



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting: Wed September 28, 2022
8:00 am — 10:00 am

Join the meeting from your computer, tablet smartphone: <https://meet.goto.com/306160029>
You can also dial in using your phone.
Call: [+1 \(872\) 240-3412](tel:+18722403412) Access Code: 306-160-029 Press *6 to mute/unmute your microphone
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ATTENDING A MEETING

How to Participate

MEETINGS ARE VIRTUAL

Our meetings are currently held in a virtual format using the GoTo platform. We'll begin offering hybrid meetings (in-person + virtual) in the near future.



COMMUNICATING WITH US



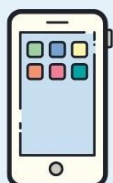
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

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 the GoTo platform for virtual 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@lwwsd.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

September 28, 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. Resolution No. 885—Creating a Customer Class Subject to Properties Located in the Utility Local Improvement District No. 18 Benefiting Area that have Not Paid the Associated Assessment Charges
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:	September 22, 2022	MEETING DATE:	September 28, 2022	
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope			
GENERAL MANAGER APPROVAL				
ATTACHED DOCUMENTS	1. See below			
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>	

****TO BE UPDATED 09.14.2022****

BACKGROUND / EXPLANATION OF IMPACT

- Payroll for Pay Period #19 (09/03/2022 through 09/16/2022) totaling \$50,390.46
- Payroll Benefits for Pay Period #19 totaling \$54,737.01
- 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.”

PAYROLL

CHECK REGISTER

Lake Whatcom W-S District


Time: 09:31:09 Date: 09/20/2022

09/22/2022 To: 09/22/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2844	09/22/2022	Payroll	5	EFT		330.60	09/03/2022 - 09/16/2022 PR 19
2845	09/22/2022	Payroll	5	EFT		352.27	09/03/2022 - 09/16/2022 PR 19
2846	09/22/2022	Payroll	5	EFT		352.27	09/03/2022 - 09/16/2022 PR 19
2847	09/22/2022	Payroll	5	EFT		3,548.63	09/03/2022 - 09/16/2022 PR 19
2848	09/22/2022	Payroll	5	EFT		4,401.14	09/03/2022 - 09/16/2022 PR 19
2849	09/22/2022	Payroll	5	EFT		2,740.89	09/03/2022 - 09/16/2022 PR 19
2851	09/22/2022	Payroll	5	EFT		1,916.99	09/03/2022 - 09/16/2022 PR 19
2853	09/22/2022	Payroll	5	EFT		1,949.37	09/03/2022 - 09/16/2022 PR 19
2854	09/22/2022	Payroll	5	EFT		3,023.52	09/03/2022 - 09/16/2022 PR 19
2855	09/22/2022	Payroll	5	EFT		2,228.88	09/03/2022 - 09/16/2022 PR 19
2856	09/22/2022	Payroll	5	EFT		3,468.96	09/03/2022 - 09/16/2022 PR 19
2857	09/22/2022	Payroll	5	EFT		2,093.66	09/03/2022 - 09/16/2022 PR 19
2858	09/22/2022	Payroll	5	EFT		117.42	09/03/2022 - 09/16/2022 PR 19
2859	09/22/2022	Payroll	5	EFT		2,371.63	09/03/2022 - 09/16/2022 PR 19
2860	09/22/2022	Payroll	5	EFT		2,595.08	09/03/2022 - 09/16/2022 PR 19
2861	09/22/2022	Payroll	5	EFT		1,290.64	09/03/2022 - 09/16/2022 PR 19
2862	09/22/2022	Payroll	5	EFT		2,174.65	09/03/2022 - 09/16/2022 PR 19
2863	09/22/2022	Payroll	5	EFT		3,353.90	09/03/2022 - 09/16/2022 PR 19
2864	09/22/2022	Payroll	5	EFT		1,926.69	09/03/2022 - 09/16/2022 PR 19
2865	09/22/2022	Payroll	5	EFT		1,212.05	09/03/2022 - 09/16/2022 PR 19
2866	09/22/2022	Payroll	5	EFT		2,969.96	09/03/2022 - 09/16/2022 PR 19
2867	09/22/2022	Payroll	5	EFT		4,133.17	09/03/2022 - 09/16/2022 PR 19
2850	09/22/2022	Payroll	5	13295		352.27	8/3/2022, 8/24/2022, 8/31/2022
2852	09/22/2022	Payroll	5	13296		1,485.82	09/03/2022 - 09/16/2022 PR 19
						15,971.43	
						34,419.03	
						50,390.46	Payroll: 50,390.46

