founder
Sadie Olsen, sadieolsen.we@gmail.com, Co-Founder

Whatcom Family Farmers: Fred Likkel, info@whatcomfamilyfarmers.org, Executive Director

Community Groups:

E-Caucus, e-caucus@re-sources.org
Rosalinda Guillen, C2Cinfo@foodjustice.org, Community to Community Development

References:

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**AGENDA
BILL
Item 7.C**

**2022 Budget
Amendment No. 1**

DATE SUBMITTED:	August 11, 2022	MEETING DATE:	August 31, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jenny Signs, Finance Manager/Treasurer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. 2022 Budget Amendment No. 1 Worksheet		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Lake Whatcom Water and Sewer District’s Administrative Code requires development of an operating and capital improvement budget annually for both the water and sewer systems. The annual budget forecasts revenues and expenditures for the following year. The District works in a collaborative effort to develop a budget with pay-as-you-go financing to the best extent practicable. However, as situations arise throughout the year, it is necessary and best practice to perform budget amendments to ensure the District is operating within an approved budget to account for situations that arise. This helps creates transparency and control over the budget and cash flow analysis for the District.

The 2022 Annual Budget was adopted at the regularly scheduled Board of Commissioner’s meeting on December 8, 2021. On December 17, 2021, the Washington State Auditor’s Office released its annual update to the Budgeting, Accounting and Reporting System (BARS) Cash Manual, which included updates to the BARS Chart of Accounts. As a result of this update, the District needs to amend its chart of accounts to reflect that change. Those changes are outlined on the attached Budget Amendment Worksheet.

In addition to updating the District’s Chart of Accounts, the District qualified to receive funds from FEMA as reimbursement of expenses incurred in response to the November 2021 flood event. As mentioned in previous financial reports to the Board, the District continues to incur costs associated with the event. The costs of this event, along with the estimated revenue through the FEMA funding, need to be accounted for. Those changes are also outlined on the attached Budget Amendment Worksheet.

The District also needs to account for the revenue and expenditures associated with the theft of the District’s utility van. The District was able to recover the vehicle, however, damages incurred resulted in expenses (vehicle repairs and equipment replacement) and

revenues (insurance reimbursement for all expenses). Those changes are outlined on the attached Budget Amendment Worksheet.

FISCAL IMPACT

The proposed budget amendment accounts for approximately \$195,530 in additional revenue and expenses, with the majority of the effects being realized in the sewer fund.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

The 2022 Budget funds District support to all ten EUM attributes at various levels.

RECOMMENDED BOARD ACTION

Staff recommends allocating the additional resources and updating the District’s chart of accounts to align with the BARS update from the State Auditor’s Office.

PROPOSED MOTION

A recommended motion is:

“I move to approve Amendment No. 1 to the 2022 Annual Budget as presented.”

LAKE WHATCOM WATER AND SEWER DISTRICT


2022 Budget Amendment No. 1 Action Worksheet

ACTION ITEM DESCRIPTION/PURPOSE	\$Amount +/- NTE	Account Code
Chart of Account (COA) Update – Addition Compensation for Loss/Impairment of Capital Asset – Water Fund	\$0	395.20.00.01
COA Update – Addition Compensation for Loss/Impairment of Capital Asset – Sewer Fund	\$0	395.20.00.02
COA Update – BARS Number and Account Title Change Beginning Balance – Sewer Contingency to Beginning Balance – Sewer Committed	\$0	308.51.00.25 To 308.41.00.25
COA Update – BARS Number and Account Title Change Beginning Balance – Water Contingency to Beginning Balance – Water Committed	\$0	308.51.00.26 To 308.41.00.26
COA Update – BARS Number Change Beginning Balance – Water	\$0	308.91.00.02 To 308.51.00.01
COA Update – BARS Number Change Beginning Balance – Sewer	\$0	308.91.00.02 To 308.51.00.02
Revenue Associated with the November 2021 Flood Event - FEMA Award	\$182,400	331.97.10.02 Federal Awards
Expenditures Associated with the November 2021 Flood Event	\$182,400	594.35.63.02 Capital Outlay – Sewer System
Revenue Associated with Compensation for the Theft of District Utility Van	\$13,130	395.20.00.01 Compensation for Loss/Impairment of Capital Asset – Water
Revenue Associated with Compensation for the Theft of District Utility Van	\$13,130	395.20.00.02 Compensation for Loss/Impairment of Capital Asset – Sewer
Expenditures Associated with the Theft of District Utility Van	\$13,130	534.50.31.01 Water – Small Assets
Expenditures Associated with the Theft of District Utility Van	\$13,130	535.50.31.01 Sewer – Small Assets
Net Change in Budget	\$0	



AGENDA
BILL
Item 7.D

**Division 30 Booster Pump Station &
Sudden Valley Sewer Pump Station
PLC and UPS Improvements**

DATE SUBMITTED:	August 25, 2022	MEETING DATE:	August 31, 2022
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter, District Engineer / Assistant General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		RH2 Task Order Scope of Work and Fee Estimate	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

In June 2017, the Allen Bradley PLC-5 (Programmable Logic Controller) Control System was discontinued by the manufacturer, Rockwell Automation, and is no longer available or supported. Since Rockwell Automation’s suspension of supplying replacement parts for these systems, many users are experiencing increased competition for used or surplus parts, which has resulted in making parts hard to find, expensive, and with no manufacturer guaranty. Rockwell is encouraging customers to migrate from the PLC-5 Control System to the ControlLogix/CompactLogix PLC platform, for which, hardware components and support are readily available.

There are two remaining District facilities that use these outdated PLCs:

- Division 30 Water Booster Pump Station (Div 30 Booster)
- Sudden Valley Sewer Pump Station (SVSPS)

In 2021 the District replaced PLC and UPS devices at Flat Car and Beaver Sewer Pump Stations. RH2 Engineering performed engineering services similar in scope of work to that of which is proposed for the Divi 30 Booster and SVSPS. RH2 performed the work under the 5-year architectural/engineering professional services agreement for On-Call Electrical and Control Engineering Services that expires December 31, 2025. Engineering services are authorized by Task Order under the 5-year master agreement.

