



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting: Wed Nov 30, 2022
8:00 am — 10:00 am

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ATTENDING A MEETING

How to Participate

MEETINGS ARE HYBRID

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



COMMUNICATING WITH US



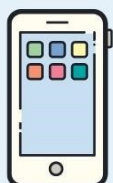
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

ATTENDING ANONYMOUSLY

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



ACCESS INFORMATION



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

QUESTIONS?

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



Public Comment Periods

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



Our Meetings

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





LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

November 30, 2022

8:00 a.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. 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.
4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
5. CONSENT AGENDA
6. SPECIFIC ITEMS OF BUSINESS
 - A. 2022 Budget Amendment No. 2 Approval
 - B. Wilson Engineering 2023 On-call Rates Approval
 - C. Beaver Creek Exposed Sewer Mains Temporary Protections Presentation
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	November 23, 2022	MEETING DATE:	November 30, 2022
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL	<i>Rachael Hope</i>		
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

****TO BE UPDATED 11.29.2022****

BACKGROUND / EXPLANATION OF IMPACT

- Payroll for Pay Period #23 (10/29/2022 through 11/11/2022) totaling \$48,137.35
- Payroll Benefits for Pay Period #23 totaling \$54,762.76
- 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

Lake Whatcom W-S District


Time: 16:08:44 Date: 11/14/2022

11/17/2022 To: 11/17/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3418	11/17/2022	Payroll	5	EFT		330.60	10/29/2022 - 11/11/2022 PR 23
3419	11/17/2022	Payroll	5	EFT		117.42	10/29/2022 - 11/11/2022 PR 23
3420	11/17/2022	Payroll	5	EFT		352.27	10/29/2022 - 11/11/2022 PR 23
3421	11/17/2022	Payroll	5	EFT		3,550.60	10/29/2022 - 11/11/2022 PR 23
3422	11/17/2022	Payroll	5	EFT		2,926.71	10/29/2022 - 11/11/2022 PR 23
3423	11/17/2022	Payroll	5	EFT		2,966.10	10/29/2022 - 11/11/2022 PR 23
3425	11/17/2022	Payroll	5	EFT		2,631.67	10/29/2022 - 11/11/2022 PR 23
3427	11/17/2022	Payroll	5	EFT		1,944.91	10/29/2022 - 11/11/2022 PR 23
3428	11/17/2022	Payroll	5	EFT		3,017.91	10/29/2022 - 11/11/2022 PR 23
3429	11/17/2022	Payroll	5	EFT		2,266.97	10/29/2022 - 11/11/2022 PR 23
3430	11/17/2022	Payroll	5	EFT		3,467.65	10/29/2022 - 11/11/2022 PR 23
3431	11/17/2022	Payroll	5	EFT		3,657.77	10/29/2022 - 11/11/2022 PR 23
3432	11/17/2022	Payroll	5	EFT		352.27	10/29/2022 - 11/11/2022 PR 23
3433	11/17/2022	Payroll	5	EFT		2,356.61	10/29/2022 - 11/11/2022 PR 23
3434	11/17/2022	Payroll	5	EFT		2,591.78	10/29/2022 - 11/11/2022 PR 23
3435	11/17/2022	Payroll	5	EFT		1,285.28	10/29/2022 - 11/11/2022 PR 23
3436	11/17/2022	Payroll	5	EFT		1,800.46	10/29/2022 - 11/11/2022 PR 23
3437	11/17/2022	Payroll	5	EFT		3,355.10	10/29/2022 - 11/11/2022 PR 23
3438	11/17/2022	Payroll	5	EFT		1,730.56	10/29/2022 - 11/11/2022 PR 23
3439	11/17/2022	Payroll	5	EFT		2,965.22	10/29/2022 - 11/11/2022 PR 23
3440	11/17/2022	Payroll	5	EFT		2,628.13	10/29/2022 - 11/11/2022 PR 23
3424	11/17/2022	Payroll	5	13471		352.27	10/4/22 10/12/22 10/26/22
3426	11/17/2022	Payroll	5	13472		1,489.09	10/29/2022 - 11/11/2022 PR 23
						13,603.66	
						34,533.69	
						48,137.35	Payroll: 48,137.35

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 11/15/2022
General Manager, Justin Clay

