



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed Jan 25, 2023
8:00 am - 10:00 am

Join the meeting from your computer, tablet smartphone: <https://meet.goto.com/476981773>

You can also dial in using your phone.

Call: [+1 \(224\) 501-3412](tel:+12245013412) Access Code: 476-981-773 Press *6 to mute/unmute your microphone

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

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

ATTENDING A MEETING

How to Participate

MEETINGS ARE HYBRID

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



COMMUNICATING WITH US



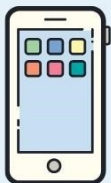
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

ATTENDING ANONYMOUSLY

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



ACCESS INFORMATION



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

QUESTIONS?

If you have questions about attending an upcoming meeting, please contact Administrative Assistant Rachael Hope at rachael.hope@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

January 25, 2023


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. Water Reservoir Coating Assessment Presentation
 - B. Voluntary Billing Suspension Policy Discussion
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: | January 19, 2023 | MEETING DATE: | January 25, 2023 |
| 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 1.24.2023****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 12.14.22 Regular Board Meeting
- Minutes for the 01.11.23 Regular Board Meeting
- Payroll for Pay Period #02 (01.07.2022 through 01.20.23) total to be added
- Payroll Benefits for Pay Period #02 total to be added
- Accounts Payable Vouchers total to be added

FISCAL IMPACT

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2023 Budget.

RECOMMENDED BOARD ACTION

Staff recommends the Board approve the Consent Agenda.

PROPOSED MOTION

A recommended motion is:

"I move to approve the Consent Agenda as presented."



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

December 14, 2022

Board Secretary Todd Citron called the Regular Session to order at 6:30 p.m.

Attendees: Commissioner Todd Citron (v) General Manager Justin Clary
Commissioner Bruce Ford District Engineer/Assistant GM Bill Hunter
Commissioner Jeff Knakal Finance Manager/Treasurer Jenny Signs
Recording Secretary Rachael Hope Operations & Maintenance Manager Jason Dahlstrom

Excused Absences: Commissioner Laura Abele Commissioner John Carter

Roll Call

General Manager Justin Clary performed a roll call. Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Ford seconded, approval of:

- Meeting Minutes for the 11.09.22 Regular Board Meeting
- Meeting Minutes for the 11.30.22 Regular Board Meeting
- Payroll for Pay Period #25 (11.26.2022 through 12.09.2022) totaling \$48,789.86
- Payroll Benefits for Pay Period #25 totaling \$53,377.62
- Accounts Payable Vouchers totaling \$127,393.43

Motion passed.

2023-24 Biennial Budget Adoption

Signs presented the Board with an updated proposed budget for 2023-24. Earlier revisions of the budget were presented during regularly scheduled meetings of the Board held on October 12 and November 9, 2022. Comments provided by the Board during those meetings were incorporated into the presented 2023-24 Budget. Discussion followed.

Action Taken

Ford moved, Knakal seconded, to adopt the 2023-24 Biennial Budget, as presented. Motion passed.

2023 Non-represented Staff Cost-of-Living-Adjustment

Clary explained that traditionally non-represented employees have received the same annual cost-of-living-adjustment (COLA) as the represented (union) employees. Non-union employees include the

General Manager, District Engineer/Assistant General Manager, Finance Manager/Treasurer, Operations & Maintenance Manager, and Administrative Assistant. For 2023, represented employees' COLA will be 3%, per the current collective bargaining agreement between AFSCME and the District. In addition, per the CBA represented staff will receive a one-time payment of \$500 for the October 2021-October 2022 Consumer Price Index for All Urban Consumers (CPI-U) in the Seattle area exceeding 3.5 % and an additional \$500 one-time payment for the CPI-U exceeding 4% (the October-to-October CPI-U was 8.9%). The one-time payments will be provided in the first paycheck of 2023. Recognizing significant inflation over the past year, the general manager proposed that the same COLA and one-time payments contractually required for represented employees be provided to non-represented employees, as well. Discussion followed.

Action Taken

Knakal moved, Ford seconded, to approve a salary adjustment for all non-represented District staff that is equal to an increase of 3% and effective January 1, 2023, as well as two one-time \$500 payments to those staff consistent with payments provided to represented staff. Motion passed.

Other Business

Commissioner Citron gave a brief report of his attendance at the Council of Governments with representatives from various Whatcom County Government entities.

Manager's Report

Clary updated the Board on several topics, including his and Hunter's participation in a cybersecurity vulnerability assessment, recent completion of annual safety audits at the District's sewer lift stations, and cancellation of the December 28, 2022 Board meeting due to lack of agenda items. He also provided an update on the potential construction of a DISH Wireless cell tower on the District's property at 1010 Lakeview St, reporting that Whatcom County staff have indicated that the land use permit applied for by DISH is no longer active; Clary indicated that a letter would be sent to Geneva residents on December 15, 2022 with the same information.

Executive Session Per RCW 42.30.110(1)g) General Manager Performance Evaluation – 30 Minutes

Citron recessed the Regular Session to Executive Session at 7:26 p.m. It was estimated that the Executive Session would take about 30 minutes and end at 7:56 p.m. The purpose of the Executive Session was to discuss the General Manager's Performance Evaluation. Citron recessed the Executive Session and reconvened the Regular Session at 7:58 p.m.

Action Taken

Knakal moved, Ford seconded, to increase General Manager Justin Clary's salary by 3% in addition to the 3% salary increase approved by the board for non-represented staff earlier in the meeting, effective January 1, 2023. Motion passed.

With no further business, Citron adjourned the Regular Session at 8:01 p.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope

Minutes approved by motion at ☐ Regular ☐ Special Board Meeting on _____
Date Minutes Approved



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

January 11, 2023

Commissioner Laura Abele called the Regular Session to order at 6:47 p.m. Scheduled 6:30 start time was delayed due to technical issues.

| | |
|--|--|
| Attendees: Commissioner Laura Abele (v) | General Manager Justin Clary |
| Commissioner Todd Citron (v) | District Engineer/Assistant GM Bill Hunter |
| Commissioner Bruce Ford | Finance Manager/Treasurer Jenny Signs |
| Commissioner John Carter | Operations & Maintenance Manager Jason Dahlstrom |
| Commissioner Jeff Knakal | Recording Secretary Rachael Hope |
| | District Legal Counsel Bob Carmichael |

Roll Call

General Manager Justin Clary performed a roll call. Attendees noted with (v) attended the meeting virtually.

