



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed October 26, 2022
8:00 am — 10:00 am

Join the meeting from your computer, tablet smartphone: <https://meet.goto.com/165712629>

You can also dial in using your phone.

Call: [+1 \(646\) 749-3122](tel:+16467493122) Access Code: 165-712-629 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



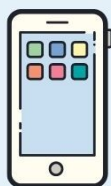
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

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

October 26, 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. Revised General Facilities Charges Implementation Discussion
 - B. 2022 Wildfire Risk Reduction Summary
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:	October 20, 2022	MEETING DATE:	October 26, 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 10.25.2022****

BACKGROUND / EXPLANATION OF IMPACT

- Payroll for Pay Period #21 (10/01/2022 through 10/14/2022) totaling \$48,259.78
- Payroll Benefits for Pay Period #20 totaling \$53,232.59
- 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.”

CHECK REGISTER

PAYROLL

Lake Whatcom W-S District

Time: 10:29:32 Date: 10/17/2022

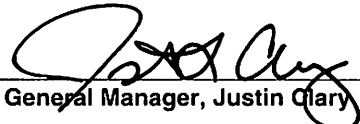
10/20/2022 To: 10/20/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3132	10/20/2022	Payroll	5	EFT		330.60	10/01/2022 - 10/14/2022 PR 21
3133	10/20/2022	Payroll	5	EFT		234.86	10/01/2022 - 10/14/2022 PR 21
3134	10/20/2022	Payroll	5	EFT		352.27	10/01/2022 - 10/14/2022 PR 21
3135	10/20/2022	Payroll	5	EFT		3,547.75	10/01/2022 - 10/14/2022 PR 21
3136	10/20/2022	Payroll	5	EFT		3,704.07	10/01/2022 - 10/14/2022 PR 21
3137	10/20/2022	Payroll	5	EFT		2,680.20	10/01/2022 - 10/14/2022 PR 21
3139	10/20/2022	Payroll	5	EFT		2,849.23	10/01/2022 - 10/14/2022 PR 21
3141	10/20/2022	Payroll	5	EFT		1,944.21	10/01/2022 - 10/14/2022 PR 21
3142	10/20/2022	Payroll	5	EFT		3,018.85	10/01/2022 - 10/14/2022 PR 21
3143	10/20/2022	Payroll	5	EFT		2,107.82	10/01/2022 - 10/14/2022 PR 21
3144	10/20/2022	Payroll	5	EFT		3,466.76	10/01/2022 - 10/14/2022 PR 21
3145	10/20/2022	Payroll	5	EFT		2,078.47	10/01/2022 - 10/14/2022 PR 21
3146	10/20/2022	Payroll	5	EFT		587.13	10/01/2022 - 10/14/2022 PR 21
3147	10/20/2022	Payroll	5	EFT		2,349.56	10/01/2022 - 10/14/2022 PR 21
3148	10/20/2022	Payroll	5	EFT		2,590.79	10/01/2022 - 10/14/2022 PR 21
3149	10/20/2022	Payroll	5	EFT		1,266.42	10/01/2022 - 10/14/2022 PR 21
3150	10/20/2022	Payroll	5	EFT		2,200.04	10/01/2022 - 10/14/2022 PR 21
3151	10/20/2022	Payroll	5	EFT		3,352.37	10/01/2022 - 10/14/2022 PR 21
3152	10/20/2022	Payroll	5	EFT		1,822.82	10/01/2022 - 10/14/2022 PR 21
3153	10/20/2022	Payroll	5	EFT		2,963.35	10/01/2022 - 10/14/2022 PR 21
3154	10/20/2022	Payroll	5	EFT		2,619.61	10/01/2022 - 10/14/2022 PR 21
3138	10/20/2022	Payroll	5	13384		704.55	9/7/22, 9/12/22, 9/14/22, 9/28/22, 9/29/22, 9/30/22
3140	10/20/2022	Payroll	5	13385		1,488.05	10/01/2022 - 10/14/2022 PR 21
401 Water Fund						14,876.83	
402 Sewer Fund						33,382.95	

48,259.78 Payroll: 48,259.78

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 10/17/2022
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: 10:40:01 Date: 10/17/2022

10/20/2022 To: 10/20/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3155	10/20/2022	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	4,985.50	Pay Cycle(s) 10/20/2022 To 10/20/2022 - DCP
3156	10/20/2022	Payroll	5	EFT	UNITED STATES TREASURY	17,567.09	941 Deposit for Pay Cycle(s) 10/20/2022 - 10/20/2022
3157	10/20/2022	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	8,883.59	Pay Cycle(s) 10/20/2022 To 10/20/2022 - PERS 2
3158	10/20/2022	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,224.21	Pay Cycle(s) 10/20/2022 To 10/20/2022 - PERS 3
3159	10/20/2022	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	565.89	Pay Cycle(s) 10/20/2022 To 10/20/2022 - SUP ENF
3160	10/20/2022	Payroll	5	13386	AFLAC	354.85	Pay Cycle(s) 10/20/2022 To 10/20/2022 - AFLAC Pre-Tax; Pay Cycle(s) 10/20/2022 To 10/20/2022 - AFLAC Post-Tax
3161	10/20/2022	Payroll	5	13387	AFSCME LOCAL	347.60	Pay Cycle(s) 10/20/2022 To 10/20/2022 - Union Dues; Pay Cycle(s) 10/20/2022 To 10/20/2022 - Union Fund
3162	10/20/2022	Payroll	5	13388	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 10/20/2022 To 10/20/2022 - VEBA
3163	10/20/2022	Payroll	5	13389	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 10/20/2022 To 10/20/2022 - ICMA
3164	10/20/2022	Payroll	5	13390	WA ST HEALTH CARE AUTHORITY	16,613.86	Pay Cycle(s) 10/20/2022 To 10/20/2022 - PEBB Medical; Pay Cycle(s) 10/20/2022 To 10/20/2022 - PEBB ADD LTD; Pay Cycle(s) 10/20/2022 To 10/20/2022 - PEBB SMK Surcharge; Pay Cycle(s) 10/20/2022 To 10/20/2022
401 Water Fund						39,354.67	
402 Sewer Fund						13,877.92	
						53,232.59	Payroll: 53,232.59