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: 16:25:03 Date: 11/14/2022

11/01/2022 To: 11/30/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3441	11/17/2022	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	4,985.50	Pay Cycle(s) 11/17/2022 To 11/17/2022 - DCP
3442	11/17/2022	Payroll	5	EFT	UNITED STATES TREASURY	18,526.33	941 Deposit for Pay Cycle(s) 11/17/2022 - 11/17/2022
3443	11/17/2022	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	9,195.82	Pay Cycle(s) 11/17/2022 To 11/17/2022 - PERS 2
3444	11/17/2022	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,224.21	Pay Cycle(s) 11/17/2022 To 11/17/2022 - PERS 3
3445	11/17/2022	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	814.47	Pay Cycle(s) 11/17/2022 To 11/17/2022 - SUP ENF
3446	11/17/2022	Payroll	5	13473	AFLAC	354.85	Pay Cycle(s) 11/17/2022 To 11/17/2022 - AFLAC Pre-Tax; Pay Cycle(s) 11/17/2022 To 11/17/2022 - AFLAC Post-Tax
3447	11/17/2022	Payroll	5	13474	AFSCME LOCAL	347.60	Pay Cycle(s) 11/17/2022 To 11/17/2022 - Union Dues; Pay Cycle(s) 11/17/2022 To 11/17/2022 - Union Fund
3448	11/17/2022	Payroll	5	13475	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 11/17/2022 To 11/17/2022 - VEBA
3449	11/17/2022	Payroll	5	13476	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 11/17/2022 To 11/17/2022 - ICMA
3450	11/17/2022	Payroll	5	13477	WA ST HEALTH CARE AUTHORITY	16,623.98	Pay Cycle(s) 11/17/2022 To 11/17/2022 - PEBB Medical; Pay Cycle(s) 11/17/2022 To 11/17/2022 - PEBB ADD LTD; Pay Cycle(s) 11/17/2022 To 11/17/2022 - PEBB SMK Surcharge: Pay Cycle(s) 11/17/2022 To 11/17
						40,637.34	
401 Water Fund							
402 Sewer Fund						14,125.42	
						<u>54,762.76</u>	Payroll: 54,762.76

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District


Time: 16:25:03 Date: 11/14/2022

11/01/2022 To: 11/30/2022

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 11/15/2022
 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 6.A**

**2022 Budget
Amendment No. 2**

DATE SUBMITTED:	November 16, 2022	MEETING DATE:	November 30, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jenny Signs, Finance Manager/Treasurer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

The 2022 Annual Budget was adopted at the regularly scheduled Board of Commissioner’s meeting on December 8, 2021 (available for review at <https://lwwsd.org/about-us/financial-information/>). Included in that budget was a line item on the “Lake Whatcom Water and Sewer Fund Summaries 2022” page that identified specific revenues to be accrued in the coming years for surplus, as proposed in the 2021 Rate Study developed by FCS Group, for future large future capital projects (Sudden Valley WTP improvements in the water utility and Post Point WWTP improvements in the sewer utility). This line was called “2022 Rate Study Surplus Assigned”. However, because no formal action has been taken by the Board to create an assignment specific to these revenues, staff recommends amending the 2022 Budget to remove the “assigned” wording from the official document until further action is taken regarding these dollar amounts.

Along with this, the District staff also recommends revising the wording on that same page of from “2022 Projected Unassigned Year End Fund Balance” to “2022 Projected Year End Fund Balance”. Per the BARS Cash Accounting Manual, only General Funds can have “unassigned” fund balances.

These changes should also be incorporated in the “General Manager’s Message” section of the budget document as well.

FISCAL IMPACT

The proposed budget amendment has no fiscal impact on the District.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

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

RECOMMENDED BOARD ACTION

Staff recommends updating the “Lake Whatcom Water and Sewer Fund Summaries 2022” page, as well as striking from the “General Manager’s Message” of the 2022 Budget the “assigned” and “unassigned” wording from the budget document as it pertains to the rate study surplus and year-end fund balances.

PROPOSED MOTION

A recommended motion is:

“I move to approve Amendment No. 2 to the 2022 Annual Budget as recommended by staff.”



**AGENDA
BILL
Item 6.B**

2023 Wilson Engineering Rates

DATE SUBMITTED:	November 16, 2022	MEETING DATE:	November 30, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Wilson Engineering letter dated November 16, 2022		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on September 2, 2021, and effective through July 31, 2026. Per Section 8.4 of the agreement, Wilson Engineering may annually request revision to the approved rates to accommodate inflation and market conditions. Attached is a letter from Wilson Engineering dated November 16, 2022, requesting revision to its rates and fees for 2023.

FISCAL IMPACT

The proposed rates are relatively consistent with inflationary and marketplace values. Because specific services to be performed have yet to be fully defined, actual budgetary impacts are not known at this time.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy & Performance
Product Quality

RECOMMENDED BOARD ACTION

Staff recommends that the Board approve the Wilson Engineering-proposed 2023 rate and fee schedule.