Changes to Agenda

Clary requested the addition of two items to the meeting agenda:

1. Addition of Item 6.E: 2023-24 Sanitary Sewer Rehab Unit Price Contract No. C2217 Work Order Authorization
2. Addition under "Other Business" of announcement from Commissioner Abele.

The Board agreed.

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- Payroll for Pay Period #26 (12.10.2022 through 12.23.2022) totaling \$53,887.75
- Payroll Benefits for Pay Period #26 totaling \$31,152.81
- Payroll for Pay Period #01 (12.24.2022 through 01.06.23) totaling \$61,599.47
- Payroll Benefits for Pay Period #01 totaling \$65,776.23
- Accounts Payable Vouchers totaling \$226,295.00

Motion passed.

Election of Board Officers

Clary recalled that the District operates under the authority of Revised Code of Washington (RCW) Title 57, Water-Sewer Districts. Under RCW 57.12.010, "the board shall annually elect one of its members as president and another as secretary." The District has historically fulfilled this statutory obligation during its first meeting of the calendar year. Discussion followed.

Action Taken

Carter moved, Citron seconded, to appoint Commissioner Citron to serve as District Board President for the 2023 calendar year. Motion passed.

Citron moved, Carter seconded, to appoint Commissioner Carter to serve as District Board Secretary for the 2023 calendar year. Motion passed.

At 6:54 p.m. outgoing Board President Abele passed the gavel to incoming Board President Citron, who assumed governance of the meeting.

Appointment of Board Representatives to the District's Investment Committee

Clary explained that chapter 2.14 of the District's administrative code establishes an Investment Committee, which is comprised of the finance manager/treasurer, general manager, and two commissioners. Duties of the committee include, at a minimum, quarterly review of the District's investment portfolio and rate structure (Chapter 2.4) and annual review of the District's investment policy (Chapter 2.14). Discussion followed.

Action Taken

Ford moved, Carter seconded, to appoint Commissioner Knakal and Commissioner Carter to serve as the Board's representatives on the District's Investment Committee for the 2023 calendar year. Motion passed.

Appointment of Board Representatives to the Whatcom County Council of Governments and the Lake Whatcom Management Program Policy Group

Clary explained that the District annually appoints a representative to serve on the Whatcom County Council of Governments and a representative to serve on the Lake Whatcom Management Program Policy Group. Discussion followed.

Action Taken

Carter moved, Ford seconded, to appoint Commissioner Ford to serve as the Board's representative on the Lake Whatcom Management Program Policy Group and Commissioner Knakal to serve as the Board's representative on the Whatcom County Council of Governments for the 2023 calendar year. Motion passed.

Commissioner Social Media Use Policy Discussion

Clary summarized that at the request of Commissioner Ford, staff reviewed District policy relative to commissioner use of social media related to District business. The District has steadily increased its use of tools such as Facebook and NextDoor agency pages since it created its first social media accounts in 2019. Recognizing that the current Social Media Program is more applicable to staff than commissioners, staff reviewed the Commissioner Protocol Manual, and found it is silent on specific guidelines for commissioner use of social media. Discussion followed, and the Board requested staff develop a more specific policy for inclusion in the Commissioner Protocol Manual.

2023-24 Sanitary Sewer Rehab Unit Price Contract No. C2217 Work Order Authorization

Clary recounted that the District routinely budgets funding to find and repair inflow and infiltration (I&I) sources as part of its annual reinvestment in sewer system rehabilitation and replacement projects. To efficiently execute an undefined quantity and undefined frequency of work, the District utilizes a contracting tool authorized by the State Legislature for use by water-sewer districts called a "Unit Price Contract" or "On- Call Contract." During its regularly scheduled meeting held on October 12, 2022, the Board authorized the execution of a unit-price contract for miscellaneous sewer I&I repairs with Olson

Brother Pro-Vac, LLC (Pro-Vac). The 2023-24 budget includes \$232,000 for Sewer System Rehab and Replacement Projects.

In early January, staff were notified that Pro- Vac had availability open in its schedule for the week of January 9. To take advantage of this unanticipated availability and address a variety of sewer system issues that had been identified since the last set of repairs, the General Manager executed Order No. 1-A for total work not to exceed \$42,260 (plus Washington State sales tax) on January 6 pursuant to District Administrative Code Section 2.2.5. To fully take advantage of Pro-Vac's availability and allow for timely reduction of I&I into the District's sewer system, a second work order (No. 1-B) was developed for the Board's approval. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to confirm the General Manager's execution of Work Order No. 1-A with Olson Brothers Pro-Vac, LLC under District Contact No. C2217 for \$42,260.00 plus applicable Washington State sales tax and authorize the General Manager's execution of Work Order No. 1-B under the same contract for \$30,800.00 plus applicable Washington State sales tax. Motion passed.

Other Business

Commissioner Abele read into record her letter of resignation effective March 31, 2023. Discussion followed.

Manager's Report

Clary updated the Board on several topics, including the upcoming exit meeting with the State Auditors Office, a recent collapsed sewer main and its repair, recent meetings with Sudden Valley Community Association and The Firs, and the upcoming Washington Association of Sewer and Water Districts annual Commissioner Workshop.

Clary recognized the operations crew for their exemplary work around and during the Christmas holiday, when a freeze and silver thaw caused many frozen and burst pipes for District customers, requiring notifications, meter shutoffs, and increased production at the Sudden Valley Water Treatment Plant. Discussion followed.

With no further business, Citron adjourned the Regular Session at 7:48 p.m.