BENEFITS

CHECK REGISTER

Lake Whatcom W-S District


Time: 10:40:01 Date: 10/17/2022

10/20/2022 To: 10/20/2022

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 10/17/2022
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**

**Revised General Facilities Charges
Implementation Timeline**

DATE SUBMITTED:	October 13, 2022	MEETING DATE:	October 26, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

In accordance with the powers granted under [Revised Code of Washington Section 57.08.007](#), from time-to-time the Board of Commissioners reviews and updates the District's fees and charges to ensure that the District receives appropriate payment for services rendered. The Master Fees and Charges Schedule is codified under Title 7 of the District's Administrative Code, with the current revision (Schedule 28) adopted by the Board under Resolution No. 879 during its regularly scheduled meeting on November 24, 2021.

A component of the Master Fees and Charges Schedule is the District's water and sewer general facilities charges (GFCs), which are set at the equitable share of system costs for properties wishing to connect to District services. Historically, the District analyzes its GFCs approximately every five years to ensure they are set at levels that reflect the proportionate system share. During periods between analyses, the District has previously taken the approach of adopting multi-year GFC increases (2.5% annual) for each utility with the intent of keeping pace with inflation over five-year planning horizon.

With the most recent GFC analysis conducted in 2017, a review of the District's GFCs was included in the Board-adopted 2022 Budget. FCS Group, which has assisted the District in prior rate and GFC analyses, was selected to conduct the 2022 analysis. To-date, the GFC analysis has progressed with the following Board involvement:

- April 27 Board meeting—GFC analysis kick-off presentation
- July 27 Board meeting—presentation of initial GFC analysis findings
- September 14 Board meeting—presentation of revised GFC methodology
- October 12 Board meeting—presentation of revised water and sewer GFCs

During the September 14 meeting, the Board affirmed the methodology used for updating the water and sewer GFCs and directed staff to work with FCS Group to use that

methodology in revising the charges. The updated charges were then presented to the Board during its October 12 meeting (water—\$7,832/single family residence; sewer—\$11,934/single family residence), during which the Board directed staff to incorporate those charges into an updated revision to the Master Fees and Charges Schedule for Board consideration. However, there was also significant discussion regarding the timing of the effective date of the revised Master Fees and Charges Schedule (either effective upon adoption, or effective January 1, 2023).

The primary argument in support of making the revised Master Fees and Charges Schedule effective upon adoption is that, if the GFC for each utility is known now, it should be effective upon Board adoption to ensure that any new development permits issued after the Board's adoption pay their known proportionate share for connecting to the District's system.

The primary arguments in support of a January 1, 2023 effective date are that it would be consistent with past Board practice in implementation of GFC and rate updates, allows for a cleaner revision to the Master Fees and Charges Schedule to incorporate for other fees that become effective January 1, 2023 and for deletion of fees that expire December 31, 2022, is consistent with maintaining the public expectation of predictability of public agencies, and with the Lake Whatcom Watershed land disturbance window closed, is not anticipated to significantly impact revenues (for example, no permits were processed between November 1 and December 31, 2021).

FISCAL IMPACT

Adoption of the revised GFCs would increase revenues for each new single-family home connecting to District services by \$1,336 for the water utility and \$3,193 for the sewer utility (\$4,529 total increase).

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

Stakeholder Understanding and Support

RECOMMENDED BOARD ACTION

No formal action requested at this time; however, staff requests Board direction on the effective date of the revised GFCs to be incorporated into a resolution for future Board consideration.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 7.B**

**2022 Wildfire Risk Reduction
Summary**

DATE SUBMITTED:	October 17, 2022	MEETING DATE:	October 26, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jason Dahlstrom, Maintenance Lead		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Memorandum dated October 17, 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 District-specific chapter in the current (2021) revision of the Whatcom County Natural Hazards Mitigation Plan includes a goal to Firewise® critical facilities. The attached memorandum summarizes actions taken by the District to implement this goal in protection of critical infrastructure in the event of a wildfire in the District's service area.

FISCAL IMPACT

None—all work was completed by District staff and within the adopted 2022 Budget.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Enterprise Resiliency

RECOMMENDED BOARD ACTION

No action recommended at this time.

PROPOSED MOTION

Not applicable.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

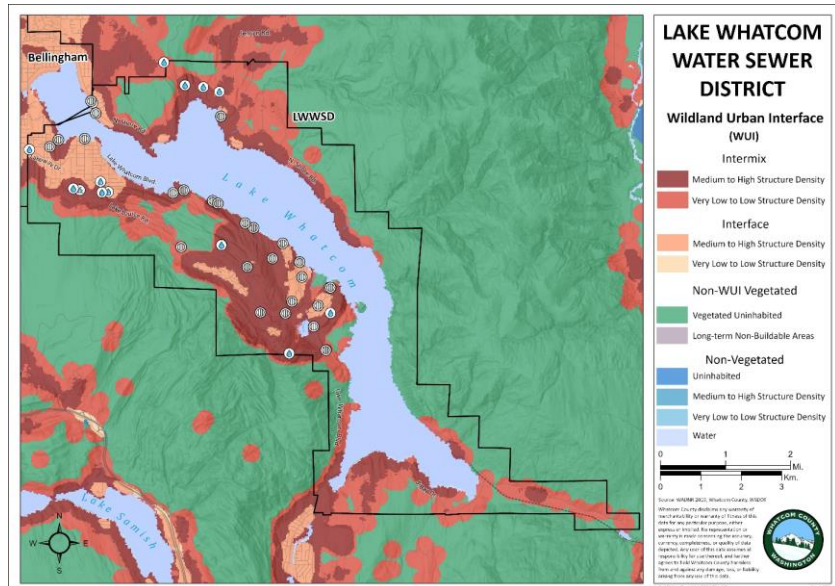
To: Board of Commissioners

From: Jason Dahlstrom, Maintenance Worker Lead
Justin Clary, General Manager

Date: October 17, 2022

RE: 2022 Wildfire Risk Reduction Summary

Over the past couple of decades, the Lake Whatcom Water and Sewer District (District) has participated in periodic revisions to the Whatcom County Natural Hazards Mitigation Plan (Plan), the most recent of which was finalized in September 2021 and adopted by the District Board of Commissioners via Resolution No. 878 during a regularly scheduled meeting on November 10, 2021. Among a number of natural hazards identified within the District-specific chapter of the Plan is the recognition that much of the District's service area is forested and categorized in the *Medium to High Structure Density* risk range on the Washington State Department of Natural Resources Wildland Urban Interface map. To protect the operational integrity of critical District facilities in the event of a wildfire, the Plan identifies action WF-1, Firewise® Critical Facilities.