PROPOSED MOTION

A recommended motion is:

“I move to approve rates and fees to be effective January 1, 2023, for professional services performed by Wilson Engineering under the existing on-call professional services contract with the District, as requested in the November 16, 2022 letter from Wilson Engineering.”



November 16, 2022

Justin Clary, General Manager
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: On-Call Engineering Services Contract
Rate Increase Request for 2023

Dear Justin:

Wilson Engineering, LLC respectfully submits the following rate increase request in accordance with Section 8.4 of the On-Call General Engineering Services Contract. The proposed rates for 2023 are presented in the attached 2023 Rate Schedule.

We are also providing a revised list of Key Personnel per Section 2.2 D. The changes include adding a new engineers Paul Thomas, PE, Mark Wu, PE and Matt Kulp, PE, and licensure upgrades for Eric Hull, EIT and Sam Rodriguez, EIT. Also, Ria Nickerson is retiring as of this month.


A comparison of the old and new rates is attached. These rates reflect a modest escalation to cover our increased costs to retain experienced staff and maintain a competitive benefits package.

We very much enjoy working with the District Board and staff and value our long-term relationship. We look forward to continuing to serve the District with its future engineering needs.

If you have any questions or require any additional information, please don't hesitate to call.

Very Truly Yours,

WILSON ENGINEERING, LLC


Andrew Law, PE
President


Melanie Mankamy, PE
Principal

Encl. 2023 Billing Rates
2023 Staff List
2022-2023 Rate Comparison

cc: Bill Hunter, PE, Assistant General Manager / District Engineer

Billing rates for work performed January 1 - December 31, 2023:

Principal Engineer	\$192
Senior Engineer	\$186
Engineer IV	\$174
Engineer III	\$162
Engineer II	\$150
Engineer I	\$138
Environmental / Permit Technician	\$102
Senior CAD Design Technician	\$122
CAD Design Technician	\$100
Inspector I	\$108
Inspector II	\$126
Clerical	\$85
Senior Professional Land Surveyor	\$184
Hydrographer	\$200
Professional Land Surveyor	\$176
Senior Survey Technician	\$136
Survey Technician	\$110
1-Person Survey Crew	\$160
2-Person Survey Crew	\$240
3-Person Survey Crew	\$296
3-D Scanning Survey Crew	\$312
Hydrographic Survey Crew	\$350
1-Person Survey Crew Prevailing Wage	\$190
2-Person Survey Crew Prevailing Wage	\$300
3-Person Survey Crew Prevailing Wage	\$386

Sub-consultants – reimbursed at cost plus 8%

Reimbursable direct expenses – reimbursed at cost plus 8% - include (but are not limited to) the following:

- Project application fees and project permit fees
- Publication of notices
- Reproduction of drawings and construction documents
- Postage and shipping
- Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties
- Mileage at project-current IRS mileage rate
- Specialized Equipment Rental, at rental rate



KEY PERSONNEL LIST
Lake Whatcom Water and Sewer District
General Engineering Services

Civil Engineering

Andrew Law, PE	President
Liz Sterling, PE	Senior Project Manager, Principal
Melanie Mankamyer, PE	Senior Project Manager, Principal
Michael Matthes, PE	Senior Project Manager, Principal
Jeff Christner, PE	Senior Project Manager, Principal
Curt Schoenfelder, PE	Senior Project Manager
Danielle Johnston, PE, LEED AP	Senior Project Manager
Scott Wilson, PE	Senior Project Manager
Rhett Winter, PE, LEED AP	Senior Project Manager
Brian Smith, PE	Project Engineer / Engineer IV
Ben Gibson, PE, LEED AP	Project Engineer / Engineer III
Kenna Wurden-Foster, PE	Project Engineer / Engineer III
Paul Thomas, PE	Project Engineer / Engineer II
Matt Kulp, PE	Project Engineer / Engineer II
Mark Wu, PE	Project Engineer / Engineer II
Sam Rodriguez, EIT	Design Engineer / Engineer I
Eric Hull, EIT	Design Engineer / Engineer I
Jeff Smith	CAD Manager/Inspector
Lisa Heatherly	Senior CAD Technician
Cheri Pendarvis	CAD Technician
Steve Elliott	Inspector