Board President, Todd Citron


Attest: _____
Recording Secretary, Rachael Hope

Minutes approved by motion at ☐ Regular ☐ Special Board Meeting on _____
Date Minutes Approved



**AGENDA
BILL
Item 6.A**

**Water Reservoir Coating
Assessment Presentation**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | January 18, 2023 | MEETING DATE: | January 25, 2023 |
| TO: BOARD OF COMMISSIONERS | FROM: Bill Hunter, District Engineer | | |
| 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

The District owns 6 welded-steel reservoirs:

| Reservoir | Capacity (gal) | Install Year | Notes |
|---------------|----------------|--------------|--|
| Division 22-2 | 626,000 | 2017 | |
| SVWTP CCB | 160,000 | 1993 | <i>Scheduled for replacement in 2028</i> |
| Geneva | 500,000 | 1979 | <i>Scheduled seismic retrofit & coatings in 2031</i> |
| Division 30 | 150,000 | 1973 | <i>Scheduled seismic retrofit & coatings in 2030</i> |
| Division 7 | 1,000,000 | 1971 | <i>Active project to replace in 2024</i> |
| Division 22-1 | 500,000 | 1971 | <i>Scheduled seismic retrofit & coatings in 2029</i> |

Three of the reservoirs are scheduled for seismic retrofits and coatings in years 2029 - 2031 in the District's System Reinvestment Plan. The three reservoirs are the Division 22-1, Division 30, and Geneva reservoirs. Seismic retrofits and coating estimates were developed as part of a Reservoir Seismic Vulnerability Study completed in 2016 by BHC Consultants.

As the 2029 - 2031 timeframe nears, conceptual scope and budgets for these projects needs to be to be further developed and refined. In 2022 the District contracted with Evergreen Coating Engineers, LLC to perform coating assessments for these three steel reservoirs. Lance Stevens of Evergreen will provide a slide presentation summarizing testing and visual inspections conducted, findings, and recommendations.

Information in this coating assessment, recommendations, and planning level cost estimates will be utilized by the District to further develop and refine project scope and budgets as part of its ongoing system reinvestment and finance planning.

FISCAL IMPACT

No impact is anticipated associated with the presentation. Actions to be implemented specific to each reservoir are dependent on future planning, funding, and discussions with the Board for incorporation into future system reinvestment plan revisions.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy & Performance

RECOMMENDED BOARD ACTION

No action is recommended at this time.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 6.B**

**Voluntary Temporary Billing
Suspension Policy Discussion**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | January 17, 2023 | MEETING DATE: | January 25, 2023 |
| TO: BOARD OF COMMISSIONERS | FROM: Justin Clary, General Manager | | |
| GENERAL MANAGER APPROVAL |  | | |
| ATTACHED DOCUMENTS | 1. Administrative Code sections 2.10.5 and 2.10.6 | | |
| TYPE OF ACTION REQUESTED | RESOLUTION <input type="checkbox"/> | FORMAL ACTION/ MOTION <input type="checkbox"/> | INFORMATIONAL /OTHER <input checked="" type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

District Administrative Code sections 2.10.5 and 2.10.6 define current policy regarding voluntary temporary suspension of water and sewer service billing, respectively. Historically, the District has provided a service to customers for voluntary temporary suspension of billing when that customer will be away from their home for an extended period (e.g., Canadian customers that reside in their homes for only part of the year, or those that travel south each winter). For many years, however, this policy allowed for voluntary billing suspension for an indefinite period (there were instances where connections had been under voluntary billing suspension for multiple consecutive years). Recognizing that without any form of collection of rates to maintain the District's infrastructure in a manner that allowed for effective service once a connection resumed service, which burdened the remainder of the ratepayers with paying that connection's proportionate share, the Board adopted Resolution No. 874 during its regularly scheduled meeting on April 28, 2021. Resolution No. 874 capped the consecutive number of months a connection may be under voluntary temporary billing suspension at four. Following adoption of Resolution No. 874, the Board requested that staff bring this policy back to the Board for discussion two years following its implementation.

Thirty (30) District customers used the voluntary billing suspension service in 2022. For comparison to District peers, following provides a summary of voluntary billing suspension policies of other utilities in the region:

- Birch Bay Water and Sewer District—does not offer billing suspension
- City of Bellingham—water service may be suspended, but not sewer
- City of Blaine—does not offer voluntary billing suspension
- City of Ferndale—does not offer voluntary billing suspension

FISCAL IMPACT

Estimated 2022 Impact

Assumptions

- 1) No usage above base rates (water and sewer) would have been incurred
- 2) All 30 customers used the full 4-month billing suspension period

Sewer \$178.11/2-months

Water \$79.47/2-months

Total \$257.58/2-months

= \$515.16/4-months

x 30 customers

= **\$15,454.80**

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

Customer Satisfaction

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable.

District Administrative Code

2.10.5 Voluntary Temporary Suspension of Water Service Billing

The regular bi-monthly water bill may be suspended at the property owner's request. To initiate the suspension of billing, the property owner must submit a written request to the District along with paying all current charges due on the account and the applicable administrative fee (Master Fees and Charges Schedule). The District will then lock the curb stop valve and suspend the water service billing until the property owner requests to resume water service. No voluntary suspension of service may exceed four consecutive months, nor may a service be voluntarily suspended for more than four total months per calendar year. [Resolution Nos. 782, 861, 874]

2.10.6 Voluntary Temporary Suspension of Sewer Service Billing

Sewer-only customers may request a sewer service interruption to suspend billing during normal business hours. Prior to billing suspension, the customer must:


1. Pay all fees as set forth in the District's Master Fees and Charges Schedule,
2. Obtain a District permit to install the two-way cleanout,
3. Install a two-way cleanout at the property line per current District Standards by a District bonded side sewer contractor, and
4. Sign a damage waiver on a form approved by the District, releasing the District from any damages that may result from the sewer service interruption.

The District will install a plug in the two-way cleanout to prevent flow in the service line. Billing suspension begins when the plug is installed. Only the District may remove the plug. It is the customer's responsibility to notify the District, in writing, at least two (2) business days prior to the customer's desired date for return to service. In the event that the plug is removed before the District receives such a request for removal of it, the customer shall be charged for sewer service from the date of billing suspension through the date the plug was found removed. No voluntary suspension of service may exceed four consecutive months, nor may a service be voluntarily suspended for more than four total months per calendar year. [Resolution Nos. 709, 782, 861, 874]



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | January 19, 2023 | MEETING DATE: | January 25, 2023 |
| 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, January 25, 2023 – 8:00 a.m.