The proposed Task Order for Div 30 Booster and SVSPS is based on the prior year’s work and experience on Beaver and Flat Car Sewer Pump Stations. Staff requested additional scope items to be included and as a result the engineering services fees have increased from the previous project.

Engineering scope additions from the previous project include:

- Updated set of control system diagrams for the entire facility. Improvements and modification over the past 20+ years have been penciled in on the original

drawings. With a significant PLC replacement project, it will be beneficial to District maintenance staff now and for the next 20+ years to have an updated set of control wiring diagrams for troubleshooting, repairs, and maintenance.

- Replace the entire back-panel of the control panel rather than component by component replacement. The intent is to make the cut-over to the new control system simpler and faster by reducing a significant amount of field wiring and component replacements while keeping these critical facilities in operation.

FISCAL IMPACT

The System Reinvestment Plan in the 2022 Budget includes funds for PLC and UPS Improvements at two facilities.

C2110 Division 30 Booster PLC and UPS Improvements	\$60,000
<u>C2203 Sudden Valley Sewer Lift Station PLC and UPS Improvements</u>	<u>\$77,250</u>
Budgeted Project Funding	\$137,250

RH2 Engineering’s Task Order Scope of Work and Fee Estimate is \$94,643. It is time and materials and includes design, services during bidding, services during construction, software development, startup, testing, and SCADA integration assistance.

This leaves \$42,000 for construction.

RH2’s conceptual construction cost estimate, based on the current scope, inflation, and bidding environment is in the range of \$130,000. Staff anticipates allocating additional funds towards this project as part of 2023-2024 budget and system reinvestment process. Construction is anticipated to occur summer 2023, pending availability of parts due to continued supply chain disruptions and delays.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Operational Optimization
Infrastructure Strategy and Performance

RECOMMENDED BOARD ACTION

Authorize the General Manager to execute the proposed Task Order as presented.

PROPOSED MOTION

A recommended motion is:

“I move to authorize the General Manager execute Task Oder 2022-1 with RH2 Engineering, Inc. for the Division 30 Booster and Sudden Valley PS PLC and UPS Improvements for time and materials not to exceed \$94,643.”

EXHIBIT A
TASK ORDER 2022-1
Lake Whatcom Water and Sewer District
On-Call Electrical and Control Engineering Services

DESCRIPTION:

The Lake Whatcom Water and Sewer District (District) has existing telemetry panels at its Division 30 Booster Pump Station and Sudden Valley Sewer Pump Station that are dated and do not conform to the District's current standards. The existing panels utilize a programmable logic controller (PLC) that is no longer supported by the manufacturer, and the control panel power supplies are sensitive to power outages.

The District has decided to proceed with updating the existing PLC and power supplies at each facility so that they meet current District standards. The improvements will result in a more reliable control system with a more robust backup power supply.

This task also allows for on-call supervisory control and data acquisition (SCADA) assistance, which will be available to the District as needed up to the amount budgeted.

The District has requested the services of RH2 Engineering, Inc., (RH2) to prepare bid-ready electrical installation plans and specifications, and provide services during bidding (SDB), services during construction (SDC), and automatic control software development tasks for this project. This Scope of Work details the design, SDB, SDC, and software development tasks that will be performed by RH2.

SCOPE OF WORK:

District Project Number: M1917-PH1
Project Name: Division 30 Booster and Sudden Valley PS PLC and UPS Improvements

DEFINITIONS:

SCADA – Supervisory control and data acquisition. This is a distributed computer control system used for monitoring and controlling remote District water and wastewater facilities.

PLC – Programmable logic controller. This is an industrial monitoring and control computer used for controlling and monitoring the pump stations.

HMI – Human machine interface. The Microsoft Windows-based graphical computer interface used by District staff for monitoring the entire SCADA system.

OI – Operator interface. This refers to a graphical touch screen provided at remote facilities for operator monitoring and control of a facility while on site.

O&M – Operations and maintenance.

QA/QC – Quality assurance and quality control.

UPS – Uninterruptible power supply.

Task 1 – Project Administration

Objective: Administer project records and coordinate with the RH2 project team.

Approach:

1.1 Perform Project Management – Manage the RH2 project team to track work elements accomplished, work items planned for the next phase, man hours, scope changes, time, and budget needed to complete the work. Submit a monthly invoice summarizing costs and remaining budget.

RH2 Products:

- Monthly invoices in PDF format.

Task 2 – Pump Station PLC and UPS Design

Objective: Prepare bid-ready design plans and specifications for the proposed electrical and control system work at the pump stations.

Approach:

2.1 Prepare PLC Replacement Electrical Plans (Division 30 Booster) – Attend one (1) site visit to review the existing telemetry panel installation at the pump station. Prepare electrical plans for the installation of the proposed telemetry panel improvements at the pump station.

- PLC replacement will include a new back panel design for installation in the existing enclosure.

2.2 Prepare PLC Replacement Electrical Plans (Sudden Valley PS) – Attend one (1) site visit to review the existing telemetry panel installation at the pump station. Prepare electrical plans for the installation of the proposed telemetry panel improvements at the pump station.

- PLC replacement will include a new back panel design for installation in the existing enclosure.

2.3 Prepare Facility Wiring Diagram (Division 30 Booster) – Prepare electrical plans documenting the existing control wiring at the facility.

2.4 Prepare Facility Wiring Diagram (Sudden Valley PS) – Prepare electrical plans documenting the existing control wiring at the facility.

2.5 Prepare Temporary Pumping Plan – Prepare a temporary pumping plan to facilitate PLC replacement at both pump stations.