The Whatcom Conservation District (WCD) offers a comprehensive wildfire preparedness and education program, including assessment of specific sites. To take advantage of this valuable resource, the District scheduled the WCD to conduct assessments of three different facilities (Sudden Valley water treatment plant and associated booster pump building, Division 30 water reservoir, and Beaver sewer lift station) this past May. With over 40 separate facilities, multiple District staff (Justin Clary, Brent Winters, Jason Dahlstrom and Rich Munson) attended the

assessments so that lessons learned at the three facilities could be applied at other District facilities.

WCD recommendations common to the three facilities, as well as most other District facilities, included vegetation maintenance and combustible material removal. Using the cost-effective resource provided through the temporary summer laborer position, Jason Dahlstrom led the District's effort over the summer to implement wildfire risk mitigation measures. The purpose of this memorandum is to apprise the Board of the work completed to enhance the District's wildfire resilience.

To monitor and document completion of mitigation measures, the work management function in the District's asset management system (Cartegraph) was used. An overarching Work Order (M22-002) was created, with underlying tasks (T22-2774 through T22-2817) developed specific to each applicable District facility. By using Cartegraph, completion date and actions completed were documented specific to each facility; the estimated labor and equipment costs, however, were divided evenly amongst all facilities. The attached table summarizes work completed at each facility.

The Cartegraph work order has been created so that it repeats annually on April 30 to ensure ongoing maintenance of landscape-related wildfire risk reduction measures. Other facility-specific recommendations will be completed as staffing and budget allow (e.g., installing a vertical fire-resistant clearance as well as a five-foot-wide gravel base around the SVWTP booster pump building).

2022 Wildfire Risk Mitigation Actions (Work Order M22-002)

Lake Whatcom Water Sewer District

Task ID	Facility	Status	Total Cost	Labor Cost	Equip. Cost	Other Cost	Actions Completed
T22-2774	Strawberry Canyon Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2775	Plum Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2776	Geneva Lift Station	Completed	\$ 74.68	\$ 23.92	\$ 50.76	\$ -	Inspected-no ladder fuel that needed to be removed. Pulled the weeds within the flower bed on the lake.
T22-2777	Dellesta Lift Station	Completed	\$ 74.68	\$ 23.92	\$ 50.76	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2778	Sudden Valley Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed. Cleaned debris from building roof/gutters.
T22-2779	Marina Lift Station	Completed	\$ 74.68	\$ 23.92	\$ 50.76	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2780	Flat Car Lift Station	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Cleared/cut back branches on behind the building. Tree branches were chipped and spread inside the gate to the right. Cleared debris from building roof/gutters.
T22-2781	Par Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2782	Afternoon Beach Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2783	Edgewater Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2784	Flat Car Lift Station	Completed	\$ 74.68	\$ 23.92	\$ 50.76	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2785	North Point Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed. Cleared debris from building roof/gutters.
T22-2786	Camp Firwood Lift Station	Completed	\$ 74.68	\$ 23.92	\$ 50.76	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2787	Strawberry Point Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2788	Airport Lift Station	Completed	\$ 98.14	\$ 23.92	\$ 50.76	\$ 23.46	Trimmed back the tree to the left. Removed branches from the ground surrounding the station.
T22-2789	Beaver Lift Station	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Cleared back ladder fuel approximately 30 feet behind the building. Cleared back ladder fuel to left of building approximately 10 feet. Plants will grow back relatively quickly behind the building and to the left of the building. This area will need to be cleared out again within the next year or two. Debris was hauled from the location. Cleared debris from building roof/gutters.
T22-2790	Agate Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2791	Euclid Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2792	Boulevard Lift Station	Completed	\$ 74.68	\$ 23.92	\$ 50.76	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2793	Lake Louise Lift Station	Completed	\$ 98.14	\$ 23.92	\$ 50.76	\$ 23.46	Trimmed back trees in the surrounding area. Branches should not grow back for about 2-3 years.
T22-2794	Rocky Ridge Lift Station	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Blackberry removal of about 5-6 feet on the west side of the station. Removed the debris that I had cut from the location. There is a large pile of debris at this location, to my understanding, that is the homeowner to the east of the station's pile.
T22-2795	Tomb Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.