Important Upcoming Dates

| Lake Whatcom Water & Sewer District | | | |
|--|------------------|------------|--|
| Regular Board Meeting | Wed Feb 8, 2023 | 6:30 p.m. | Board Room/Hybrid |
| Employee Staff Meeting | Thu Feb 9, 2023 | 8:00 a.m. | Board Room/Hybrid Commissioner Knakal to attend |
| Investment Comm. Meeting | Wed Jan 25, 2023 | 10:00 a.m. | Board Room/Hybrid |
| Safety Committee Meeting | Wed Jan 26, 2023 | 8:00 a.m. | Board Room/Hybrid |
| Lake Whatcom Management Program | | | |
| Policy Group Meeting | Wed Feb 8, 2023 | 3:00 p.m. | City of Bellingham Fireplace Room 625 Halleck Street/Hybrid |
| Joint Councils Meeting | Wed Mar 29, 2023 | 6:00 p.m. | Bellingham City Council Chambers 210 Lottie Street |
| Other Meetings | | | |
| WASWD Section III Meeting | Tue Feb 14, 2023 | 6:00 p.m. | Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA |
| Whatcom Water Districts Caucus Meeting | Wed Feb 15, 2023 | 2:00 p.m. | Remote Attendance |
| Whatcom County Council of Governments Board Meeting | Wed Jan 18, 2022 | 3:00 p.m. | Council of Governments Offices 314 E Champion Street/Hybrid |

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

- Sudden Valley Community Association developer extension agreement
- Commissioner social media use policy
- Assigned capital reserve policy development
- Staff salary cost-of-living-adjustment discussion
- Facility security risk assessment contract award
- City of Bellingham Post Point Resource Recovery Project shift implications on District
- Glen Cove Water Association assumption consideration

2023 Initiatives Status

Administration and Operations

Performance Management

- Explore various approaches to performance management (PerformanceStat, Lean/Six Sigma, etc.) for implementation in coming years (Six-Year Strategic Business Plan goal).
To be initiated.

Operations Manager Support

- To facilitate the success of Jason Dahlstrom in his new role as O&M Manager, devote more time to coordinating and assisting Mr. Dahlstrom than has been recently provided to this position.
Monthly one-on-one check-in meetings are scheduled throughout 2023; additional support will be provided as identified/needed.

Records Management System Overhaul

- Implement new records management system (Six-Year Strategic Business Plan goal).
The District contracted with an enterprise content management (ECM) expert that identified the most-applicable records management system for the District. Staff met on January 18 to scope the software components relative to District needs.

Safety Program Update

- Continue systematic review and revision of District's safety programs by updating eight programs in 2023.
The safety committee is reviewing the hand and power tools program.

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 project manager or providing technical support) for several District capital improvement projects.

Emergency Response/System Security

Emergency Readiness

- Continue use of Whatcom County Department of Emergency Management services to hold tabletop and/or field emergency response field exercises.
Staff met with Whatcom County personnel on January 19 to begin scoping 2023 activities.

Cybersecurity Assessment

- Hire an IT-service provider to perform a third-party assessment of the District's vulnerability to cybercriminal attack.
A USEPA-provided confidential cybersecurity assessment of the District's systems was completed in 2022; implementation of recommendations from that assessment is underway. A third-party consultant will then be hired to complete a vulnerability assessment following implementation of the 2022 assessment recommendations.

Business Continuity Plan

- Develop a District-specific business continuity plan following FEMA guidance that leads District transition from emergency response (District Emergency Response Plan) to return to normal operation following a disruptive event.
A draft of the plan is under preparation.

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
No press releases have been issued year-to-date.

Intergovernmental Relations

- *J Clary attended the WASWD Section III meeting on January 10.*
- *J Clary met with City of Bellingham public works department management on January 12.*
- *J Clary chaired the Whatcom Water Alliance quarterly meeting (virtual) on January 17.*
- *J Clary attended the WASWD Small Districts meeting (virtual) on January 18.*
- *J Clary attended a WASWD Retro Program meeting (virtual) on January 18.*
- *J Clary met with eight State legislators in Olympia on January 19 (Public Works Board Day on the Hill).*
- *J Clary is scheduled to attend a reception with Congressman Larsen the evening of January 23.*
- *J Clary is scheduled to attend a federal legislative priorities meeting hosted by the National Special Districts Coalition (through WASWD membership) on January 25.*

Lake Whatcom Water Quality


Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the data group meeting on January 12.



**AGENDA
BILL
Item 8.B**

**Engineering Department
Report**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | January 19, 2023 | MEETING DATE: | January 25, 2023 |
| 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 January 25, 2023 Board Meeting
Data Compiled 1/19/23 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 | 3948 | 70 | 44 | 2 |
| Remaining Capacity (ERUs) | ** | 15 | 37 | 0 |
| Permitted ERUs Under Construction | 31 | 0 | 1 | 0 |
| Pre-paid Connection Certificates & Expired Permit | 13 | 0 | 4 | 0 |
| Water Availabilities (trailing 12 months) | 53 | 0 | 1 | 0 |
| Subtotal - Commitments not yet connected | 97 | 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 | |
| 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 1/19/2023