- 2.6 Prepare Technical Specifications – Prepare specifications using standard RH2 technical specifications. Prepare District front-end legal specifications.
- 2.7 Submit 90-Percent Documents for District Review – Prepare design progress submittals at the 90-percent design stage, including specifications and drawings. Submit the 90-percent documents to the District in PDF form. Submit a revised set of documents to the District for final comment(s) upon completion of addressing the 90-percent comments.
- 2.8 Perform QA/QC – Provide QA/QC services as part of this Scope of Work. *Services will include a formal internal QA/QC process, which provides review of RH2’s design and final deliverables.*
- 2.9 Prepare Cost Estimates – Prepare 90-percent and final construction cost estimates.
- 2.10 Prepare Final Bid Documents – Coordinate with the District for providing final bid documents to bidders. Provide PDF versions of the bid-ready plans and specifications to the District.

Assumptions:

- *Refer to the attached Fee Estimate (**Exhibit B**) for an estimate of staff hours required for design tasks. Revisions due to changes in design criteria after those elements have been designed will require a Scope of Work and Fee Estimate amendment.*
- *It is assumed District standard legal specifications will be used.*
- *RH2’s standard facility technical specifications in a modified Construction Specifications Institute (CSI) format will be used.*

District Responsibilities and Products:

- Redlined markups on 90-percent design plans and specifications.

RH2 Products:

- 90-percent design plans and specifications in PDF format.
- In-house QA/QC reviews.
- One (1) set of 90-percent and final construction cost estimates in PDF format.
- Five (5) hard copy sets of bid-ready documents with half-size (11-inch by 17-inch) plans. Two (2) sets shall be for RH2 use and file.
- One (1) set of bid-ready plans and specifications in PDF format for the District’s use in producing bid sets for electronic distribution.

Task 3 – Services During Bidding

Objective: Provide technical assistance to the District during project bidding.

Approach:

- 3.1 Respond to Bidder Questions – Respond to bidders’ technical questions, as needed, during the bidding process. *It is assumed that the District will respond to procedural*

questions. RH2 will not coordinate directly with bidders; RH2 will receive bidder questions from the District and respond via the District.

- 3.2 Prepare Project Bid Addendum – Prepare up to one (1) addendum in electronic format for the District to distribute to the plan holders.

Assumptions:

- *In the event the District prefers hard copies of bid sets for prospective bidders, these can be prepared by RH2 and provided to the District using the approved Schedule of Rates and Charges.*
- *The District will publish the advertisement in the required newspapers and pay the necessary fees.*
- *The District will receive all bidder questions and record them for forwarding to RH2 at the District's discretion.*
- *The District will conduct the bid opening, and it is assumed that RH2 will not attend.*
- *The District will review all other elements of the bid proposals, as they deem appropriate.*
- *The District will be responsible for bid award and construction contract execution.*

District Responsibilities and Products:

- Advertisement for bid.
- Receive and record questions from bidders.
- Bid opening.
- Bid tabulation.

RH2 Products:

- Responses to bidder questions transmitted by the District to RH2.
- Up to one (1) addendum in PDF format.

Task 4 – Services During Construction

Objective: Provide technical services during construction, as requested by the District, for the telemetry panel PLC replacement and upgrade work, including pre-construction meeting attendance, submittal review, on-site observation, and other services to the level as described in this Task and provided for in the Fee Estimate (**Exhibit B**). *Should additional support be required, RH2 can prepare a contract amendment to this Scope of Work for additional services.*

Approach:

- 4.1 Attend Pre-Construction Meeting – Attend the pre-construction meeting with the District and contractor to discuss technical sections of the project documents and project requirements. *Contractor documents requiring review by RH2 will be submitted at the meeting for review and comments.*

- 4.2 Review Submittals/Shop Drawings – Review shop drawings and catalog submittals of those items requested in the technical specifications. Provide a written response to the construction contractor and the District accepting or rejecting each shop drawing and catalog submittal reviewed.
- 4.3 Provide Design Clarification and Respond to Requests for Information – Provide technical support by responding to contractor’s questions and requests for information (RFIs).
- 4.4 Provide Periodic On-Site Observation – Provide periodic on-site construction observation regarding the electrical and control construction work on an as-needed basis, as requested by the District. *Construction observation shall include two (2) site visits to the site from an RH2 project manager and/or staff engineer.*
- 4.5 Review Change Orders – Review contractor pricing of change orders and provide a written recommendation to the District regarding the reasonableness of the cost. *Upon District approval of the change, significant drawing and/or specification revisions required for change orders shall meet the same criteria required for design, including submittal in electronic format, unless otherwise directed by the District.* Coordinate change orders with the District.
- 4.6 Prepare Project Punch List – Prepare final punch list for electrical and SCADA improvements. *The list will identify corrections required of the contractor before a final completion date is established.*
- 4.7 Prepare Construction Record Drawings – Review field records and revise project drawings to prepare construction record drawings.

Assumptions:

- *The construction phase services defined above are variable in nature and depend, in part, on the contractor awarded the project. The estimate is based upon an experienced and reasonable contractor being awarded the construction contract with the District. RH2 recommends the District budget the amount shown in the Fee Estimate (Exhibit B), plus a contingency amount. The contingency could cover additional services if a more intensive level of observation and technical support is deemed necessary by the District.*
- *RH2 is not responsible for site safety or for directing the contractor’s work.*
- *Submittals, RFIs, and change order documentation related to the electrical and control design will be sent directly to the District.*
- *If additional hours are needed to accomplish Task 4 due to events beyond RH2’s control, such as delays caused by others, RH2 will notify the District in advance of such additional hours needed, and a contract modification shall be mutually negotiated.*

RH2 Products:

- Written responses for shop drawings and submittals, RFIs, and change orders in PDF format.
- On-site observation reports in PDF format.

- One (1) copy of final project punch list in PDF format.
- One (1) set of construction record drawings in PDF format.