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 9/20/2022
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: 10:17:46 Date: 09/20/2022

09/22/2022 To: 09/22/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2868	09/22/2022	Payroll	5	EFT	UNITED STATES TREASURY	18,645.43	941 Deposit for Pay Cycle(s) 09/22/2022 - 09/22/2022
2869	09/22/2022	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	543.87	Pay Cycle(s) 09/22/2022 To 09/22/2022 - SUP ENF
2870	09/22/2022	Payroll	5	13297	AFLAC	354.85	Pay Cycle(s) 09/22/2022 To 09/22/2022 - AFLAC Pre-Tax; Pay Cycle(s) 09/22/2022 To 09/22/2022 - AFLAC Post-Tax
2871	09/22/2022	Payroll	5	13298	AFSCME LOCAL	379.20	Pay Cycle(s) 09/22/2022 To 09/22/2022 - Union Dues; Pay Cycle(s) 09/22/2022 To 09/22/2022 - Union Fund
2872	09/22/2022	Payroll	5	13299	DEPARTMENT OF RETIREMENT SYSTEMS	4,985.50	Pay Cycle(s) 09/22/2022 To 09/22/2022 - DCP
2873	09/22/2022	Payroll	5	13300	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 09/22/2022 To 09/22/2022 - VEBA
2874	09/22/2022	Payroll	5	13301	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 09/22/2022 To 09/22/2022 - ICMA
2875	09/22/2022	Payroll	5	13302	WA ST HEALTH CARE AUTHORITY	16,619.63	Pay Cycle(s) 09/22/2022 To 09/22/2022 - PEBB Medical; Pay Cycle(s) 09/22/2022 To 09/22/2022 - PEBB ADD LTD; Pay Cycle(s) 09/22/2022 To 09/22/2022 - PEBB SMK Surcharge; Pay Cycle(s) 09/22/2022 To 09/22
2876	09/22/2022	Payroll	5	13303	WA ST PUBLIC EMP RET PLAN 2	9,294.32	Pay Cycle(s) 09/22/2022 To 09/22/2022 - PERS 2
2877	09/22/2022	Payroll	5	13304	WA ST PUBLIC EMP RET PLAN 3	3,224.21	Pay Cycle(s) 09/22/2022 To 09/22/2022 - PERS 3
						401 Water Fund	40,707.46
						402 Sewer Fund	14,029.55
						<hr/>	
						54,737.01 Payroll:	54,737.01

CHECK REGISTER

Lake Whatcom W-S District

Time: 10:17:46 Date: 09/20/2022

09/22/2022 To: 09/22/2022

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 9/20/2022
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**

**Resolution No. 885 – Creating a
Customer Class Subject to Undeveloped
Properties in ULID No. 18
Benefiting Area**

DATE SUBMITTED:	September 19, 2022	MEETING DATE:	September 28, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Resolution No. 885		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

As a Washington State special purpose district, the Lake Whatcom Water and Sewer District (District) has from time-to-time established utility local improvement districts (ULIDs) under [RCW 36.94.230](#) as a means of financing needed capital improvements. ULIDs are special assessments on properties determined to benefit from the associated capital improvement project.

The sole remaining active District ULID is ULID No. 18, which was created in 2001 to finance the Lake Louise Road Sewer Interceptor project. The District Board of Commissioners (Board) confirmed the final assessment roll for ULID No. 18 via adoption of Resolution No. 668 during a regularly scheduled meeting held on January 30, 2003. The original assessment on each benefiting property of ULID No. 18 was \$2,792.78.