| Project Number | Project Title / Tasks | Authorized Budget | Spent to Date | Amount Remaining | 2023 Schedule | | | | | | | | | | | |
|----------------|--|-------------------|---------------|------------------|---------------|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | J | F | M | A | M | J | J | A | S | O | N | D |
| C 1802 | Dellesta, Edgewater & Euclid Sewer Pump Stations | \$1,816,583 | \$1,131,433 | \$685,150 | | | | | | | | | | | | |
| C 1802.1 | Euclid | \$834,379 | \$149,229 | \$685,150 | | | | | | | | | | | | |
| C 1802.2 | Dellesta & Edgewater | \$982,204 | \$982,204 | \$0 | | | | | | | | | | | | |
| C 1909 | Little Strawberry Bridge Water Main Slip Line with HDPE | \$20,000 | \$0 | \$20,000 | | | | | | | | | | | | |
| C 2006 | SCADA Telemetry - Managed Ethernet Switches | \$20,000 | \$16,263 | \$3,737 | | | | | | | | | | | | |
| C 2012 | Austin-Fremont PRV Rebuild | \$10,000 | \$0 | \$10,000 | | | | | | | | | | | | |
| C 2106 | SVWTP to SVPS Telemetry Comm Study, Testing | \$10,000 | \$4,224 | \$5,776 | | | | | | | | | | | | |
| C 2109 | Geneva Res Valve for Emergency Isolation | \$10,000 | \$5,650 | \$4,350 | | | | | | | | | | | | |
| C 2111 | Div 7 Reservoir Replacement | \$1,136,080 | \$190,708 | \$945,372 | | | | | | | | | | | | |
| C 2111.1 | Wilson Design, Esmts & Permitting | \$243,080 | \$190,708 | \$52,372 | | | | | | | | | | | | |
| C 2111.2 | Construction and SDC (District's match and add'l funding) | \$893,000 | \$0 | \$893,000 | | | | | | | | | | | | |
| C 2112 | Rocky Ridge & Lakewood Predesign and Shoreline Permitting | \$2,111,000 | \$132,858 | \$1,978,142 | | | | | | | | | | | | |
| C 2113 | Flat Car Reverse Flow to SVPS - Design & Permitting | \$153,000 | \$14,887 | \$138,113 | | | | | | | | | | | | |
| M 2120 | Nov 2021 Flood Event - Emergency Response & Recovery | \$0 | \$211,989 | \$211,989 | | | | | | | | | | | | |
| C 2202 | Replace Sewer Camera Equipment | \$150,000 | \$0 | \$150,000 | | | | | | | | | | | | |
| C 2203 | Div 30 Booster and SVSP PLC and UPS Improvements | \$224,643 | \$21,842 | \$202,801 | | | | | | | | | | | | |
| M 2207 | UPS and Battery Backup Mods (Various stations) | \$15,000 | \$0 | \$15,000 | | | | | | | | | | | | |
| M 2208 | Tomb SPS Control Panel Mods | \$8,000 | \$0 | \$8,000 | | | | | | | | | | | | |
| A 2210 | Reservoir and WTP Site Security Assessment and Plan | \$50,000 | \$0 | \$50,000 | | | | | | | | | | | | |
| C 2211 | South Geneva Booster Standby Generator and ATS | \$60,000 | \$38,235 | \$21,765 | | | | | | | | | | | | |
| C 2213 | Pinto Creek PRV Replacement (labor by District crew) | \$14,000 | \$0 | \$14,000 | | | | | | | | | | | | |
| A 2214 | Lead Service Line Inventory Planning | \$15,000 | \$0 | \$15,000 | | | | | | | | | | | | |
| C 2216 | Replace Tool Truck | \$75,000 | \$0 | \$75,000 | | | | | | | | | | | | |
| M 2218 | Spare PLC Components | \$20,000 | \$0 | \$20,000 | | | | | | | | | | | | |
| C 2219 | 1000 Gal Diesel Fuel Tank at Shop | \$20,000 | \$0 | \$20,000 | | | | | | | | | | | | |
| M 2226 | Div 30 Reservoir Removal of Hazard Trees | \$20,000 | \$5,923 | \$14,077 | | | | | | | | | | | | |
| A 2228 | Agate Area Wells Exhibits and Mapping | \$5,400 | \$0 | \$5,400 | | | | | | | | | | | | |
| M 2230 | Scenic Ave Intertie Valve Repair | \$60,000 | \$0 | \$60,000 | | | | | | | | | | | | |
| C 2231 | Stand-alone Temporary Control Panel | \$20,000 | \$0 | \$20,000 | | | | | | | | | | | | |
| C 2301 | LWBI CIPP Renewal Project Priority1 (2023) | \$185,000 | \$0 | \$185,000 | | | | | | | | | | | | |
| C 2302 | Sewer System Rehab and Replacement Projects (2023+2024) | \$232,000 | \$0 | \$232,000 | | | | | | | | | | | | |
| C 2303 | SVWTP Alum System Improvements (2023) | \$88,000 | \$0 | \$88,000 | | | | | | | | | | | | |
| C 2304 | Eagleridge Diesel Fuel Tank Replacement (2023) | \$6,000 | \$0 | \$6,000 | | | | | | | | | | | | |
| M 2305 | Mitigation Report/Maint at Country Club, Geneva (2023) | \$0 | \$0 | \$0 | | | | | | | | | | | | |
| C 2306 | Replace Tool Truck (2024) | \$98,000 | \$0 | \$98,000 | | | | | | | | | | | | |
| C 2307 | Eagleridge Replace High Flow Pump Control Panel (2024) | \$116,000 | \$0 | \$116,000 | | | | | | | | | | | | |
| C 2308 | Div30 Reservoir Impressed Current Cathodic Protection (2024) | \$36,000 | \$0 | \$36,000 | | | | | | | | | | | | |
| M 2309 | Reservoir Internal Inspection, Cleaning, Maint (2024) | \$41,000 | \$0 | \$41,000 | | | | | | | | | | | | |
| C 2310 | SVWTP Replace 5 Flow Meters - Filters & Backwash (2024) | \$26,000 | \$0 | \$26,000 | | | | | | | | | | | | |
| C 2311 | Auto Flushers - Wood Rush and Big Leaf (2024) | \$12,000 | \$0 | \$12,000 | | | | | | | | | | | | |

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 8.C**

**Finance Department
Report**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | January 18, 2023 | MEETING DATE: | January 25, 2023 |
| TO: BOARD OF COMMISSIONERS | FROM: Jennifer Signs, Finance Manager | | |
| GENERAL MANAGER APPROVAL |  | | |
| ATTACHED DOCUMENTS | 1. 4 th Quarter 2022 Financial Report | | |
| | 2. December 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 Fourth Quarter 2022