2022 Wildfire Risk Mitigation Actions (Work Order M22-002)

Lake Whatcom Water Sewer District

Task ID	Facility	Status	Total Cost	Labor Cost	Equip. Cost	Other Cost	Actions Completed
T22-2796	Austin Lift Station	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Hauled a few branches from this location.
T22-2797	Ranch House Lift Station	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Cleared back most of the branches to the left of the building. Chipped the branches into pile and spread the chips to the left of building. The branches should not regrow within the next few years. Cleared debris from building roof/gutters.
T22-2798	Cable Lift Station	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Removed branches to the right of the building. Cut the branches approximately 10 feet up. Branches were hauled from this location. The branches should not grow back within the next couple of years. Cleared debris from building roof/gutters.
T22-2799	Lakewood Lift Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2800	Lowe Lift Station	Completed	\$ 74.68	\$ 23.92	\$ 50.76	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2801	Opal Pump Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	No ladder fuel that needed to be removed. Cleared debris from building roof/gutters
T22-2802	Scenic Inertie Building	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Trimmed back the bushes to the right of the building. Cleared debris from building roof/gutters.
T22-2803	Eagleridge Pump Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2804	Agate Heights WTP	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Trimmed back branches from the trees behind the building. Hauled the branches from this location. Branches should not grow back for a couple years. Cleared debris from building roof/gutters.
T22-2805	Division 30 Pump Station	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2806	ULID 5 Water Booster Station	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Cleared the tree branches to the left of the building and in front of the building. Trimmed the blackberry bushes back about 1-2 feet on the right side of the driveway. Cleared debris from building roof/gutters.
T22-2807	Sudden Valley WTP	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Cut tree branches on the roof of the building. Cut down the fallen trees and hauled to a pile. Chipped the large pile and spread the pile around the trees to the right of the building.
T22-2808	Beecher Water Booster Station	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Cut down tree branches that were over hanging the building. Pressure washed the building. Branches were hauled from location.
T22-2809	South Geneva Water Booster Sta	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Removed branches surrounding the building. Trimmed approximately 7ft from the ground up. The branches should not grow back within the next couple of years.

2022 Wildfire Risk Mitigation Actions (Work Order M22-002)


Lake Whatcom Water Sewer District

Task ID	Facility	Status	Total Cost	Labor Cost	Equip. Cost	Other Cost	Actions Completed
T22-2810	SVWTP Pump House	Completed	\$ 98.14	\$ 23.92	\$ 50.76	\$ 23.46	Cut tree branches overhanging the roof of the building. Cut down the fallen trees and hauled to a pile. Chipped the large pile and spread the pile around the trees to the right of the building. Cleared debris from building roof/gutters.
T22-2811	Division 22-2 Reservoir	Completed	\$ 74.68	\$ 23.92	\$ 50.76	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2812	Geneva Reservoir	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2813	Division 22-1 Reservoir	Completed	\$ 74.68	\$ 23.92	\$ 50.76	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2814	Division 7 Reservoir	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2815	LWRTC Reservoir	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
T22-2816	Division 30 Reservoir	Completed	\$ 101.54	\$ 25.00	\$ 53.08	\$ 23.46	Removed the fallen tree on the right side of the tank. Cut down a couple of tree limbs and hauled from site.
T22-2817	Opal Reservoir	Completed	\$ 78.08	\$ 25.00	\$ 53.08	\$ -	Inspected-no ladder fuel that needed to be removed.
TOTAL			\$ 3,770.08	\$ 1,087.04	\$ 2,307.68	\$ 375.36	



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	October 20, 2022	MEETING DATE:	October 26, 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, October 26, 2022 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Nov 9, 2022	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu Nov 10, 2022	8:00 a.m.	Board Room Commissioner Abele 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	Tue Nov 8, 2022	6:00 p.m.	Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Nov 16, 2022	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Dec 14, 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

- Master Fees and Charges Schedule adoption (GFCs and ULID No. 18 charges)
- Josephs Short Plat developer extension agreement approval
- Scenic intertie leak repair construction contract award
- 2023-24 biennial budget development/adoption
- 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 November 9 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).
Due to workload issues within the Engineering Department, the general manager has taken on a support role (either in the form of manager or providing technical support) for a number of District capital improvement projects.

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. 2022 actions completed based upon the audits will be presented during the October 26 meeting.

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 attended a Whatcom Water Alliance tour of the Bellingham water treatment plant on October 12.*
- *J Clary attended the WASWD governmental relations committee meeting on October 13.*
- *J Clary attended a City of Ferndale ribbon cutting ceremony for its new wastewater treatment plant on October 13.*
- *J Clary and J Signs attended the Infrastructure Assistance Coordinating Conference in Wenatchee October 18-20.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the LWMP Data Group meeting on October 13.


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:	October 20, 2022	MEETING DATE:	October 26, 2022
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Engineering Department Report		
	2. Summary of District Projects		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the October 26, 2022 Board Meeting
Data Compiled 10/20/22 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 Permit	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