As allowed under statute, some owners of properties located within the ULID No. 18 benefiting area exercised the option to “opt out” of paying the assessment, which resulted in a restrictive covenant being recorded on the property that prohibits its development until January 30, 2028 (25 years). However, the District later determined that there were a number of undeveloped properties within the benefiting area that were neither charged the ULID No. 18 assessment, nor had a restrictive covenant recorded against them due to “opting out” of the ULID assessment. To address this issue, the Board adopted Resolution No. 672 during a regularly scheduled meeting held on March 28, 2003, which created a charge in lieu of the ULID assessment that allowed the subject properties to connect to District infrastructure through payment of the ULID No. 18 assessment escalated through a 9.5% multiplier applied annually through the date of connection application. The charge in lieu of assessment created through Resolution No. 672 expires December 31, 2022 (approximately 20 years).

With the expiration of the charge in lieu of assessment fee approaching, the question was recently raised as to whether these properties whose owner neither formally “opted out” of ULID No. 18, nor paid the ULID No. 18 assessment, will have the ability to develop after the December 31, 2022, expiration of the charge in lieu of assessment. District staff and counsel have determined that these properties may develop after expiration of the charge in lieu of assessment, with no additional financial obligations (beyond general District connection charges and fees). This, in turn, has

created a question of fairness for these properties relative to the properties whose owners formally “opted out” of ULID No. 18, which remain undevelopable for the next five years, and those that paid the ULID assessment for the right to develop their property.

The Board discussed this issue during its regularly scheduled meeting held on September 14 and directed staff and legal counsel to develop a resolution creating a customer class extending through 2027 the charge in lieu of assessment fee for those properties that had not “opted out” nor paid the original ULID No. 18 assessment. A draft of the requested resolution is attached for Board consideration.

FISCAL IMPACT

Revenues associated with the proposed payment of the charge in lieu of assessment for development of properties not included in the final assessment roll are minor relative to overall Sewer Utility revenues. Should the Board adopt Resolution No. 885 as presented, there would be continuance of revenue for each associated parcel that is developed over the next five years (\$8,868.47 in 2023 increasing annually by 9.5% to \$12,749.85 in 2027).

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Customer Satisfaction
Financial Viability

RECOMMENDED BOARD ACTION

Staff recommends that the Board adopt Resolution No. 885.

PROPOSED MOTION

Recommended motion is:

“I move to adopt Resolution No. 885 as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 885**

A Resolution of the Board of Commissioners
Creating a Customer Class Subject to Properties Located in the Utility Local Improvement District
No. 18 Benefitting Area that have Not Paid the Associated Assessment Charges

WHEREAS, the Lake Whatcom Water and Sewer District (“District”) is a special purpose district located in Washington State authorized under Title 57 Revised Code of Washington (“RCW”); and

WHEREAS, RCW 36.94.230 provides the District the authority to establish utility local improvement districts (“ULID”) as a means of financing needed capital improvements through the implementation of special assessments on properties determined to benefit from the associated capital improvement; and

WHEREAS, over time, the District Board of Commissioners (“Board”) has found it in the District’s interest to form various ULIDs to assist in the financing of necessary capital improvements; and

WHEREAS, the Board declared a notice of intent to form a ULID to assist in the financing of the Lake Louise Road Sewer Interceptor Project via adoption of Resolution No. 652 during a regularly scheduled Board meeting held on August 30, 2001; and

WHEREAS, the Board created ULID No. 18 to assist in financing the construction of the Lake Louise Road Sewer Interceptor Project via adoption of Resolution No. 655 during a regularly scheduled Board meeting held on October 19, 2001; and

WHEREAS, the Board approved and confirmed the final assessment roll for ULID No. 18 via adoption of Resolution No. 668 during a regularly scheduled meeting held on January 30, 2003; and

WHEREAS, the original assessment on each benefitting property of ULID No. 18 was \$2,792.78; and