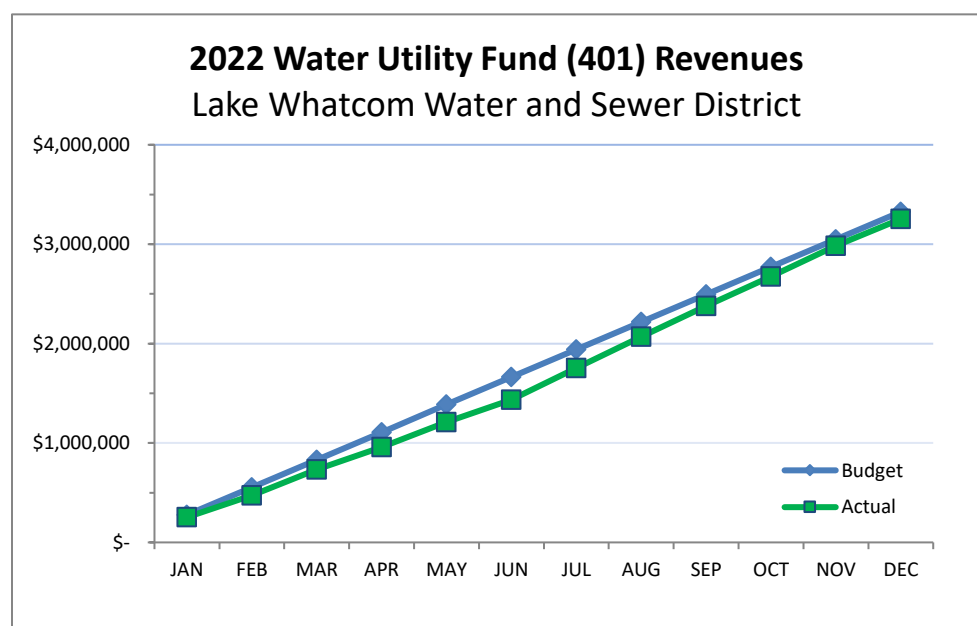
Lake Whatcom Water and Sewer District
Bellingham, Washington

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 through year-end. Operating expenditures for both the Water and Sewer Utility funds finished the year slightly under budgeted projections and a large portion of the capital expenditure budget will be carried forward into 2023 as some capital projects weren't completed in 2022. During the fourth quarter the District received a portion of funding from FEMA grant funds with more anticipated in 2023 as a result of the November 2021 flood event. 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 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 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 exacerbate 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. As the market continues to change, the District will monitor options for both short-term and long-term investment strategies into 2023.

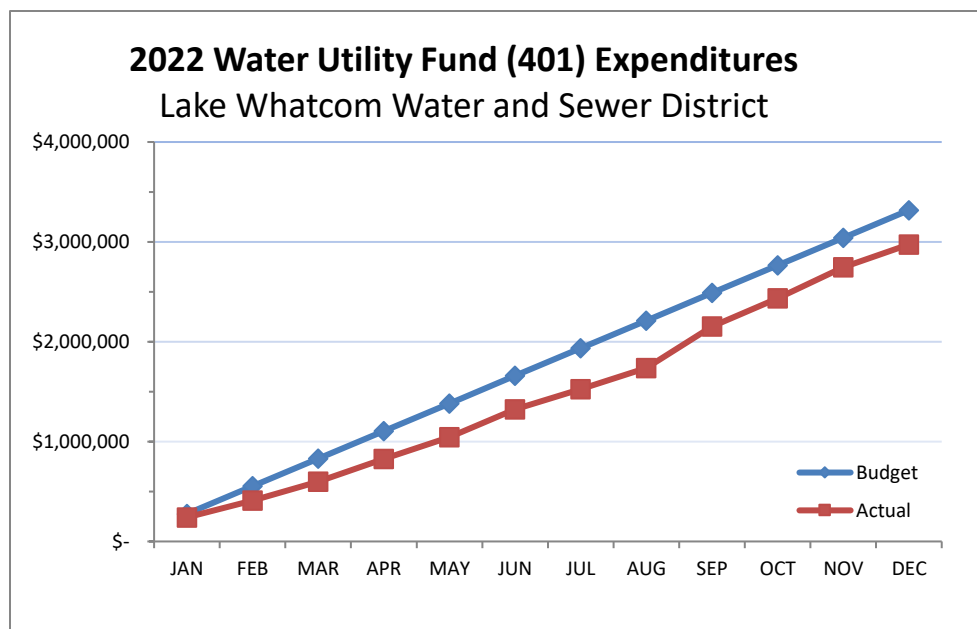
Water Utility Fund (Fund 401)

As of December 31, 2022, Water Utility Fund revenues were \$3,253,426, which are slightly less than revenues projected for the year in the 2022 Budget (\$3,339,137). This is in large part due to grant revenue that hasn't been collected by year-end. However, it should be noted that



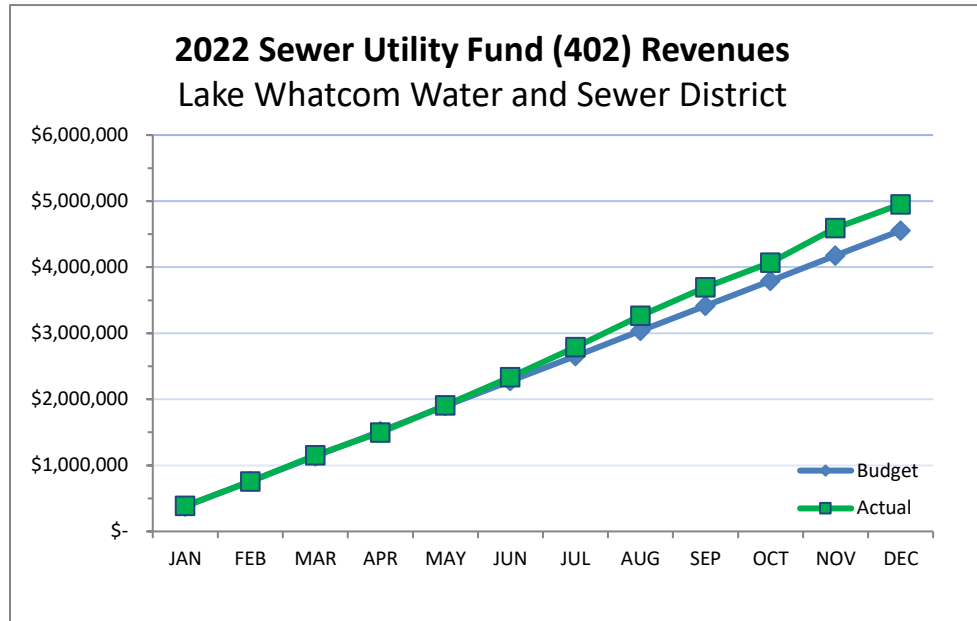
service revenue finished the year slightly above projections at \$2,914,297 (budgeted \$2,894,977). Another item of note, as a result of strategic investing, the District realized investment interest in the Water Utility fund of \$30,260 (budgeted \$20,000). Throughout 2022, the District invested an 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 an additional \$320,000 in Washington State's Local Government Investment Pool during May. 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 year with revenues 158% higher than expected for General Facilities Charge (GFC) revenue. Revenue from GFC's helps fund system reinvestment and allows the District to complete more projects and improvements to critical infrastructure.