Land and Hydrographic Survey

Tom Brewster, PLS	Survey Manager, Principal
Paul Darrow, PLS	Senior Project Surveyor
Bruce Raper	Senior Survey Technician
Colette McNabb	Survey Technician
Renny Beal	Survey Technician
Colin Hopps	Survey Technician
Simon Markfranks	Survey Technician

Administrative Staff

Anthony Cavender	Marketing Coordinator
Diana McLean	Accounting Manager
Janice Clayton	Administrative Specialist
Tom Dorr	Business Development Manager



Rate Comparison between 2022 and 2023:

Billing	2022 RATE	2023 RATE	Approx. Increase
Principal Engineer	\$180	\$192	6.67%
Senior Engineer	\$174	\$186	6.90%
Engineer IV	\$164	\$174	6.10%
Engineer III	\$152	\$162	6.58%
Engineer II	\$140	\$150	7.14%
Engineer I	\$128	\$138	7.81%
Environmental /Permit Technician	\$96	\$102	6.25%
Senior CAD Design Technician	\$114	\$122	7.02%
CAD Design Technician	\$95	\$100	5.26%
Inspector I	\$100	\$108	8.00%
Inspector II	\$120	\$126	5.00%
Clerical	\$81	\$85	4.94%
Senior Professional Land Surveyor	\$174	\$184	5.75%
Hydrographer	\$188	\$200	6.38%
Professional Land Surveyor	\$166	\$176	6.02%
Senior Survey Technician	\$126	\$136	7.94%
Survey Technician	\$100	\$110	10.00%
1-Person Survey Crew	\$150	\$160	6.67%
2-Person Survey Crew	\$224	\$240	7.14%
3-Person Survey Crew	\$280	\$296	5.71%
3-D Scanning Survey Crew	\$295	\$312	5.76%
Hydrographic Survey Crew	\$330	\$350	6.06%
1-Person Survey Crew Prevailing Wage	\$180	\$190	5.56%
2-Person Survey Crew Prevailing Wage	\$285	\$300	5.26%
3-Person Survey Crew Prevailing Wage	\$370	\$386	4.32%





AGENDA **Beaver Creek Exposed Sewer Mains**
BILL **Temporary Protections Presentation**
Item 6.C

DATE SUBMITTED:	November 22, 2022	MEETING DATE:	November 30, 2022	
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer Jason Dahlstrom, Acting O&M 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

On or around November 12, 2021, a significant rain event began that caused flooding throughout Whatcom County and specifically within the District’s service area. The flood event significantly impacted much of the District’s infrastructure, resulting in the general manager’s emergency declaration to mitigate immediate impacts of the event. Ultimately, the magnitude of the event resulted in a presidential (federal) declaration of emergency (DR-4635-WA) for a number of Washington counties, including Whatcom County.

While in the days and months following the flood event the District was able to repair/replace impacted infrastructure, District staff were unable to safely assess the condition of sewer main and lateral crossings of Beaver Creek in Sudden Valley (topographic, vegetation and private property constraints prevent overland access to many crossings, and stream flows prevented creek bottom access). Once creek flows abated in late summer, District staff were able to hike the entirety of the portion of Beaver Creek where known sewer main/lateral crossings exist. Through that assessment, the District began working with Washington Department of Fish and Wildlife (WDFW) staff to gain approval for construction temporary protective measures of four (4) sewer mains that were found to be exposed due to the 2021 flood event flows having scoured the creek bottom down to the mains (Beaver Creek is defined as a fish-bearing stream, which will require significant state and federal permitting in advance of constructing any permanent protections around the mains).

During the week of October 17, District staff constructed temporary protective measures at the four crossings, just in advance of the wet season (and associated return of flows in Beaver Creek that would have prevented any work until summer 2023). During the November 30 board meeting, District staff will apprise the board of the temporary measures constructed, as well as planned actions for permanent solutions.

FISCAL IMPACT

Cost to complete temporary repairs was approximately \$8,000. Permanent repair costs will be determined through dialogue with WDFW in 2023. District staff will pursue FEMA grant funding to offset related costs.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality
Enterprise Resiliency

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	November 23, 2022	MEETING DATE:	November 30, 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, November 30, 2022 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Dec 14, 2022	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Dec 15, 2022	8:00 a.m.	Board Room/Hybrid Commissioner Citron to attend
Investment Comm. Meeting	Wed Jan 25, 2023	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Wed Dec 22, 2022	8:00 a.m.	Board Room/Hybrid
Lake Whatcom Management Program			
Policy Group Meeting	Wed Dec 7, 2022	3:00 p.m.	City of Bellingham Fireplace Room 625 Halleck Street/Hybrid
Joint Councils Meeting	March 2023	TBD	Bellingham City Council Chambers 210 Lottie Street
Other Meetings			
WASWD Section III Meeting	Tue Dec 13, 2022	6:00 p.m.	Bob’s Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Dec 21, 2022	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Dec 14, 2022	3:30 p.m.	Council of Governments Offices 314 E Champion Street/Hybrid

Committee Meeting Reports

Safety Committee:

- The committee met on November 23; discussion included status of fall protection work plans specific to applicable facilities and installation of handrails on the Opal water reservoir (complete), replacement of burnt-out exterior lighting at the admin building, and training/certifications required over the next year.