WHEREAS, some owners of undeveloped properties within ULID No. 18 exercised the option to “opt out” of paying the assessment, which resulted in a restrictive covenant against development being recorded against the property for 25 years from January 30, 2003; and

WHEREAS, to address certain undeveloped properties within the ULID No. 18 benefiting area whose owners did not formally exercise the “opt out” option during ULID formation, but that did not pay the ULID No. 18 assessment fee, the Board adopted Resolution No. 672 during a regularly scheduled meeting of the Board held on March 28, 2003; and

WHEREAS, Resolution No. 672 created a charge in lieu of the ULID assessment that allowed subject undeveloped properties to connect to District infrastructure through payment of the ULID No. 18 assessment escalated through a 9.5% multiplier applied annually through the date of connection application; and

WHEREAS, the charge in lieu of assessment created through Resolution No. 672 expires December 31, 2022; and

WHEREAS, under present resolutions properties whose owners formally “opted out” of ULID No. 18 remain restricted from development until January 30, 2028, while those that did not formally “opt out” but did not pay the ULID No. 18 assessment, have the potential to develop as of January 1, 2023, without paying the ULID No. 18 assessment or charge in lieu of assessment; and

WHEREAS, RCW 57.08.005(11) provides the District the authority to fix rates and charges for connection to District infrastructure that are proportionate to the cost of the infrastructure serving a given property; and

WHEREAS, RCW 57.08.081(2) authorizes establishment of separate customer classes for the purpose of fixing rates and charges based on various factors including “capital contributions made to the system including but not limited to assessments” and “any other matters which present a reasonable difference as a ground for distinction;” and

WHEREAS, the Board finds it in the interest of the District to promote parity and treat all remaining undeveloped properties within the ULID No. 18 benefiting area equitably in relation to payment of assessments under prior agreements; and

WHEREAS, the Board finds that creating a separate customer class subject to a connection surcharge of those properties that did not formally “opt out” of ULID No. 18 with a 25-year restrictive covenant on development, but that have also not paid the ULID No. 18 assessment, will provide a fair and equitable means of collecting said owners share of the cost of improvements at the time connection; and

WHEREAS, the Board intends to establish a new class of customer (“Customer Class”) for the purpose of imposing a connection surcharge on owners of property within ULID No. 18 that have not opted out by placing said restrictive covenant on development of their property and have not paid their share of ULID No. 18 assessment; and

WHEREAS, the amount of the connection fee surcharge on the Customer Class is intended to continue in the same principal amount and annual interest rate as for the expiring charge in lieu of assessment established in Resolution No. 672; and

WHEREAS, said Customer Class surcharge is intended to remain in place on connection fees for undeveloped property in ULID No. 18, until the aforementioned restrictive covenant on development of undeveloped properties that opted out of the assessment expires on January 30, 2028; and

WHEREAS, the foregoing recitals are a material part of this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake Whatcom Water and Sewer District, Whatcom County, Washington as follows:

Section 1. A District Customer Class is established consisting of those remaining properties subject to charges in lieu of the ULID No. 18 assessment allowed through Resolution No. 672. The surcharge for connection to the District sewer system of a qualifying property in this Customer Class shall be the 2022 total charge defined in Resolution No. 672, increased on each January 1 thereafter by nine and one-half percent (9.5%) per annum, compounded annually. All other applicable present and future District charges related to connection remain in effect.

Section 2. This Customer Class and the surcharge associated therewith shall commence on January 1, 2023 and expire on January 30, 2028.

Section 3. Any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.

Section 4. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original resolution or resolutions shall be in full force and effect.

Section 5. This resolution shall be effective immediately.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 28th day of September, 2022.