Water Utility Fund expenditures were approximately \$356,100 under budget projections as of December 31, 2022 (89% of the budget expended). This remains a result of large capital improvement projects not being complete with 37% of the budget remaining at year-end. That said, 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 finished the year 6% below projected budget. 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.

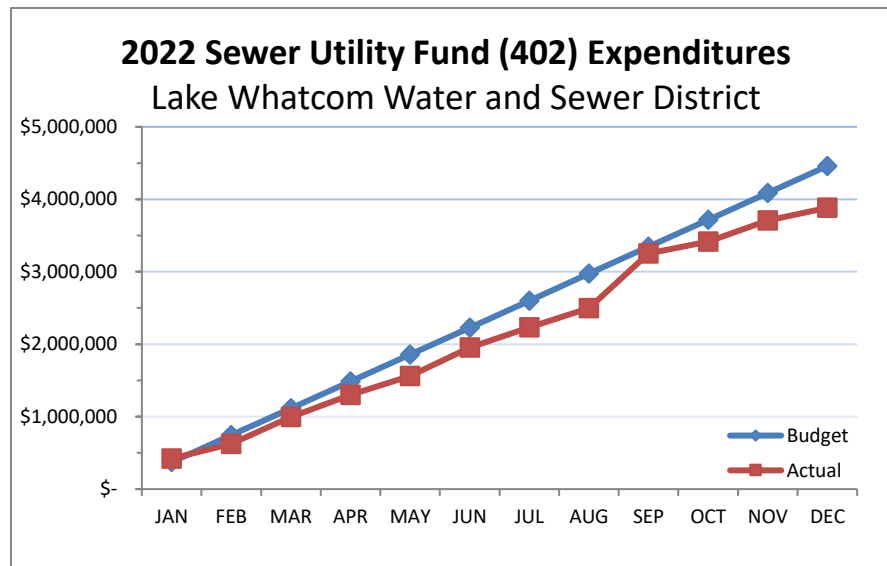


Sewer Utility Fund (Fund 402)

Sewer Utility Fund revenues were \$4,952,736 which was higher than projections in the 2022 Budget (\$4,749,886). This is largely due to increased General Facilities Charge (GFC) revenue being 162% more than budget projections in the 2022 Budget. Along



with increased GFC revenue, the District also received \$123,691 in FEMA grant money in the last quarter of the year. 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 throughout the year. Along with this, as the District continues to follow the adopted 2021 rate study, 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 capital improvements. The District may be required to pay for part of these costs as the City of Bellingham treats the waste from the District through an interlocal agreement.

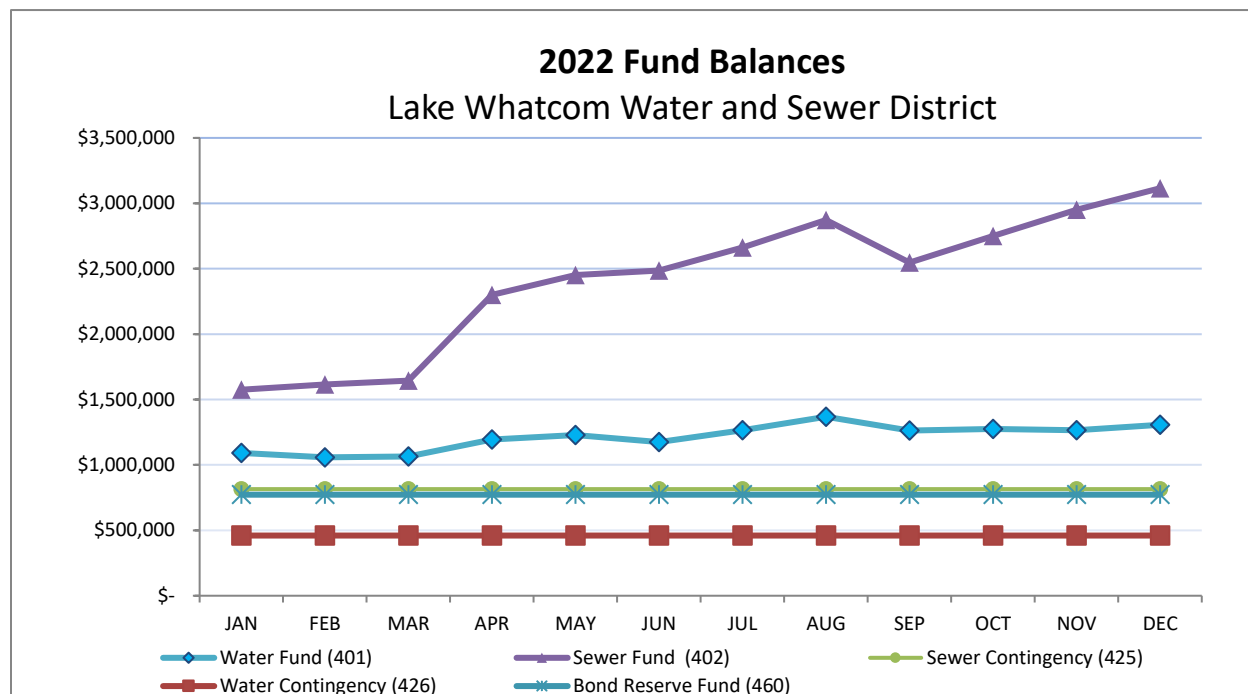


Sewer Utility Fund expenditures lagged projections by year-end (\$3,949,888 in actual expenditures relative to \$4,654,517 budgeted). This is in large part due to capital projects not being completed in 2022 that will carryover to 2023 similar to what was presented in the Water Utility Fund. It is worth noting that operating expenditures at

year-end were 8% below projected operating expenditures (\$2,798,348 actual vs. \$3,028,861 budgeted). Some areas of cost savings include payroll, benefits, professional services, and taxes.