Task 5 – Software Development, Startup, and Testing

Objective: Develop PLC and OI system software and provide testing services and technical assistance with the startup of the updated system.

- 5.1 Provide the District with data point definition for the control components in the design. *This data will be used by RH2 for software development purposes and by the District for integrating the facility controller with the HMI computer systems.*
- 5.2 Perform PLC software development for the Division 30 Booster.
- 5.3 Perform OI software development for the Division 30 Booster.
- 5.4 Perform PLC software development for the Sudden Valley PS.
- 5.5 Perform OI software development for the Sudden Valley PS.
- 5.6 Attend control system factory and field testing of telemetry panel hardware and software at the Division 30 Booster.
- 5.7 Attend control system factory and field testing of telemetry panel hardware and software at the Sudden Valley PS.
- 5.8 Provide software training and O&M manual material for the PLC and OI software.

Assumptions:

- *The District will be responsible for programming the communications equipment and HMI upgrades at the District offices. If needed, changes in RH2's level of effort that affect the assumption of hours in the attached Fee Estimate shall be mutually negotiated between RH2 and the District.*

District Responsibilities and Products:

- Address potential HMI and communications issues.

RH2 Products:

- Data point definitions, PLC programming, and OI programming at the site; O&M manual materials in PDF format; and copies of the PLC and OI programs.
- Attendance at the control system factory and field testing of the telemetry panel hardware and software and pump control panel.

Task 6 – On-Call SCADA Assistance

Objective: Provide the District with SCADA assistance in equipment selection, setup, and troubleshooting as necessary.

- 6.1 Provide the District with on-call services for SCADA assistance, such as equipment selection, setup, and troubleshooting.

Assumptions:

- *The services will extend up to the budgeted amount of time stated in **Exhibit B**.*

RH2 Products:

- On-call services as needed.

COST SUMMARY:

The fee for services shall be on a time and expense basis in accordance with the Professional Services Agreement for On-Call Electrical and Control Engineering Services dated June 1, 2020, that has been fully executed between the District and RH2 Engineering, Inc. The fee for services shall not exceed \$90,243 {as shown on attached **Exhibit B, Fee Estimate**} without prior written authorization of the District.

PROJECT SCHEDULE:

RH2 will commence with design work for the telemetry panel improvements in September 2022. It is anticipated that 90-percent review documents will be prepared for the District by December 30, 2023, with a one (1) week review period by the District. Bid-ready documents will be submitted to the District by February 30, 2022. Project is estimated to occur approximately one (1) month later, with construction work to occur during the summer and fall of 2023.

AUTHORIZATION:

Lake Whatcom Water and Sewer District

RH2 Engineering, Inc.

By: _____
 (Justin Clary, General Manager)

By: _____

 (Print Name & Title)

Dated: _____

Dated: _____

EXHIBIT B**Fee Estimate****Task Order 2022-1****Lake Whatcom Water and Sewer District****On-Call Electrical and Control Engineering Services****Aug-22**


Description		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 1	Project Administration	6	\$ 1,146	\$ -	\$ 29	\$ 1,175
1.1	Perform Project Management	6	\$ 1,146	\$ -	\$ 29	\$ 1,175
Task 2	Pump Station PLC and UPS Design	155	\$ 27,468	\$ -	\$ 3,791	\$ 31,259
2.1	Prepare PLC Replacement Electrical Plans (Division 30 Booster)	32	\$ 5,666	\$ -	\$ 764	\$ 6,430
2.2	Prepare PLC Replacement Electrical Plans (Sudden Valley Sewer)	44	\$ 7,862	\$ -	\$ 983	\$ 8,845
2.3	Prepare Facility Wiring Diagram (Division 30 Booster)	16	\$ 2,738	\$ -	\$ 398	\$ 3,136
2.4	Prepare Facility Wiring Diagram (Sudden Valley Sewer)	16	\$ 2,738	\$ -	\$ 398	\$ 3,136
2.5	Prepare Temporary Pumping Plan	4	\$ 732	\$ -	\$ 73	\$ 805
2.6	Prepare Technical Specifications	10	\$ 1,754	\$ -	\$ 190	\$ 1,944
2.7	Submit 90-Percent Documents for District Review	10	\$ 1,630	\$ -	\$ 286	\$ 1,916
2.8	Perform QA/QC	8	\$ 1,772	\$ -	\$ 124	\$ 1,896
2.9	Prepare Cost Estimates	3	\$ 518	\$ -	\$ 68	\$ 586
2.10	Prepare Final Bid Documents	12	\$ 2,058	\$ -	\$ 506	\$ 2,564
Task 3	Services During Bidding	8	\$ 1,464	\$ -	\$ 147	\$ 1,611
3.1	Respond to Bidder Questions	2	\$ 428	\$ -	\$ 11	\$ 439
3.2	Prepare Project Bid Addendum	6	\$ 1,036	\$ -	\$ 136	\$ 1,172
Task 4	Services During Construction	58	\$ 10,304	\$ -	\$ 1,420	\$ 11,724
4.1	Attend Pre-Construction Meeting	4	\$ 856	\$ -	\$ 33	\$ 889
4.2	Review Submittals/Shop Drawings	24	\$ 4,144	\$ -	\$ 544	\$ 4,688
4.3	Provide Design Clarification and Respond to RFIs	2	\$ 428	\$ -	\$ 11	\$ 439
4.4	Provide Periodic On-Site Observation	16	\$ 2,680	\$ -	\$ 573	\$ 3,253
4.5	Review Change Orders	4	\$ 856	\$ -	\$ 21	\$ 877
4.6	Prepare Project Punch List	4	\$ 608	\$ -	\$ 125	\$ 733
4.7	Prepare Construction Record Drawings	4	\$ 732	\$ -	\$ 113	\$ 845
Task 5	Software Development, Startup, and Testing	176	\$ 35,404	\$ -	\$ 2,262	\$ 37,666
5.1	Create Data Point Definitions	4	\$ 856	\$ -	\$ 21	\$ 877
5.2	Perform PLC Software Development (Division 30 Booster)	12	\$ 2,568	\$ -	\$ 64	\$ 2,632
5.3	Perform OI Software Development (Division 30 Booster)	10	\$ 2,140	\$ -	\$ 54	\$ 2,194
5.4	Perform PLC Software Development (Sudden Valley Sewer)	24	\$ 5,136	\$ -	\$ 128	\$ 5,264
5.5	Perform OI Software Development (Sudden Valley Sewer)	14	\$ 2,996	\$ -	\$ 75	\$ 3,071
5.6	Attend Factory and Field Testing and Startup (Division 30 Booster)	48	\$ 9,280	\$ -	\$ 877	\$ 10,157
5.7	Attend Factory and Field Testing and Startup (Sudden Valley Sewer)	48	\$ 9,280	\$ -	\$ 877	\$ 10,157
5.8	Provide Training and O&M Manuals	16	\$ 3,148	\$ -	\$ 166	\$ 3,314
Task 6	On-Call SCADA Assistance	45	\$ 10,935	\$ -	\$ 273	\$ 11,208
6.1	Provide On-Call SCADA Assistance	45	\$ 10,935	\$ -	\$ 273	\$ 11,208
PROJECT TOTAL		448	\$ 86,721	\$ -	\$ 7,922	\$ 94,643