Laura Abele, President, Board of Commissioners

Attest:

Rachael Hope, Recording Secretary

Approved as to form:

Robert Carmichael, Attorney for the District



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	September 22, 2022	MEETING DATE:	September 28, 2022	
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager			
GENERAL MANAGER APPROVAL	<i>Justin Clary</i>			
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, September 28, 2022 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Oct 12, 2022	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu Oct 13, 2022	8:00 a.m.	Board Room Commissioner Carter to attend
Investment Comm. Meeting	Wed Oct 26, 2022	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Oct 27, 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 Oct 19, 2022	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Oct 12, 2022	3:00 p.m.	Remote Attendance

Committee Meeting Reports

Safety Committee:

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

Investment Committee:

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

Upcoming Board Meeting Topics

- General facilities charges (GFC) update adoption
- 2023-24 biennial budget development
- Sewer inflow and infiltration repair on-call contract award
- Facility security risk assessment contract award
- City of Bellingham Post Point Resource Recovery Project shift implications on District
- 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. To lessen the financial impact of borrowing for anticipated large-scale projects, surplus reserves have been created in the water and sewer utility funds to build funds designated for these projects. In addition, external funding is aggressively being sought, primarily in the form of FEMA Hazard Mitigation Grants.

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 presented a memorandum describing the methodology used to update the infrastructure asset inventory during the September 14 meeting. Consideration of adoption of updated GFCs is scheduled for the October 12 meeting.

Records Management System Overhaul

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

Safety Program Update

- Continue systematic review and revision of District's safety programs by updating nine programs in 2022.
The safety committee has finalized updates to eight programs (PPE, safety responsibilities, slips, trips and falls, heat-related illness, wildfire smoke, respiratory protection, back injury prevention, and medical emergencies).

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. Nextdoor has also recently revised its policy to allow special purpose districts to create agency accounts—District staff is in the process of creating a District account in Nextdoor.
- Press Releases
Press releases were issued on March 2 (commissioner redistricting public hearing), March 21 (sewage overflow at North Point lift station), June 29 (Commissioner McRoberts resignation), and September 1 (Commissioner Knakal appointment).

Intergovernmental Relations

- *J Clary is scheduled to attend (and present at) the WASWD Fall Conference September 28-30.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the interjurisdictional coordinating team meeting on September 15.

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:	September 22, 2022	MEETING DATE:	September 28, 2022
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL	<i>Justin Day</i>		
ATTACHED DOCUMENTS	1. Engineering Department Report		
	2. Summary of District Projects		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information regarding District projects and current priorities in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the September 28, 2022 Board Meeting
Data Compiled 9/21/22 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	39	0	1	0
Pre-paid Connection Certificates & Expired Permits	13	0	4	0
Water Availabilities (trailing 12 months)	54	0	0	0
Subtotal - Commitments not yet connected	106	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:	September 19, 2022	MEETING DATE:	September 28, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL	<i>Jennifer Signs</i>		
ATTACHED DOCUMENTS	1. August 2022 Financial Report		
	2. August 2022 Cash & Investment Summary		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:11:13 Date: 09/19/2022

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401 Water Fund

Revenues	Amt Budgeted	August	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	238,108.85	1,819,413.96	1,075,563.04	37.2%
343 41 10 01 Building Permits - Water	84,030.00	60,413.48	156,994.73	(72,964.73)	0.0%
340 Charges For Services	2,979,007.00	298,522.33	1,976,408.69	1,002,598.31	33.7%
350 Fines & Forfeitures					
359 81 10 00 Combined Fees	28,000.00	(124.48)	4,241.15	23,758.85	84.9%
359 90 00 00 Late Fees	58,000.00	5,551.29	40,851.98	17,148.02	29.6%
350 Fines & Forfeitures	86,000.00	5,426.81	45,093.13	40,906.87	47.6%
360 Misc Revenues					
361 11 00 00 Investment Interest	20,000.00	944.58	23,436.63	(3,436.63)	0.0%
362 10 00 00 Deposits For Bulk Meter	0.00	1,500.00	3,000.00	(3,000.00)	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	9,248.39	10,094.04	(9,094.04)	0.0%
360 Misc Revenues	22,000.00	11,692.97	36,530.67	(14,530.67)	0.0%
390 Other Revenues					
395 20 00 01 Compensation For Loss/Impairment Of Capital Asset	0.00	0.00	13,129.62	(13,129.62)	0.0%
390 Other Revenues	0.00	0.00	13,129.62	(13,129.62)	0.0%
Fund Revenues:	3,326,007.00	315,642.11	2,071,162.11	1,254,844.89	37.7%