Investment Committee:

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

Upcoming Board Meeting Topics

- 2023-24 biennial budget adoption
- Non-represented staff salary cost-of-living-adjustment
- 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 revision to the general facilities charges during the November 9 board meeting, 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.
The board adopted updated GFCs during the November 9 board meeting.

Records Management System Overhaul

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

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 nine (9) programs (PPE, safety responsibilities, slips, trips and falls, heat-related illness, wildfire smoke, respiratory protection, back injury prevention, medical emergencies, and office safety).

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 and completed actions throughout the summer based upon the audits at all facilities.

Cybersecurity Assessment

- Hire an IT-service provider to perform a third-party assessment of the District's vulnerability to cybercriminal attack.
The District has submitted a request to the USEPA to conduct a free, confidential cybersecurity assessment of the District's facilities. Response is pending.

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, LinkedIn, and Nextdoor (new) pages regularly; Nextdoor is also regularly monitored for District-related posts.
- Press Releases
Press releases were issued on March 2 (commissioner redistricting public hearing), March 21 (sewage overflow at North Point lift station), June 29 (Commissioner McRoberts resignation), September 1 (Commissioner Knakal appointment), and November 2 (TOP Award receipt).

Intergovernmental Relations

- *J Clary attended the WASWD monthly Section III meeting on November 8.*

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 November 17 and is scheduled to attend the Policy Group meeting on December 7.

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 8.B**

**Engineering Department
Report**

DATE SUBMITTED:	November 23, 2022	MEETING DATE:	November 30, 2022	
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL		<i>Bill Hunter</i>		
ATTACHED DOCUMENTS		1. Engineering Department Report		
		2. Summary of District Projects		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>	

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the November 30, 2022 Board Meeting
Data Compiled 11/22/22 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	3945	70	44	2
Remaining Capacity (ERUs)	**	15	37	0
Permitted ERUs Under Construction	34	0	1	0
Pre-paid Connection Certificates & Expired Permits	13	0	4	0
Water Availabilities (trailing 12 months)	53	0	1	0
Subtotal - Commitments not yet connected	100	0	6	0
Available ERUs	**	15	31	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 8.C**

**Finance Department
Report**

DATE SUBMITTED:	November 16, 2022	MEETING DATE:	November 30, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL	<i>Jennifer Signs</i>		
ATTACHED DOCUMENTS	1. October 2022 Financial Report		
	2. October 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: 09:45:42 Date: 11/16/2022

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401 Water Fund

Revenues	Amt Budgeted	October	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	280,840.24	2,376,465.22	518,511.78	17.9%
343 40 20 01 DEA Permits - Water	0.00	0.00	300.00	(300.00)	0.0%
343 41 10 01 Building Permits - Water	84,030.00	8,557.58	191,225.05	(107,195.05)	0.0%
340 Charges For Services	2,979,007.00	289,397.82	2,567,990.27	411,016.73	13.8%
350 Fines & Forfeitures					
359 81 10 00 Combined Fees	28,000.00	628.24	5,094.76	22,905.24	81.8%
359 90 00 00 Late Fees	58,000.00	5,285.93	51,334.75	6,665.25	11.5%
350 Fines & Forfeitures	86,000.00	5,914.17	56,429.51	29,570.49	34.4%
360 Misc Revenues					
361 11 00 00 Investment Interest	20,000.00	1,179.32	26,075.21	(6,075.21)	0.0%
362 10 00 00 Deposits For Bulk Meter	0.00	(1,500.00)	1,500.00	(1,500.00)	0.0%
369 10 00 00 Sale Of Surplus	1,000.00	0.00	0.00	1,000.00	100.0%
369 91 01 00 Miscellaneous	1,000.00	500.00	10,906.04	(9,906.04)	0.0%
360 Misc Revenues	22,000.00	179.32	38,481.25	(16,481.25)	0.0%
390 Other Revenues					
395 20 00 01 Compensation For Loss/Impairment Of Capital Asset	13,130.00	0.00	13,129.62	0.38	0.0%
390 Other Revenues	13,130.00	0.00	13,129.62	0.38	0.0%
Fund Revenues:	3,339,137.00	295,491.31	2,676,030.65	663,106.35	19.9%