Summary of District Projects

Report Prepared 10/19/2022

Project Number	Project Title / Tasks	Authorized Budget	Spent to Date	Amount Remaining	2022 Schedule											
					J	F	M	A	M	J	J	A	S	O	N	D
C 1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$1,816,583	\$1,130,839	\$685,744												
C 1802.1	Euclid	\$834,379	\$148,635	\$685,744												
C 1802.2	Dellesta & Edgewater	\$982,204	\$982,204	\$0												
C 1909	Little Strawberry Bridge Water Main Predesign & Estimate	\$20,000	\$0	\$20,000												
C 1913	SVWTP 20-Year Facility Plan	\$159,710	\$126,364	\$33,346												
C 2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$16,263	\$3,737												
G 2007	Administrative Server Hardware	\$25,000	\$25,759	\$759												
C 2014	Convert Eagleridge Booster to Metering Station	\$30,000	\$30,666	\$666												
C 2012	Austin-Fremont PRV Rebuild	\$10,000	\$0	\$10,000												
	SVWTP Misc Component Replacement															
C 2016	(CCB Fiberglass Ladder, Spare 300 Amp Breakers, Div 22 Finish Meter, Raw Meter, CCB Pressure Transmitter, Intake Anchorage Warning Signs)	\$40,000	\$14,559	\$25,441												
C 2104	Exterior Receptacles for Block Heaters and Battery Chargers	\$16,290	\$16,561	\$271												
C 2106	SVWTP to SVPS Telemetry Comm Study, Testing	\$10,000	\$1,882	\$8,118												
C 2107	Camp Firwood Dead End Water Main Auto Flusher	\$5,000		\$5,000												
C 2109	Geneva Res Insertatvalve for Emergency Isolation	\$10,000	\$4,860	\$5,140												
C 2111	Div 7 Reservoir Predesign, Esmts & Permitting	\$201,080	\$153,503	\$47,577												
C 2112	Rocky Ridge & Lakewood Predesign and Shoreline Permitting	\$272,700	\$108,294	\$164,406												
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting	\$153,000	\$12,555	\$0												
C 2114	LWBI CIPP, and I&I	\$180,000	\$149,923	\$30,077												
A 2116	Commissioner District Boundary Census Update	\$10,000	\$5,000	\$5,000												
M 2120	Nov 2021 Flood Event - Emergency Response & Recovery		\$205,176													
C 2201	LWBI CIPP Renewal Project - 2022 Phase	\$123,600	\$89,478	\$34,122												
C 2202	Replace Sewer Camera Equipment	\$150,000														
C 2203	Div 30 Booster and SVSP PLC and UPS Improvements	\$94,643														
C 2204	Sewer System Rehab and Replacement Projects	\$113,000	\$48,372	\$64,628												
M 2205	Afternoon Beach SPS Pump 1 Replace Electrical Lead	\$3,000														
M 2206	Mitigation Area Landscape Maint (Country Club & Geneva)	\$5,000	\$3,546	\$1,454												
M 2207	UPS and Battery Backup Mods (Various stations)	\$15,000														
M 2208	Tomb SPS Control Panel Mods	\$8,000														
M 2209	Ranch House Berm Replace Aquadam	\$3,500	\$2,920	\$580												
A 2210	Reservoir and WTP Site Security Assessment and Plan	\$50,000														
C 2211	South Geneva Booster Standby Generator and ATS	\$60,000	\$38,235	\$21,765												
G 2212	Fire Hydrant Replacements	\$20,000	\$27,976	\$7,976												
C 2213	Pinto Creek PRV Replacement (labor by District crew)	\$14,000														
A 2214	Lead Service Line Inventory Planning	\$15,000														
A 2215	Exterior Coating Assessment/Estimates for D22 roof and D30	\$25,000														
C 2216	Replace Tool Truck	\$85,000														
C 2217	I&I On-Call Contract															
M 2218	Spare PLC Components	\$20,000														
C 2219	1000 Gal Diesel Fuel Tank at Shop	\$20,000														
M 2220	3-Phase Electrical Data Logger	\$3,500														
M 2221	Shop Perimeter Fence and Enlarge Rear Gate Opening	\$10,000														
M 2222	Increase Repair Parts Inventory	\$50,000	\$44,188	\$5,812												
C 2223	VHF Radios at Beaver and Flat Car	\$8,000														
A 2224	Meter Reading Van Repairs from Vehicle Theft	\$15,686	\$15,686	\$0												
A 2225	General Facilities Charge Rate Study	\$25,920	\$16,179	\$9,741												
M 2226	Div 30 Reservoir Removal of Hazard Trees	\$6,500	\$5,882	\$618												
A 2226	Flagger Unit Price Contract															
M 2227	Emergency MH #G9-21 Repair at Lakeway Dr & Lowe Ave		\$2,064													
A 2227	FEMA Sewer Main Creek Crossings Mitigation Cost Estimates	\$6,740	\$1,674	\$5,066												
A 2228	Agate Area Wells Exhibits and Mapping	\$5,400														
C 2229	Louise Basin - Raise MH Rims															
M 2230	Scenic Ave Intertie Valve Repair															
C 2231	Stand-alone Temporary Control Panel	\$14,000														

NOTATION LEGEND


A___ Administrative Project
 C___ Capital Project
 M___ Maintenance Project
 Sewer Project (Green Font)
 Water Project (Blue Font)
 Sewer and Water Project (Black Font)

p Planned (labor not started)
 a Active (labor underway)
 c Completed (no further labor needed)
 t Target Completion



**AGENDA
BILL
Item 9.C**

**Finance Department
Report**

DATE SUBMITTED:	October 6, 2022	MEETING DATE:	October 26, 2022
TO: BOARD OF COMMISSIONERS		FROM: Jennifer Signs, Finance Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Third Quarter 2022 Financial Report		
	2. Third Quarter 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



Quarterly Financial Report Third Quarter 2022

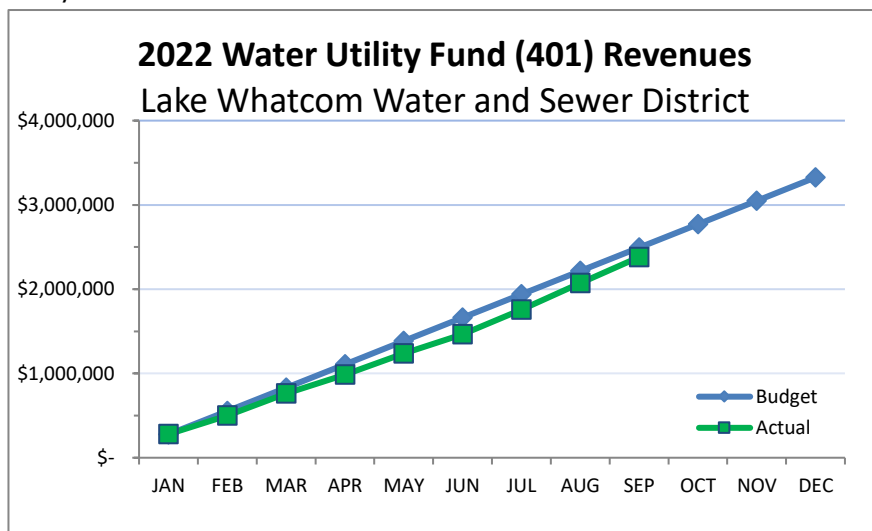
Lake Whatcom Water and Sewer District
Bellingham, Washington