Exhibit B-1				
Negotiated Hourly Rates of Pay 2022 Fee Schedule				
Subconsultant:		RH2 ENGINEERING, INC		
Staff Classification	Negotiated Hourly Rate	Overhead Multiplier 195.10%	Fee Multiplier 12.00%	Negotiated Rate Per Hour
Professional I	\$ 45.99	\$ 89.73	\$ 16.29	\$ 152.00
Professional II	\$ 50.83	\$ 99.17	\$ 18.00	\$ 168.00
Professional III	\$ 55.07	\$ 107.43	\$ 19.50	\$ 182.00
Professional IV	\$ 60.21	\$ 117.47	\$ 21.32	\$ 199.00
Professional V	\$ 64.75	\$ 126.32	\$ 22.93	\$ 214.00
Professional VI	\$ 68.68	\$ 134.00	\$ 24.32	\$ 227.00
Professional VII	\$ 73.52	\$ 143.44	\$ 26.04	\$ 243.00
Professional VIII	\$ 77.15	\$ 150.53	\$ 27.32	\$ 255.00
Professional IX	\$ 77.15	\$ 150.53	\$ 27.32	\$ 255.00
Technician I	\$ 35.10	\$ 68.47	\$ 12.43	\$ 116.00
Technician II	\$ 38.12	\$ 74.38	\$ 13.50	\$ 126.00
Technician III	\$ 43.57	\$ 85.00	\$ 15.43	\$ 144.00
Technician IV	\$ 46.90	\$ 91.50	\$ 16.61	\$ 155.00
Technician V	\$ 51.13	\$ 99.76	\$ 18.11	\$ 169.00
Technician VI	\$ 56.28	\$ 109.80	\$ 19.93	\$ 186.00
Technician VII	\$ 61.12	\$ 119.24	\$ 21.64	\$ 202.00
Technician VIII	\$ 64.14	\$ 125.14	\$ 22.71	\$ 212.00
Administrative I	\$ 22.69	\$ 44.27	\$ 8.04	\$ 75.00
Administrative II	\$ 27.23	\$ 53.13	\$ 9.64	\$ 90.00
Administrative III	\$ 32.37	\$ 63.16	\$ 11.46	\$ 107.00
Administrative IV	\$ 38.12	\$ 74.38	\$ 13.50	\$ 126.00
Administrative V	\$ 43.87	\$ 85.59	\$ 15.54	\$ 145.00
In-House Copies	B/W - 8.5x11	\$ 0.09		
In-House Copies	B/W - 8.5x14	\$ 0.14		
In-House Copies	B/W - 11x17	\$ 0.20		
In-House Copies	Color - 8.5x11	\$ 0.90		
In-House Copies	Color - 8.5x14	\$ 1.20		
In-House Copies	Color - 11x17	\$ 2.00		
CAD Plots	Large	\$ 25.00		
CAD Plots	Full	\$ 10.00		
CAD Plots	Half	\$ 2.50		
CAD/GIS System	Per Hour	\$ 27.50		
Mileage		Current IRS Rate		
Subconsultants will be billed at cost plus 15%		15%		
Outside Services		At Cost		
Outside direct costs for permit fees, reports, maps, data, reprographics, couriers, postage, and non-mileage related travel expenses that are necessary for the execution of the project and are not specifically identified elsewhere in the contract will be billed at cost.				



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	August 25, 2022	MEETING DATE:	August 31, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT
General Manager’s Report
Upcoming Dates & Announcements
 Regular Meeting – Wednesday, August 31, 2022 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Sep 14, 2022	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu Sep 15, 2022	8:00 a.m.	Remote Attendance Commissioner Position 4 to attend
Investment Comm. Meeting	Wed Oct 26, 2022	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Sep 22, 2022	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Policy Group Meeting	Wed Dec 7, 2022	3:00 p.m.	Remote Attendance
Joint Councils Meeting	March 2023	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Thu Sep 29, 2022	7:00 a.m.	WASWD Fall Conference
Whatcom Water Districts Caucus Meeting	Wed Sep 21, 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 July 28. Discussion included the status of fall protection anchor installation at sewer lift stations, development of facility-specific fall protection work plans, review of safety programs, and the June 27 chlorine release at the Sudden Valley WTP.

Investment Committee:

- The committee met on July 27. Discussion included review of current available cash, investments, and the 2023-24 budget development schedule, and discussion regarding the utility bill payment timelines.