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). 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 end 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 \$1,307,449. As discussed earlier, the overall fund balance is anticipated to continue to increase in an effort to build fund balances for significant future capital projects in the coming years. This surplus is identified 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 \$3,115,053. As discussed earlier in the Water Utility Fund, the overall fund balance is anticipated to increase in an effort to build fund balances for significant future capital projects in the coming years. This surplus is identified 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 December 31, 2022.



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 12/31/2022

| | | | |
|-----------------------------|----|-----------|-------|
| Petty Cash | \$ | 1,600 | |
| Cash | \$ | 1,065,709 | 0.00% |
| Public Funds Account | \$ | 508,737 | 0.35% |
| <hr/> | | | |
| WA Federal | \$ | 1,576,046 | |
| Local Gov't Investment Pool | \$ | 1,066,687 | 0.18% |

| | | 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>6,469,835</u> | |

USE OF FUNDS:

| | | |
|---------------------------|----|------------------|
| Bond Reserve - Restricted | \$ | 772,334 |
| Contingency - Assigned | \$ | 1,275,000 |
| Operating Reserves | \$ | 1,060,000 |
| Operating | \$ | 3,362,501 |
| | \$ | <u>6,469,835</u> |


Fund Balance Summary

| | | |
|------------------------------|----|------------------|
| Water Utility Fund (401) | \$ | 1,307,448 |
| Sewer Utility Fund (402) | \$ | 3,115,053 |
| Sewer Contingency Fund (425) | \$ | 815,000 |
| Water Contingency Fund (426) | \$ | 460,000 |
| Bond Reserve Fund (460) | \$ | 772,334 |
| | \$ | <u>6,469,835</u> |



**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

| | | | |
|----------------------------|---|--|--|
| DATE SUBMITTED: | January 19, 2023 | MEETING DATE: | January 25, 2023 |
| 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 January 25, 2023 Board Meeting
Data Compiled 01/19/23 by RH, 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 | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |
| Annual Reports | | | | | | | | | | | | | | |
| Name Of Report | Deadline | Completed | | | | | | | | | | | | |
| WA State Cross Connection Report Prepared by: Rich | May | | | | | | | | | | | | | |
| OSHA 300 Log Prepared by: Rich | February 1 | | | | | | | | | | | | | |
| Water Use Efficiency Performance Report Prepared by: Kevin | July 1 | | | | | | | | | | | | | |
| Community Right to Know (Hazardous Materials) Prepared by: Rich & Brent | March 31 | January 10, 2023 | | | | | | | | | | | | |
| Northwest Clean Air Emissions Report | February 1 | January 5, 2023 | | | | | | | | | | | | |
| Consumer Confidence Reports Prepared by: Kevin | June 30 | Geneva | | | SV | | | EagleR | | | Agate Ht | | | |
| | | | | | | | | | | | | | | |
| 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 | |
| Summary of Annual Safety Training | |
| <i>2023 Testing Period - Jan 1, 2023 to April 30, 2023</i> | |
| | % Complete |
| Engineering - Managers | 54% |
| Engineering - Staff | 50% |
| Field Crew - Managers | 14% |
| Field Crew - Staff | 24% |
| Office - Managers | 100% |
| Office - Staff | 58% |
| Overall | 50% |

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

| Dates of Completed Safety Committee Meetings | | | | | | |
|---|---------------|------|------|------|------|------|
| <i>Scheduled for 1.26.23</i> | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Summary of Work-Related Injuries & Illnesses | | | | | | |
| | Current Month | 2023 | 2022 | 2021 | 2020 | 2019 |
| Total Number of Work Related Injuries | | | | | | |
| Defined as a work related injury or illness that results in: | | | | | | |
| • Death | | | | | | |
| • Medical treatment beyond first aid | | | | | | |
| • Loss of consciousness | 0 | 0 | 0 | 0 | 0 | 0 |
| • Significant injury or illness diagnosed by a licensed health care professional | | | | | | |
| • Days away from work (off work) | | | | | | |
| • Restricted work or job transfer | | | | | | |
| Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction) | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Number of Days Away from Work (at home, in hospital, not at work) | 0 | 0 | 0 | 0 | 0 | 0 |
| Near Misses | 0 | 0 | 0 | 0 | 2 | 2 |
| Safety Coordinator Update | | | | | | |
| | | | | | | |

Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom - Operations and Maintenance Manager
1/25/2023 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. Weekly safety trainings based on District specific safety programs. 3. Jobsite tailgate meetings by project lead. 4. Confined Space Entry refresher training 1.26.23 | |
| Water Utility Activities | |
| <i>Water Treatment Plants</i> <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. b. Annual Maintenance tasks currently underway 2. Agate Heights <ol style="list-style-type: none"> a. Plant is operating well. <i>Distribution System</i> <ol style="list-style-type: none"> 1. Auto-flusher installed at Camp Firwood 2. Water main break on Saffron Ct | |
| Sewer Utility Activities | |
| <i>Lift Stations</i> <ol style="list-style-type: none"> 1. North Point <ol style="list-style-type: none"> a. Replacement pump ship date 1.31.23 2. Austin PS flowmeter ordered <i>Collection System</i> <ol style="list-style-type: none"> 1. Collapsed pipe on Green Hill Rd repaired. All debris removed from downstream lines. Entire section of mains on Green Hill have been inspected. | |
| Fleet | |
| <i>Vehicles</i> <ol style="list-style-type: none"> 1. All vehicles in fleet are functioning properly 2. Annual DOT inspections done for all necessary vehicles <i>Equipment</i> <ol style="list-style-type: none"> 1. Equipment trailer was repaired and placed back into service | |
| Facilities | |
| <i>Shop Building</i> <ol style="list-style-type: none"> 1. Nothing new to report. | |
| Training | |
| <ol style="list-style-type: none"> 1. Cyrus pursuing DOH Water Distribution 3 & Water Treatment Plant Operator 3 certifications 2. Greg pursuing Cross Connection Specialist certification & Wastewater Collection 1 certifications | |
| Development | |
| <ol style="list-style-type: none"> 1. There are currently 13 active permits for development purposes. Construction has slowed due to time of year, and inspections have as well. | |