Summary

Revenues associated with the Lake Whatcom Water and Sewer District's (District) Water Utility Fund (Fund 401) and Sewer Utility Fund (Fund 402), which serve as the primary operational funds for the District's water and sewer utilities, respectively, largely followed financial projections reflected in the 2022 Budget throughout the third quarter of 2022. Though expenditures of both funds slightly lagged projections, this is consistent with prior years' expenditures. Staff anticipates that expenditures will track more closely with projections as the year draws to a close as a result of capital project and debt service expenses being realized in the third and fourth quarters. The District continues to incur expenses from the November 2021 flood event. With recovery efforts ongoing and anticipated to continue throughout the year, the District will monitor these costs closely. However, during the third quarter, the District was able to make significant progress on recovery related to this event and costs are starting to slow. It should be noted that it is anticipated that most of these costs will be offset by insurance recovery and FEMA grant funds that should be received in the fourth quarter of 2022 and into 2023. It is also important to note that the District's service revenues remain relatively unaffected by the ongoing COVID-19 pandemic. With the Governor's emergency order for the COVID-19 pandemic set to be lifted in October of this year, staff does not anticipate this to affect revenues but will continue to monitor cash flows closely. Collection processes have returned to pre-pandemic standards and customer arrearages have significantly decreased to pre-pandemic levels. The District continues to monitor the market closely as inflation costs continue to impact operating costs and supply chain issues. Along with monitoring inflation, the District has taken advantage of rising interest rates and strategically invested funds in short-term liquid investments through Washington State's Local Government Investment Pool (LGIP) to maintain and maximize reserve funds that can be accessed quickly if needed.

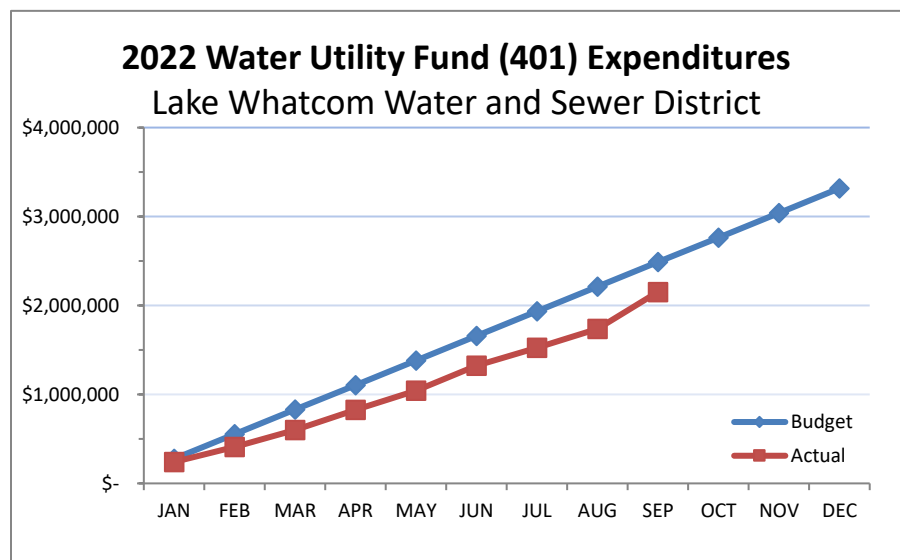
Water Utility Fund (Fund 401)

As of September 30, 2022, Water Utility Fund revenues were \$2,380,538, which are slightly less than revenues projected through the third quarter of the year in the 2022 Budget (\$2,494,505). This is partly a result of water usage being less during the third quarter of 2022 compared to the third quarter in 2021. A number



of factors may have contributed to less water usage year over year, one of which may have been that temperatures in 2022 weren't as extreme during the spring and summer months compared to 2021.

Another factor may be that customers are using less water during the summer months to be more conscience about water conservation and personal budgets. During the first quarter, the District also invested an additional \$500,000 in US Treasury Notes of which has been equally divided between the Water Utility Fund and the Sewer Utility Fund. As mentioned in the Summary above, the District took advantage of the rising interest rates and invested \$320,000 in Washington State's Local Government Investment Pool during May. As a result of these additional investments in the first half of the year, the District's investment interest is at 124% of projected budget for the entire year tracking nearly 50% higher than anticipated. The revenue from these investments is recognized in both the Water Utility and Sewer Utility Funds equally to represent the proportion of resources contributed by each fund. The District also finished the third quarter with revenues 117% higher than expected for General Facilities Charge (GFC) revenue. With the Lake Whatcom Watershed land disturbance window now closed (June 1 through September 30), it is anticipated that there will be limited additional GFC revenue through yearend.

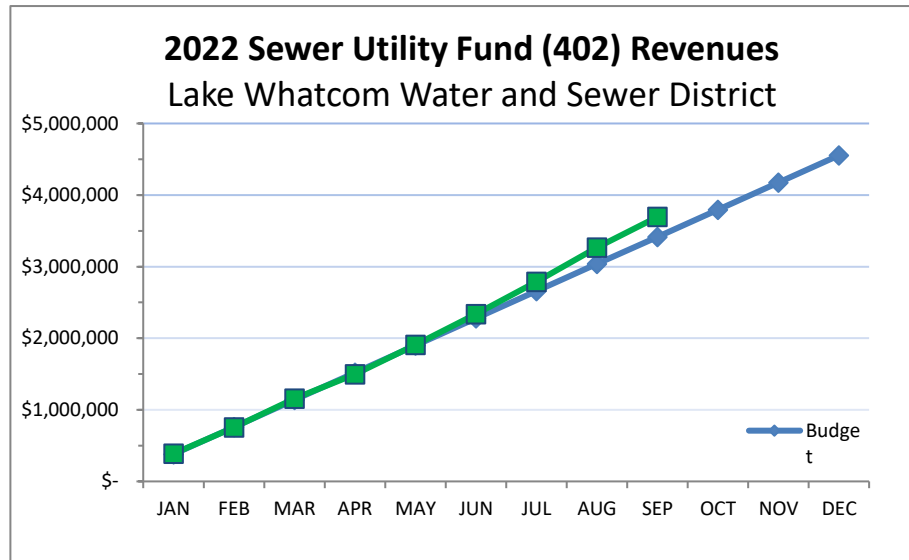


Water Utility Fund expenditures were approximately \$335,000 under budget projections as of September 30, 2022 (65% of the budget expended over the first three quarters of the year). This remains a result of large capital improvement projects not being complete with 52% of the budget remaining for the year. That said, it is

anticipated that about half of the remaining budget for capital expenditures will be carried over into the 2023-2024 biennial budget to align with the District's Capital Improvement Plan. Also worth noting is that operating expenditures are trending 8% below projected budget and 100% of the debt service budget has been expended with no further debt obligations for the year. Also, in accordance with the District's adopted 2021 rate study, District revenues will continue to outpace expenditures in the coming years as the District prepares for significant capital projects that will require reserves to be built up to mitigate reliance on debt financing.