Expenditures	Amt Budgeted	October	YTD	Remaining	
534 Water Utilities					
534 10 10 00 Water - Gen Admin Payroll	371,770.00	26,453.65	277,664.44	94,105.56	25.3%
534 10 20 00 Water - Gen Admin Personnel Benefits	161,024.00	11,430.19	116,948.90	44,075.10	27.4%
534 10 31 00 Water - Gen Admin Supplies	25,000.00	996.55	8,164.60	16,835.40	67.3%
534 10 31 01 Water - Meetings/Team building	2,000.00	89.66	1,111.76	888.24	44.4%
534 10 40 00 Water - Merchant Services Fees	11,500.00	1,353.92	11,920.78	(420.78)	0.0%
534 10 40 01 Water - Bank Fees	800.00	16.00	987.33	(187.33)	0.0%
534 10 41 00 Water - Quality Assurance Programs	81,300.00	62,985.00	71,492.83	9,807.17	12.1%
534 10 41 01 Water - Gen Admin Prof Srvc	167,000.00	6,193.91	109,710.27	57,289.73	34.3%
534 10 41 02 Water- Engineering Srvc	20,000.00	1,845.14	7,465.39	12,534.61	62.7%
534 10 41 03 Water - Legal Srvc	22,000.00	848.50	24,011.45	(2,011.45)	0.0%
534 10 42 00 Water - Admin Communication	31,000.00	1,471.01	26,435.79	4,564.21	14.7%
534 10 45 00 Water - Gen Admin Lease	5,500.00	471.66	4,355.31	1,144.69	20.8%
534 10 46 00 Water - Gen Admin Insurance	103,500.00	538.80	3,218.92	100,281.08	96.9%
534 10 49 00 Water - Gen Admin Misc	200.00	0.00	25.00	175.00	87.5%

2022 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Expenditures	Amt Budgeted	October	YTD	Remaining		
534 Water Utilities						
534 10 49 01	Water-Memberships/Dues/Permits	17,250.00	0.00	21,011.15	(3,761.15)	0.0%
534 10 49 02	Water - Taxes	147,500.00	14,434.81	123,102.96	24,397.04	16.5%
534 40 43 00	Water - Admin Training &Travel	10,000.00	788.27	5,612.15	4,387.85	43.9%
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	8,147.95	57,798.52	77,201.48	57.2%
534 50 31 01	Water- Small Assets	53,130.00	3,045.01	30,559.33	22,570.67	42.5%
534 50 48 00	Water - Repair & Maint	60,000.00	7,121.43	74,751.30	(14,751.30)	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	0.00	8,427.61	7,072.39	45.6%
534 60 47 00	Water - City of Bellingham	52,000.00	4,328.68	42,768.88	9,231.12	17.8%
534 80 10 00	Water - Operations Payroll	629,236.00	49,810.95	528,835.22	100,400.78	16.0%
534 80 20 00	Water - Operations Personnel Benefits	288,653.00	23,234.93	218,710.13	69,942.87	24.2%
534 80 32 00	Water - Operations Fuel	12,500.00	322.16	18,283.54	(5,783.54)	0.0%
534 80 35 00	Water - Safety Supplies	10,000.00	4,868.97	10,728.60	(728.60)	0.0%
534 80 35 01	Water - Safety Boots	1,400.00	170.48	907.24	492.76	35.2%
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	508.00	3,261.92	6,738.08	67.4%
534 80 47 00	Water - Ops Utilities	121,200.00	10,325.81	105,451.01	15,748.99	13.0%
534 80 49 00	Water - Operations Laundry	2,000.00	108.58	1,028.16	971.84	48.6%
534 Water Utilities		2,575,963.00	241,910.02	1,914,750.49	661,212.51	25.7%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	2,313.77	1,583.66	(1,583.66)	0.0%
580 Non Expenditures		0.00	2,313.77	1,583.66	(1,583.66)	0.0%
591 Debt Service						
591 34 77 01	Geneva AC Mains Principal	119,938.00	0.00	119,937.50	0.50	0.0%
591 34 77 02	Div 22 Reservoir Principal	65,475.00	0.00	65,474.71	0.29	0.0%
592 34 83 01	Geneva AC Mains Interest	25,187.00	0.00	25,186.88	0.12	0.0%
592 34 83 02	Div 22 Reservoir Interest	15,714.00	0.00	15,713.93	0.07	0.0%
591 Debt Service		226,314.00	0.00	226,313.02	0.98	0.0%
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	32,803.73	172,341.80	(172,341.80)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	5,472.29	92,613.43	(92,613.43)	0.0%
594 34 64 01	Capital Outlay - Water Equipment	0.00	1,171.15	28,930.14	(28,930.14)	0.0%
594 Capital Expenditures		528,250.00	39,447.17	293,885.37	234,364.63	44.4%
Fund Expenditures:		3,330,527.00	283,670.96	2,436,532.54	893,994.46	26.8%