Upcoming Board Meeting Topics

- Utility Local Improvement District (ULID) No. 18 and associated development fees in lieu of payment reconciliation
- General facilities charges (GFC) analysis asset inventory cost methodology discussion
- 2023-24 biennial budget development
- Glen Cove Water Association assumption consideration
- 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, 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 was provided during the July 27 meeting. Staff are developing a memorandum describing the methodology used to update the infrastructure asset inventory.

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 seven programs (PPE, safety responsibilities, slips, trips and falls, heat-related illness, wildfire smoke, respiratory protection, and back injury prevention) and is currently reviewing the medical emergencies 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 fall 2022.

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 participated in a meeting on August 9 to define WASWD's position for the Department of Commerce's Collaborative Roadmap to Updating the Growth Management Act.*
- *J Clary attended the WASWD Section III meeting on August 9.*
- *J Clary attended the WASWD general managers' quarterly meeting on August 16.*
- *J Clary attended the Whatcom Water Districts Caucus meeting on August 17.*
- *J Clary served on the Olympic View Water District's general manager interview panel on August 23 and 25.*

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 August 11, the interjurisdictional coordinating team meeting on August 18, and a meeting between LWMP managers on August 22.

Onsite Septic System Conversion Program

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



**AGENDA
BILL
Item 9.B**

**Engineering Department
Report**

DATE SUBMITTED:	August 25, 2022	MEETING DATE:	August 31, 2022
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL	<i>Bill Hunter</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.



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the August 31, 2022 Board Meeting
Data Compiled 08/25/22 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	3939	70	44	2
Remaining Capacity (ERUs)	**	15	37	0
Permitted ERUs Under Construction	32	0	1	0
Pre-paid Connection Certificates & Expired Permits	13	0	4	0
Water Availabilities (trailing 12 months)	60	0	0	0
Subtotal - Commitments not yet connected	105	0	5	0
Available ERUs	**	15	32	0

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

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

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



**AGENDA
BILL
Item 9.C**

**Finance Department
Report**

DATE SUBMITTED:	August 11, 2022	MEETING DATE:	August 31, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL	<i>Jennifer Signs</i>		
ATTACHED DOCUMENTS	1. July 2022 Financial Report		
	2. July 2022 Cash & Investment Summary		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 11:10:49 Date: 08/11/2022

Page: 1

401 Water Fund

Revenues	Amt Budgeted	July	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	230,414.97	1,581,305.11	1,313,671.89	45.4%
343 41 10 01 Building Permits - Water	84,030.00	59,919.77	96,581.25	(12,551.25)	0.0%
340 Charges For Services	2,979,007.00	290,334.74	1,677,886.36	1,301,120.64	43.7%
350 Fines & Forfeitures					
359 81 10 00 Combined Fees	28,000.00	1,135.80	4,365.63	23,634.37	84.4%
359 90 00 00 Late Fees	58,000.00	4,724.01	35,300.69	22,699.31	39.1%
350 Fines & Forfeitures	86,000.00	5,859.81	39,666.32	46,333.68	53.9%
360 Misc Revenues					
361 11 00 00 Investment Interest	20,000.00	8,350.33	22,492.05	(2,492.05)	0.0%
362 10 00 00 Deposits For Bulk Meter	0.00	1,500.00	1,500.00	(1,500.00)	0.0%
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	0.00	845.65	154.35	15.4%
360 Misc Revenues	22,000.00	9,850.33	24,837.70	(2,837.70)	0.0%
390 Other Revenues					
395 20 00 01 Compensation For Loss/Impairment Of Capital Asset	0.00	13,129.62	13,129.62	(13,129.62)	0.0%
390 Other Revenues	0.00	13,129.62	13,129.62	(13,129.62)	0.0%
Fund Revenues:	3,326,007.00	319,174.50	1,755,520.00	1,570,487.00	47.2%

Expenditures	Amt Budgeted	July	YTD	Remaining	
534 Water Utilities					
534 10 10 00 Water - Gen Admin Payroll	371,770.00	26,189.11	198,879.68	172,890.32	46.5%
534 10 20 00 Water - Gen Admin Personnel Benefits	161,024.00	11,679.88	83,886.73	77,137.27	47.9%
534 10 31 00 Water - Gen Admin Supplies	25,000.00	831.20	6,148.81	18,851.19	75.4%
534 10 31 01 Water - Meetings/Team building	2,000.00	14.33	860.72	1,139.28	57.0%
534 10 40 00 Water - Merchant Services Fees	11,500.00	980.16	7,763.52	3,736.48	32.5%
534 10 40 01 Water - Bank Fees	800.00	133.67	844.53	(44.53)	0.0%
534 10 41 00 Water - Quality Assurance Programs	81,300.00	0.00	8,507.83	72,792.17	89.5%
534 10 41 01 Water - Gen Admin Prof Srvc	167,000.00	260.01	86,503.95	80,496.05	48.2%
534 10 41 02 Water- Engineering Srvc	20,000.00	0.00	4,936.00	15,064.00	75.3%
534 10 41 03 Water - Legal Srvc	22,000.00	7,190.25	19,653.20	2,346.80	10.7%
534 10 42 00 Water - Admin Communication	31,000.00	2,635.98	19,908.56	11,091.44	35.8%
534 10 45 00 Water - Gen Admin Lease	5,500.00	471.66	2,940.33	2,559.67	46.5%
534 10 46 00 Water - Gen Admin Insurance	103,500.00	2,680.12	2,680.12	100,819.88	97.4%
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	2,734.61	18,707.25	(1,457.25)	0.0%