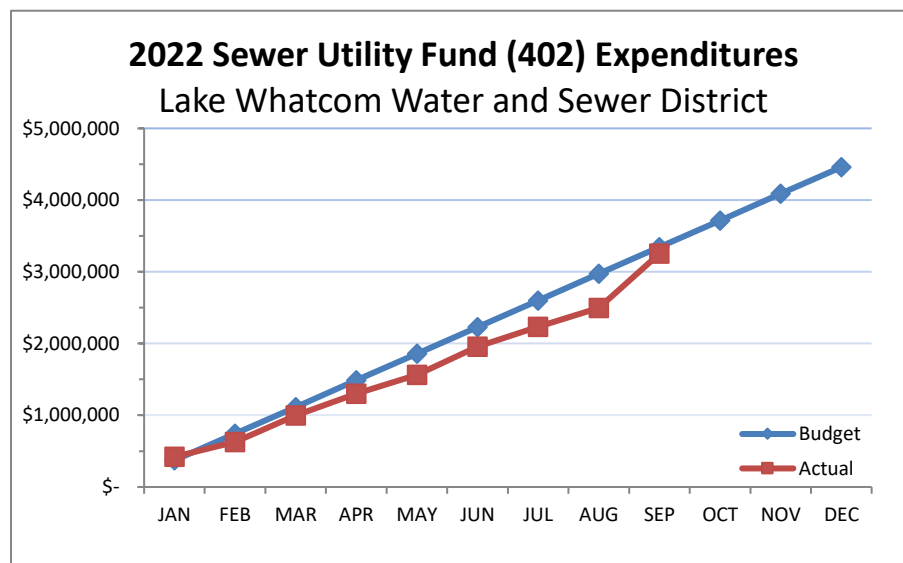
Sewer Utility Fund (Fund 402)

Sewer Utility Fund revenues outpaced projections during the third quarter of 2022 (\$3,694,328 actual vs \$3,415,770 budgeted). This is largely due to increased General Facilities Charge (GFC) revenue being 121% more than budget projections through the third quarter. However, with the Lake Whatcom



Watershed land disturbance window now closed, as stated in the Water Utility Fund, additional GFC revenue is not anticipated through yearend. It should also be noted as mentioned in the Water Fund, interest revenues have also increased in the Sewer Fund as a result of the additional resources being strategically invested in the first half of the year. Along with this, as the District continues to follow the adopted 2021 Rate Survey, revenues will outpace expenditures in an effort to build reserves for large capital projects in the coming years associated mainly with the City of Bellingham's wastewater treatment plant repairs and maintenance. The District will be required to pay for part of these costs as the City of Bellingham treats the waste from the District through an interlocal agreement.

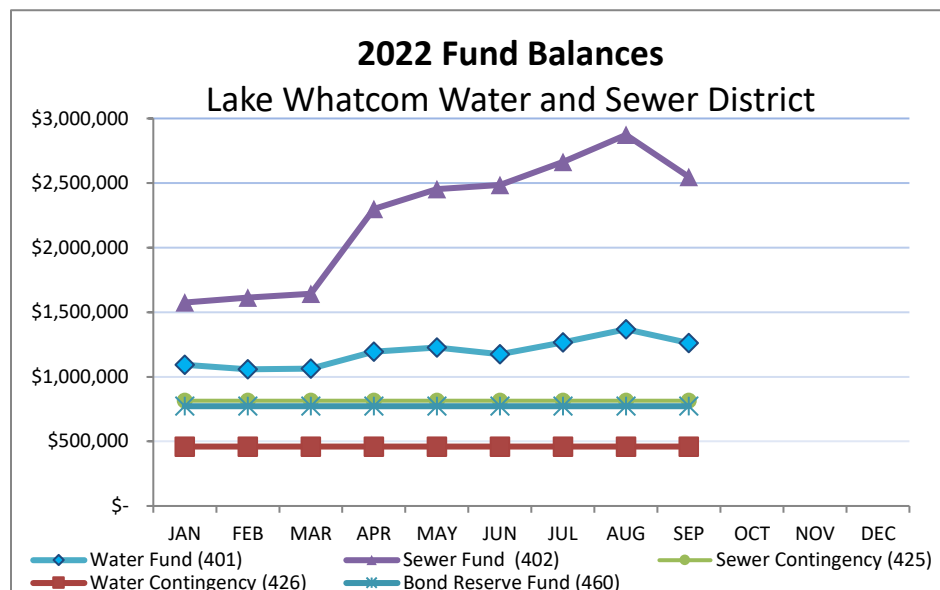
Sewer Utility Fund expenditures relatively aligned with projections during the third quarter of the year (\$3,253,242 in actual expenditures relative to \$3,344,241 budgeted). This is in large part due to debt service obligations being paid at the end of the third quarter. As presented in the Water Utility Fund,



it is anticipated that a large portion of the capital improvement budget will be carried forward to the 2023-2024 biennial budget to complete projects that align with the District's Capital Improvement Plan. As noted in the summary section, the District is still realizing the effects of the November 2021 flood event with increased

repair and maintenance bills, and other expenditures associated with recovery. However, the District anticipates costs will be recovered through District insurance and FEMA grant funds in the fourth quarter of the year and first part of 2023.

District Fund Balances



The District manages its monies within five primary funds: Water Utility Fund (401), Sewer Utility Fund (402), Sewer Contingency Reserve Fund (425), Water Contingency Reserve Fund (426), and Bond Reserve Fund (460). Of note, within the Water Utility and Sewer Utility funds are system reinvestment

funds (i.e., funds dedicated to capital projects) and debt service funds associated with the respective utility. The following discussion summarizes the activity associated with each fund through the third quarter of 2022.