2022 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Fund Excess/(Deficit):	8,610.00	11,820.35	239,498.11
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2022 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Revenues	Amt Budgeted	October	YTD	Remaining	
330 State Generated Revenues					
331 97 10 02 Federal Awards	182,400.00	0.00	0.00	182,400.00	100.0%
330 State Generated Revenues	182,400.00	0.00	0.00	182,400.00	100.0%
340 Charges For Services					
343 50 11 00 Sewer Service Residential	4,425,315.00	362,559.41	3,784,115.91	641,199.09	14.5%
343 50 19 00 Sewer Service Other	4,500.00	540.30	4,618.08	(118.08)	0.0%
343 50 80 00 Latecomers Fee ULID #18	0.00	0.00	16,198.12	(16,198.12)	0.0%
343 51 10 02 Building Permits - Sewer	88,600.00	9,068.00	204,624.60	(116,024.60)	0.0%
340 Charges For Services	4,518,415.00	372,167.71	4,009,556.71	508,858.29	11.3%
360 Misc Revenues					
361 11 00 02 Investment Interest	20,000.00	1,179.33	26,075.28	(6,075.28)	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	2,140.06	4,140.06	0.94	0.0%
369 91 01 02 Miscellaneous	1,000.00	500.00	10,332.88	(9,332.88)	0.0%
360 Misc Revenues	35,941.00	3,819.39	47,629.64	(11,688.64)	0.0%
390 Other Revenues					
395 20 00 02 Compensation For Loss/Impairment Of Capital Assets	13,130.00	0.00	13,129.63	0.37	0.0%
390 Other Revenues	13,130.00	0.00	13,129.63	0.37	0.0%
Fund Revenues:	4,749,886.00	375,987.10	4,070,315.98	679,570.02	14.3%

Expenditures	Amt Budgeted	October	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	371,770.00	26,453.54	277,663.85	94,106.15	25.3%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	161,024.00	11,429.68	116,946.33	44,077.67	27.4%
535 10 31 00 Sewer - Gen Admin Supplies	16,800.00	966.48	7,768.27	9,031.73	53.8%
535 10 31 01 Sewer - Meetings/Team Building	2,000.00	89.66	1,286.76	713.24	35.7%
535 10 40 00 Sewer -Merchant Services Fees	11,500.00	1,353.91	11,920.71	(420.71)	0.0%
535 10 40 01 Sewer - Bank Fees	750.00	16.00	1,002.36	(252.36)	0.0%
535 10 41 01 Sewer - Gen Admin Prof Srvc	187,500.00	4,443.91	90,640.03	96,859.97	51.7%
535 10 41 02 Sewer - Engineering Srvc	20,000.00	1,132.25	5,135.50	14,864.50	74.3%
535 10 41 03 Sewer - Legal Srvc	22,000.00	848.50	24,011.46	(2,011.46)	0.0%
535 10 42 00 Sewer - Admin Communication	31,000.00	1,470.96	26,380.73	4,619.27	14.9%
535 10 45 00 Sewer - Gen Admin Lease	5,500.00	471.66	4,355.25	1,144.75	20.8%
535 10 46 00 Sewer - Gen Admin Insurance	103,500.00	538.81	3,218.94	100,281.06	96.9%
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	0.00	14,651.44	(4,651.44)	0.0%
535 10 49 02 Sewer - Taxes	122,000.00	9,603.38	86,832.89	35,167.11	28.8%
535 40 43 00 Sewer - Gen Admin TrainIng &Travel	10,000.00	788.30	5,366.19	4,633.81	46.3%
535 40 43 01 Sewer - Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%