Expenditures	Amt Budgeted	August	YTD	Remaining	
534 Water Utilities					
534 10 10 00 Water - Gen Admin Payroll	371,770.00	26,187.24	225,066.92	146,703.08	39.5%
534 10 20 00 Water - Gen Admin Personnel Benefits	161,024.00	10,800.61	94,687.34	66,336.66	41.2%
534 10 31 00 Water - Gen Admin Supplies	25,000.00	690.22	6,839.03	18,160.97	72.6%
534 10 31 01 Water - Meetings/Team building	2,000.00	22.06	882.78	1,117.22	55.9%
534 10 40 00 Water - Merchant Services Fees	11,500.00	1,264.31	9,027.83	2,472.17	21.5%
534 10 40 01 Water - Bank Fees	800.00	110.80	955.33	(155.33)	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	12,927.66	99,431.61	67,568.39	40.5%
534 10 41 02 Water- Engineering Srvc	20,000.00	504.25	5,440.25	14,559.75	72.8%
534 10 41 03 Water - Legal Srvc	22,000.00	2,089.50	21,742.70	257.30	1.2%
534 10 42 00 Water - Admin Communication	31,000.00	2,576.57	22,485.13	8,514.87	27.5%
534 10 45 00 Water - Gen Admin Lease	5,500.00	471.66	3,411.99	2,088.01	38.0%
534 10 46 00 Water - Gen Admin Insurance	103,500.00	0.00	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	195.25	18,902.50	(1,652.50)	0.0%

2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:11:13 Date: 09/19/2022

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401 Water Fund

Expenditures	Amt Budgeted	August	YTD	Remaining		
534 Water Utilities						
534 10 49 02	Water - Taxes	147,500.00	12,738.71	95,539.27	51,960.73	35.2%
534 40 43 00	Water - Admin Training & Travel	10,000.00	20.00	4,610.58	5,389.42	53.9%
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	168.62	45,375.88	89,624.12	66.4%
534 50 31 01	Water - Small Assets	40,000.00	5,951.08	26,121.27	13,878.73	34.7%
534 50 48 00	Water - Repair & Maint	60,000.00	97.22	66,444.51	(6,444.51)	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	3,061.61	8,427.61	7,072.39	45.6%
534 60 47 00	Water - City of Bellingham	52,000.00	4,956.58	31,303.91	20,696.09	39.8%
534 80 10 00	Water - Operations Payroll	629,236.00	52,073.30	425,830.52	203,405.48	32.3%
534 80 20 00	Water - Operations Personnel Benefits	288,653.00	21,216.18	173,980.44	114,672.56	39.7%
534 80 32 00	Water - Operations Fuel	12,500.00	477.26	14,446.07	(1,946.07)	0.0%
534 80 35 00	Water - Safety Supplies	10,000.00	310.68	4,797.21	5,202.79	52.0%
534 80 35 01	Water - Safety Boots	1,400.00	0.00	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	967.04	2,003.92	7,996.08	80.0%
534 80 47 00	Water - Ops Utilities	121,200.00	9,364.26	85,285.91	35,914.09	29.6%
534 80 49 00	Water - Operations Laundry	2,000.00	74.31	843.16	1,156.84	57.8%
534 Water Utilities		2,562,833.00	169,316.98	1,505,759.95	1,057,073.05	41.2%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	(1,170.37)	411.88	(411.88)	0.0%
580 Non Expenditures		0.00	(1,170.37)	411.88	(411.88)	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	18,526.16	132,704.87	(132,704.87)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	21,726.16	71,135.02	(71,135.02)	0.0%
594 34 64 01	Capital Outlay - Water Equipment	0.00	5,291.44	27,758.99	(27,758.99)	0.0%
594 Capital Expenditures		528,250.00	45,543.76	231,598.88	296,651.12	56.2%
Fund Expenditures:		3,317,397.00	213,690.37	1,737,770.71	1,579,626.29	47.6%
Fund Excess/(Deficit):		8,610.00	101,951.74	333,391.40		