Water Utility Fund (Fund 401)

The Water Utility Fund, which serves as the primary operating fund for the District's water utility, derives most of its revenue from rates charged to water customers. Fund expenditures are comprised of general operating expenses (personnel salary and benefits, professional services, utilities, etc.), payments relative to debt service on past capital improvement projects, and expenditures on water system reinvestment-defined equipment and projects. Also managed within the Water Utility Fund are monies allocated towards an operating reserve, which is equal to the cost of operating the water utility for 90 days (\$590,000). The fund entered 2022 with a balance of \$1,034,772. Over the course of the year, the fund balance has increased to \$1,262,450. As discussed earlier, the overall fund balance is anticipated to increase throughout 2022 in an effort to build fund balances for significant future capital projects in the coming years. This surplus is assigned through the adopted 2021 rate study.

Sewer Utility Fund (Fund 402)

Like the Water Utility Fund, the Sewer Utility Fund serves as the primary operating fund for the District's sewer utility. Revenues are comprised primarily of rates charged to sewer customers, and expenditures consist of general operating expenses (personnel salary and benefits, professional services, utilities, etc.), payments relative to debt service on past capital improvement projects, and

expenditures on sewer system reinvestment-defined equipment and projects. Also managed within the fund are monies allocated towards an operating reserve, which is equal to the cost of operating the sewer utility for 60 days (\$470,000). The fund entered 2022 with a balance of \$2,105,875. Over the course of the year, the fund balance has increased to \$2,546,962. As discussed earlier in the Water Utility Fund, the overall fund balance is anticipated to increase throughout 2022 in an effort to build fund balances for significant future capital projects in the coming years. This surplus is assigned through the adopted 2021 rate study.

Sewer Contingency Reserve (Fund 425)

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

Water Contingency Reserve (Fund 426)

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

Bond Reserve Fund (Fund 460)

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

District Investments

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



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 9/30/2022

Petty Cash	\$ 1,600	
Cash	\$ 961,659	
Public Funds Account	\$ 505,899	1.74%
WA Federal	\$ 1,469,158	
Local Gov't Investment Pool	\$ 560,486	2.56%

		PAR VALUE		YIELD
FNMA-Pro Equity	Non-callable	\$ 1,039,976	Jan-23	0.13%
US Treasury Note	Non-callable	\$ 498,242	Jun-23	0.25%
FFCB - Pro Equity	Callable	\$ 799,999	Jan-24	0.19%
FANNIE MAE - Pro Equity	Callable	\$ 500,823	Jun-24	0.21%
US Treasury Note	Non-callable	\$ 491,836	Sep-24	0.375%
US Treasury Note	Non-callable	\$ 500,664	Jan-25	1.125%
Discounts, Accrued Interest		(\$4,438)		
US Bank Safekeeping		\$ 3,827,102		
TOTAL		<u>\$ 5,856,746</u>		

USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,060,000
Unassigned	\$ 2,749,412
	<u>\$ 5,856,746</u>


Fund Balance Summary

Water Utility Fund (401)	\$ 1,262,450
Sewer Utility Fund (402)	\$ 2,546,962
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	<u>\$ 5,856,746</u>



**AGENDA
BILL
Item 9.D**

**Operations Department
Report**

DATE SUBMITTED:	October 20, 2022	MEETING DATE:	October 26, 2022
TO: BOARD OF COMMISSIONERS		FROM: Brent Winters, Operations Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Operations Department Report	
		2. Status of District Water & Sewer Systems	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the October 26, 2022 Board Meeting
Data Compiled 10/20/22 by RH, BW, RM

State Required Report Status														
Monthly Reports														
Name Of Report		Completed												
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x	x	x	x	x	x	x	x	x			
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x	x	x	x	x	x	x	x	x			
Annual Reports														
Name Of Report	Deadline	Completed												
WA State Cross Connection Report Prepared by: Rich	May	March 29, 2022												
OSHA 300 Log Prepared by: Rich	February 1	February 22, 2022												
Water Use Efficiency Performance Report Prepared by: Kevin	July 1	February 17, 2022												
Community Right to Know (Hazardous Materials) Prepared by: Rich & Brent	March 31	February 23, 2022												
Consumer Confidence Reports Prepared by: Kevin	June 30	Geneva		SV		EagleR		Agate Ht						
		6/13/22		6/13/22		6/13/22		6/13/22						
Other Reports														
Name Of Report	Deadline	Last Completed												
CPR/First Aid Training Coordinated by: Rich	Due Biennially Next Due 2023	March 23, 2021												
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2025	May 19, 2022												

Safety Program Summary	
Completed by Rich Munson & Brent Winters	
Summary of Annual Safety Training	
<i>2022 Testing Period - Jan 1, 2021 to April 30, 2021</i>	
	% 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	9/22/2022				
2/24/2022	6/23/2022	10/27/2022 (scheduled)				
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	0	0	0	0	0	0
Defined as a work related injury or illness that results in:						
• Death						
• Medical treatment beyond first aid						
• Loss of consciousness						
• 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
10/26/2022 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 near 130 Harborview Dr in Gate 3. 2. Completed reservoir pressure washing 3. Currently working on annual PRV inspections 4. Repaired water service line leaks on Grandview Ln and Lookout Ave 	
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. Replacement pump ship date 10.17 2. Performed repair tasks found during annual wetwell inspections <p><i>Collection System</i></p> <ol style="list-style-type: none"> 1. Cleaned sediment from wetwell floors in preparation for wet weather 2. Resumed sewer mainline inspections 3. Currently working on sewer pump wet end inspections 	
Fleet	
<p><i>Vehicles</i></p> <ol style="list-style-type: none"> 1. Camera van has been returned to service after repairs <p><i>Equipment</i></p> <ol style="list-style-type: none"> 1. Hydro Excavation truck has been returned to service after repairs 	
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. Jason currently working through self-paced NASSCO recertification 	
Development	
<ol style="list-style-type: none"> 1. Inspector is actively working with thirteen (13) permit holders making connection to our system. 	