2022 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Expenditures	Amt Budgeted	October	YTD	Remaining	
535 Sewer					
535 50 31 00 Sewer - Maintenance Supplies	45,000.00	235.07	16,536.46	28,463.54	63.3%
535 50 31 01 Sewer - Small Assets	43,130.00	309.64	43,055.07	74.93	0.2%
535 50 48 00 Sewer - Repair & Maint	125,000.00	8,234.15	201,792.85	(76,792.85)	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	28,516.86	652,899.56	163,100.44	20.0%
535 80 10 00 Sewer - Operations Payroll	530,481.00	40,597.11	426,022.35	104,458.65	19.7%
535 80 20 00 Sewer - Operations Personnel Benefits	237,606.00	19,018.99	175,781.28	61,824.72	26.0%
535 80 32 00 Sewer - Operations Fuel	14,200.00	322.14	25,497.44	(11,297.44)	0.0%
535 80 35 00 Sewer - Safety Supplies	10,000.00	576.00	6,468.24	3,531.76	35.3%
535 80 35 01 Sewer - Safety Boots	1,400.00	170.47	907.31	492.69	35.2%
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	0.00	1,531.20	8,468.80	84.7%
535 80 47 00 Sewer - Ops Utilities	110,000.00	6,718.18	99,030.56	10,969.44	10.0%
535 80 49 00 Sewer - Operations Laundry	2,500.00	162.96	1,500.92	999.08	40.0%
535 Sewer	3,028,861.00	164,468.61	2,333,203.95	695,657.05	23.0%
591 Debt Service					
591 35 77 02 Bond 2016 Principal	445,000.00	0.00	445,000.00	0.00	0.0%
591 35 83 02 Bond 2016 Interest	192,376.00	0.00	192,375.00	1.00	0.0%
591 Debt Service	637,376.00	0.00	637,375.00	1.00	0.0%
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	3,181.75	153,158.98	(153,158.98)	0.0%
594 35 63 02 Capital Projects- Sewer System	182,400.00	5,000.37	239,352.94	(56,952.94)	0.0%
594 35 64 02 Capital Outlay - Sewer Equipment	0.00	1,171.15	63,973.10	(63,973.10)	0.0%
594 Capital Expenditures	988,280.00	9,353.27	456,485.02	531,794.98	53.8%
Fund Expenditures:	4,654,517.00	173,821.88	3,427,063.97	1,227,453.03	26.4%
Fund Excess/(Deficit):	95,369.00	202,165.22	643,252.01		



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 10/31/2022

Petty Cash	\$	1,600	
Cash	\$	1,173,286	
Public Funds Account	\$	<u>506,814</u>	2.27%
WA Federal	\$	1,681,699	
Local Gov't Investment Pool	\$	561,930	3.03%

		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>\$ 6,070,731</u>		

USE OF FUNDS:

Bond Reserve - Restricted	\$	772,334
Contingency - Assigned	\$	1,275,000
Operating Reserves	\$	1,060,000
Operating	\$	2,963,397
		<u>\$ 6,070,731</u>

Fund Balance Summary

Water Utility Fund (401)	\$	1,274,270
Sewer Utility Fund (402)	\$	2,749,127
Sewer Contingency Fund (425)	\$	815,000
Water Contingency Fund (426)	\$	460,000
Bond Reserve Fund (460)	\$	<u>772,334</u>
		<u>\$ 6,070,731</u>



**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

DATE SUBMITTED:	November 23, 2022	MEETING DATE:	November 30, 2022
TO: BOARD OF COMMISSIONERS	FROM: Jason Dahlstrom, Acting 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 November 30, 2022 Board Meeting
Data Compiled 11/22/22 by RH, 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	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	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	9/22/2022
2/24/2022	6/23/2022	10/27/2022
3/24/2022	7/28/2022	11/23/2022
4/28/2022	8/25/2022	

Summary of Work-Related Injuries & Illnesses

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

Safety Coordinator Update

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Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom, Operations and Maintenance Manager
11/30/2022 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. 4. Reservoir Railing installed at Opal reservoir
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. Installed Insert-a-valve on mainline below Div 30 reservoir 2. Completed Sudden Valley PRV annual maintenance 3. Replaced Grandview PRV and piping
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 12.10 2. 11.3.22 storm damage minimal, localized power outage <p><i>Collection System</i></p> <ol style="list-style-type: none"> 1. Daily mainline sewer camera inspections
Fleet	
	<p><i>Vehicles</i></p> <ol style="list-style-type: none"> 1. All vehicles in fleet are functioning properly <p><i>Equipment</i></p> <ol style="list-style-type: none"> 1. Kubota excavator received 1000 hour service, got new tracks
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. Greg received WTPO1-IT, WDM 2 certifications
Development	
	<ol style="list-style-type: none"> 1. Inspector is actively working with thirteen (13) permit holders making connection to our system.