2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:11:13 Date: 09/19/2022

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402 Sewer Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
340 Charges For Services					
343 50 11 00 Sewer Service Residential	4,425,315.00	377,759.90	3,021,458.86	1,403,856.14	31.7%
343 50 19 00 Sewer Service Other	4,500.00	603.74	3,815.63	684.37	15.2%
343 50 80 00 Latecomers Fee ULID #18	0.00	16,198.12	16,198.12	(16,198.12)	0.0%
343 51 10 02 Building Permits - Sewer	88,600.00	69,208.60	168,352.60	(79,752.60)	0.0%
340 Charges For Services	4,518,415.00	463,770.36	3,209,825.21	1,308,589.79	29.0%

360 Misc Revenues

361 11 00 02 Investment Interest	20,000.00	944.59	23,436.69	(3,436.69)	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	2,000.00	2,000.00	2,141.00	51.7%
369 91 01 02 Miscellaneous	1,000.00	9,020.88	9,520.88	(8,520.88)	0.0%
360 Misc Revenues	35,941.00	11,965.47	42,038.99	(6,097.99)	0.0%

390 Other Revenues

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

Fund Revenues:	4,554,356.00	475,735.83	3,264,993.83	1,289,362.17	28.3%
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Expenditures	Amt Budgeted	August	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	371,770.00	26,187.20	225,066.48	146,703.52	39.5%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	161,024.00	10,800.50	94,685.47	66,338.53	41.2%
535 10 31 00 Sewer - Gen Admin Supplies	16,800.00	690.21	6,551.67	10,248.33	61.0%
535 10 31 01 Sewer - Meetings/Team Building	2,000.00	22.06	989.48	1,010.52	50.5%
535 10 40 00 Sewer -Merchant Services Fees	11,500.00	1,264.30	9,027.76	2,472.24	21.5%
535 10 40 01 Sewer - Bank Fees	750.00	110.81	970.36	(220.36)	0.0%
535 10 41 01 Sewer - Gen Admin Prof Srvc	187,500.00	12,927.63	82,111.40	105,388.60	56.2%
535 10 41 02 Sewer - Engineering Srvc	20,000.00	504.25	3,823.25	16,176.75	80.9%
535 10 41 03 Sewer - Legal Srvc	22,000.00	2,089.50	21,742.71	257.29	1.2%
535 10 42 00 Sewer - Admin Communication	31,000.00	2,521.99	22,430.19	8,569.81	27.6%
535 10 45 00 Sewer - Gen Admin Lease	5,500.00	471.66	3,411.93	2,088.07	38.0%
535 10 46 00 Sewer - Gen Admin Insurance	103,500.00	0.00	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	92.24	12,542.80	(2,542.80)	0.0%
535 10 49 02 Sewer - Taxes	122,000.00	9,334.15	66,907.84	55,092.16	45.2%
535 40 43 00 Sewer - Gen Admin TrainIng &Travel	10,000.00	20.00	4,364.59	5,635.41	56.4%
535 40 43 01 Sewer - Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
535 50 31 00 Sewer - Maintenance Supplies	45,000.00	2,267.07	12,102.46	32,897.54	73.1%
535 50 31 01 Sewer - Small Assets	30,000.00	1,412.25	41,344.55	(11,344.55)	0.0%
535 50 48 00 Sewer - Repair & Maint	125,000.00	6,765.03	191,720.51	(66,720.51)	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	96,229.51	576,117.00	239,883.00	29.4%
535 80 10 00 Sewer - Operations Payroll	530,481.00	42,662.11	342,507.39	187,973.61	35.4%

2022 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:11:13 Date: 09/19/2022