2022 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Expenditures	Amt Budgeted	July	YTD	Remaining		
534 Water Utilities						
534 10 49 02	Water - Taxes	147,500.00	10,571.62	82,800.56	64,699.44	43.9%
534 40 43 00	Water - Admin Training &Travel	10,000.00	42.70	4,590.58	5,409.42	54.1%
534 40 43 01	Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
534 50 31 00	Water - Maintenance Supplies	135,000.00	6,995.99	45,207.26	89,792.74	66.5%
534 50 31 01	Water - Small Assets	40,000.00	(13,381.75)	20,841.24	19,158.76	47.9%
534 50 48 00	Water - Repair & Maint	60,000.00	11,646.91	66,347.29	(6,347.29)	0.0%
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	1,134.00	5,366.00	10,134.00	65.4%
534 60 47 00	Water - City of Bellingham	52,000.00	4,373.53	26,347.33	25,652.67	49.3%
534 80 10 00	Water - Operations Payroll	629,236.00	52,547.75	373,757.22	255,478.78	40.6%
534 80 20 00	Water - Operations Personnel Benefits	288,653.00	24,250.21	152,764.26	135,888.74	47.1%
534 80 32 00	Water - Operations Fuel	12,500.00	2,051.19	13,968.81	(1,468.81)	0.0%
534 80 35 00	Water - Safety Supplies	10,000.00	1,790.62	4,486.53	5,513.47	55.1%
534 80 35 01	Water - Safety Boots	1,400.00	208.06	663.33	736.67	52.6%
534 80 35 02	Water - Emergency Preparedness	5,000.00	0.00	0.00	5,000.00	100.0%
534 80 43 00	Water - Operation Training/Travel/Certifications	10,000.00	137.80	1,036.88	8,963.12	89.6%
534 80 47 00	Water - Ops Utilities	121,200.00	9,895.28	75,921.65	45,278.35	37.4%
534 80 49 00	Water - Operations Laundry	2,000.00	157.17	768.85	1,231.15	61.6%
534 Water Utilities		2,562,833.00	168,222.06	1,337,114.02	1,225,718.98	47.8%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	2,991.84	1,582.25	(1,582.25)	0.0%
580 Non Expenditures		0.00	2,991.84	1,582.25	(1,582.25)	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	10,272.37	114,178.71	(114,178.71)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	20,043.13	48,737.81	(48,737.81)	0.0%
594 34 64 01	Capital Outlay - Water Equipment	0.00	0.00	22,467.55	(22,467.55)	0.0%
594 Capital Expenditures		528,250.00	30,315.50	185,384.07	342,865.93	64.9%
Fund Expenditures:		3,317,397.00	201,529.40	1,524,080.34	1,793,316.66	54.1%
Fund Excess/(Deficit):		8,610.00	117,645.10	231,439.66		

2022 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
340 Charges For Services					
343 50 11 00 Sewer Service Residential	4,425,315.00	388,699.32	2,643,698.96	1,781,616.04	40.3%
343 50 19 00 Sewer Service Other	4,500.00	261.38	3,211.89	1,288.11	28.6%
343 51 10 02 Building Permits - Sewer	88,600.00	43,656.00	99,144.00	(10,544.00)	0.0%
340 Charges For Services	4,518,415.00	432,616.70	2,746,054.85	1,772,360.15	39.2%

360 Misc Revenues

361 11 00 02 Investment Interest	20,000.00	8,350.32	22,492.10	(2,492.10)	0.0%
361 40 00 02 ULID 18 Interest/Penalties	1,800.00	0.00	804.68	995.32	55.3%
368 10 00 02 ULID 18 Principal Payments	8,000.00	0.00	6,276.74	1,723.26	21.5%
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	8,350.32	30,073.52	5,867.48	16.3%

390 Other Revenues

395 20 00 02 Compensation For Loss/Impairment Of Capital Assets	0.00	13,129.63	13,129.63	(13,129.63)	0.0%
390 Other Revenues	0.00	13,129.63	13,129.63	(13,129.63)	0.0%

Fund Revenues:	4,554,356.00	454,096.65	2,789,258.00	1,765,098.00	38.8%
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Expenditures	Amt Budgeted	July	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	371,770.00	26,189.05	198,879.28	172,890.72	46.5%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	161,024.00	11,679.49	83,884.97	77,139.03	47.9%
535 10 31 00 Sewer - Gen Admin Supplies	16,800.00	831.18	5,861.46	10,938.54	65.1%
535 10 31 01 Sewer - Meetings/Team Building	2,000.00	117.49	967.42	1,032.58	51.6%
535 10 40 00 Sewer -Merchant Services Fees	11,500.00	980.16	7,763.46	3,736.54	32.5%
535 10 40 01 Sewer - Bank Fees	750.00	133.66	859.55	(109.55)	0.0%
535 10 41 01 Sewer - Gen Admin Prof Srvc	187,500.00	(13,434.64)	69,183.77	118,316.23	63.1%
535 10 41 02 Sewer - Engineering Srvc	20,000.00	0.00	3,319.00	16,681.00	83.4%
535 10 41 03 Sewer - Legal Srvc	22,000.00	7,190.25	19,653.21	2,346.79	10.7%
535 10 42 00 Sewer - Admin Communication	31,000.00	2,635.92	19,908.20	11,091.80	35.8%
535 10 45 00 Sewer - Gen Admin Lease	5,500.00	471.66	2,940.27	2,559.73	46.5%
535 10 46 00 Sewer - Gen Admin Insurance	103,500.00	2,680.13	2,680.13	100,819.87	97.4%
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	1,959.62	12,450.56	(2,450.56)	0.0%
535 10 49 02 Sewer - Taxes	122,000.00	9,048.74	57,573.69	64,426.31	52.8%
535 40 43 00 Sewer - Gen Admin TrainIng &Travel	10,000.00	42.70	4,344.59	5,655.41	56.6%
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	887.45	9,835.39	35,164.61	78.1%
535 50 31 01 Sewer - Small Assets	30,000.00	(3,772.27)	39,932.30	(9,932.30)	0.0%
535 50 48 00 Sewer - Repair & Maint	125,000.00	37,973.39	184,955.48	(59,955.48)	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	57,469.99	479,887.49	336,112.51	41.2%
535 80 10 00 Sewer - Operations Payroll	530,481.00	43,028.51	299,845.28	230,635.72	43.5%

2022 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Expenditures	Amt Budgeted	July	YTD	Remaining	
535 Sewer					
535 80 20 00 Sewer - Operations Personnel Benefits	237,606.00	19,734.79	122,194.45	115,411.55	48.6%
535 80 32 00 Sewer - Operations Fuel	14,200.00	2,081.24	21,182.76	(6,982.76)	0.0%
535 80 35 00 Sewer - Safety Supplies	10,000.00	1,889.19	5,448.59	4,551.41	45.5%
535 80 35 01 Sewer - Safety Boots	1,400.00	208.08	663.40	736.60	52.6%
535 80 35 02 Sewer - Emergency Preparedness	5,000.00	0.00	0.00	5,000.00	100.0%
535 80 43 00 Sewer - Operations Training/Travel/Certification	10,000.00	49.07	713.20	9,286.80	92.9%
535 80 47 00 Sewer - Ops Utilities	110,000.00	9,443.88	78,219.22	31,780.78	28.9%
535 80 49 00 Sewer - Operations Laundry	2,500.00	214.44	1,122.14	1,377.86	55.1%
535 Sewer	3,015,731.00	219,733.17	1,739,269.26	1,276,461.74	42.3%
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	11,081.75	123,960.78	(123,960.78)	0.0%
594 35 63 02 Capital Projects- Sewer System	0.00	7,389.16	210,172.26	(210,172.26)	0.0%
594 35 64 02 Capital Outlay - Sewer Equipment	0.00	38,132.62	62,801.95	(62,801.95)	0.0%
594 Capital Expenditures	805,880.00	56,603.53	396,934.99	408,945.01	50.7%
Fund Expenditures:	4,458,987.00	276,336.70	2,232,391.75	2,226,595.25	49.9%
Fund Excess/(Deficit):	95,369.00	177,759.95	556,866.25		



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 7/30/2022

Petty Cash	\$ 1,600	
Cash	\$ 1,085,085	0.00%
Public Funds Account	\$ 504,256	1.24%
WA Federal	\$ 1,590,941	
Local Gov't Investment Pool	\$ 558,244	1.61%

		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		\$ 5,976,287		

USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,060,000
Unassigned	\$ 2,868,953
	\$ 5,976,287

Fund Balance Summary

Water Utility Fund (401)	\$ 1,266,212
Sewer Utility Fund (402)	\$ 2,662,741
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	\$ 5,976,287



**AGENDA
BILL
Item 9.D**

**Operations Department
Report**

DATE SUBMITTED:	August 25, 2022	MEETING DATE:	August 31, 2022
TO: BOARD OF COMMISSIONERS		FROM: Brent Winters, Operations Manager	
GENERAL MANAGER APPROVAL		<i>[Signature]</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 August 31 ,2022 Board Meeting
Data Compiled 08/25/22 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	x				
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	x	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%
Overall	100%

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

Dates of Completed Safety Committee Meetings

1/21/2022	5/26/2022	
2/24/2022	6/23/2022	
3/24/2022	7/28/2022	
4/28/2022	8/25/2022	

Summary of Work-Related Injuries & Illnesses

	Current Month	2022	2021	2020	2019	2018
Total Number of Work Related Injuries						
Defined as a work related injury or illness that results in:						
• Death						
• Medical treatment beyond first aid						
• Loss of consciousness	0	0	0	0	0	0
• Significant injury or illness diagnosed by a licensed health care professional						
• Days away from work (off work)						
• Restricted work or job transfer						
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	0	0	0	0	0
Total Number of Days Away from Work (at home, in hospital, not at work)	0	0	0	0	0	0
Near Misses	0	0	0	0	2	2

Safety Coordinator Update

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Status of District Water and Sewer Systems
Prepared by Brent Winters Operations and Maintenance Manager
8/31/2022 Board Meeting

Safety Activities	
	<ol style="list-style-type: none"> 1. No time-loss injuries or near misses. 2. Daily safety reminders directly relevant to the day's tasks. 3. Jobsite tailgate meetings by project lead.
Water Utility Activities	
	<p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> 1. Sudden Valley <ol style="list-style-type: none"> a. Plant is operating well, averaging .6 million gallons per day (MGD) at 800 GPM. 2. Agate Heights <ol style="list-style-type: none"> a. Plant is operating well. <p><i>Distribution System</i></p> <ol style="list-style-type: none"> 1. Repaired service line leaks on Huckleberry, Lake Louise Rd., and Grandview Ln. 2. Installed new water services on Sudden Valley Dr. and Louise View. 3. Installed new hatch cover on the Opal reservoir. 4. Replaced four (4) obsolete fire hydrants near the Geneva Elementary School. 5. District has rented two (2) bulk water meters with backflow assemblies to contractors working in Sudden Valley.
Sewer Utility Activities	
	<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> 1. North Point <ol style="list-style-type: none"> a. Spare new pump ship date is October 17th. b. Replaced air release valve on the discharge line. <p><i>Collection System</i></p> <ol style="list-style-type: none"> 1. Performed semi-annual sewer air release valve maintenance on Geneva interceptor. 2. Televising project is on hold until the camera van repairs are completed.
Fleet	
	<p><i>Vehicles</i></p> <ol style="list-style-type: none"> 1. Camera van is in the shop for repair to the camera system. <p><i>Equipment</i></p> <ol style="list-style-type: none"> 1. All equipment is ready to go to work.
Facilities	
	<p><i>Shop Building</i></p> <ol style="list-style-type: none"> 1. Nothing new to report.
Training	
	<ol style="list-style-type: none"> 1. Crew received Fall Protection Training from Rhett Carpenter. 2. Cyrus passed his Wastewater Collection Personnel 1 examination. 3. James Reedy passed his Water Treatment Plant Operator OIT certification exam.
Development	
	<ol style="list-style-type: none"> 1. Inspector is actively working with fifteen (15) permit holders making connection to our system.