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402 Sewer Fund

Expenditures	Amt Budgeted	August	YTD	Remaining	
535 Sewer					
535 80 20 00 Sewer - Operations Personnel Benefits	237,606.00	17,229.03	139,423.48	98,182.52	41.3%
535 80 32 00 Sewer - Operations Fuel	14,200.00	477.25	21,660.01	(7,460.01)	0.0%
535 80 35 00 Sewer - Safety Supplies	10,000.00	310.69	5,759.28	4,240.72	42.4%
535 80 35 01 Sewer - Safety Boots	1,400.00	0.00	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	68.00	781.20	9,218.80	92.2%
535 80 47 00 Sewer - Ops Utilities	110,000.00	7,149.39	85,368.61	24,631.39	22.4%
535 80 49 00 Sewer - Operations Laundry	2,500.00	101.16	1,223.30	1,276.70	51.1%
535 Sewer	3,015,731.00	241,707.99	1,980,977.25	1,034,753.75	34.3%
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	9,809.51	133,770.29	(133,770.29)	0.0%
594 35 63 02 Capital Projects- Sewer System	0.00	13,894.90	224,067.16	(224,067.16)	0.0%
594 35 64 02 Capital Outlay - Sewer Equipment	0.00	0.00	62,801.95	(62,801.95)	0.0%
594 Capital Expenditures	805,880.00	23,704.41	420,639.40	385,240.60	47.8%
Fund Expenditures:	4,458,987.00	265,412.40	2,497,804.15	1,961,182.85	44.0%
Fund Excess/(Deficit):	95,369.00	210,323.43	767,189.68		



LAKE WHATCOM WATER AND SEWER
INVESTMENTS/CASH AS OF 8/31/2022

Petty Cash	\$ 1,600	
Cash	\$ 1,395,471	0.00%
Public Funds Account	<u>\$ 505,080</u>	1.24%
 WA Federal	 \$ 1,902,152	
 Local Gov't Investment Pool	 \$ 559,309	 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		<u>(\$4,438)</u>		
US Bank Safekeeping		\$ 3,827,102		
 TOTAL		 <u><u>\$ 6,288,562</u></u>		

USE OF FUNDS:	
Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,060,000
Unassigned	\$ 3,181,228
	<u><u>\$ 6,288,562</u></u>

<u>Fund Balance Summary</u>	
Water Utility Fund (401)	\$ 1,368,163
Sewer Utility Fund (402)	\$ 2,873,065
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	<u>\$ 772,334</u>
	<u><u>\$ 6,288,562</u></u>



**AGENDA
BILL
Item 9.D**

**Operations Department
Report**

DATE SUBMITTED:	September 22, 2022	MEETING DATE:	September 28, 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 September 28 ,2022 Board Meeting
Data Compiled 09/22/22 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	x			
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	x	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	100%
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

--

Status of District Water and Sewer Systems
Prepared by Brent Winters Operations and Maintenance Manager
9/28/2022 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 .5 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 water main leak on Loganberry near the Div. 30 reservoir. 2. Repaired water service line leaks on Grandview and Pinto Creek Lane. 3. Installed new water services on Sandalwood Circle and Kinglet Court. 4. Assisted coatings inspector at Div 22, 30, and Geneva reservoirs.
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. 2. Afternoon Beach <ol style="list-style-type: none"> a. Completed the capital project to replace feeder cables. 3. Performed annual wet well inspections and created repair tasks based on findings. <p><i>Collection System</i></p> <ol style="list-style-type: none"> 1. Cleared log jam compromising sewer main crossing Beaver Creek. 2. Walked Beaver Creek, assisted Engineering with locating sewer infrastructure. 3. Located and raised manholes as needed around Lake Louise in preparation for wet weather. 4. Performed semi-annual air release valve maintenance on the Lake Louise Rd interceptor.
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. Hydro Excavation truck is in the shop for pony motor repair.
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. Ken, Cyrus, and Tim received Flagger Recertification. 2. James Reedy passed his Water Distribution Manager 1 certification exam.
Development	
	<ol style="list-style-type: none"> 1. Inspector is actively working with seventeen (17) permit holders making connection to our system.