



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed Feb 22, 2023
8:00 am - 10:00 am

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ATTENDING A MEETING

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MEETINGS ARE HYBRID

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COMMUNICATING WITH US



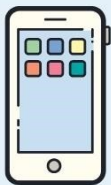
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

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....



Questions?

Contact us at general.inbox@lwwsd.org or 360-734-9224

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

February 22, 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. Resolution No. 888—Voluntary Temporary Billing Suspension Policy Rescission
 - B. Six-year Strategic Business Plan—Review of 2022 Accomplishments
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:	February 16, 2023	MEETING DATE:	February 22, 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 2.21.2023****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 02.08.23 Regular Board Meeting
- Payroll for Pay Period #04 (02.04.2023 through 02.17.23) total to be added
- Payroll Benefits for Pay Period #04 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

February 8, 2023

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

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

Roll Call

General Manager Justin Clary performed a roll call. Also in attendance were Scott Goodall & Tyler Andrews, consulting engineers representing Sudden Valley Community Association; and Sam Shahan, Sudden Valley Community Association Board Vice President.

Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Carter moved, Ford seconded, approval of:

- **Minutes for the 01.11.23 Regular Board Meeting**
- **Minutes for the 01.25.23 Regular Board Meeting**
- **Payroll Taxes for 4th Quarter 2022 totaling \$8,865.94**
- **Payroll for Pay Period #03 (01.21.2022 through 02.03.23) totaling \$44,898.11**
- **Payroll Benefits for Pay Period #03 totaling \$52,182.21**
- **Accounts Payable Vouchers totaling \$109,486.94**

Motion passed.

Developer Extension Agreement Application for Sudden Valley Community Association Culvert 315

Hunter explained that the Sudden Valley Community Association (SVCA) plans to replace an existing culvert near 225 Polo Park Drive with a new box culvert. The proposed culvert grade and alignment requires that the existing 8-inch diameter District water main be relocated below the new culvert and the existing 8-inch diameter District gravity sewer main be protected. A Developer Extension Agreement (DEA) is a contract between the District and a developer or property owner to construct water and/or sewer facilities. This DEA will allow SVCA to work with the District to ensure protection of the District's infrastructure. Discussion followed.

Action Taken

Carter moved, Abele seconded, to authorize the General Manager to execute a Developer Extension Agreement with the Sudden Valley Community Association to reroute water and sewer mains that conflict with the proposed box Culvert 315 alignment with the following conditions:

- 1. Water and sewer mains crossing under the culvert are installed to allow future replacement or repair of mains without disruption to the culvert, and**
- 2. No new water or sewer connections are included in the project.**

Motion passed.

Commissioner Protocol Manual Revision—Social Media Use Policy Addition

Clary recalled that at the Board's regular meeting on January 11, 2023, staff were directed to draft a commissioner social media use policy for the Board's considered inclusion in the Commissioner Protocol Manual. Staff presented a revised Commissioner Protocol Manual adding a subsection under 4.01, Communications from Commissioners, that is specific to personal social media use by commissioners, as well as updating Section 1.02(E) to reflect the relatively recent shift from annual to biennial budgeting. Discussion followed.

Action Taken

Ford moved, Knakal seconded, to adopt the revised Commissioner Protocol Manual as presented. Motion passed.

Capital Surplus Policy Creation Discussion

Signs recalled that on February 17, 2022, FCS Group submitted to the Board of Commissioners a comprehensive study of rates for the water and sewer utilities. The main goal of the rate study was to develop a funding plan for the District's water and sewer utilities for the 2021-2040 study period with a shorter rate setting period to cover years 2022-2026. Within the study, FCS Group identified two specific large capital projects in each utility that would have a significant impact on required revenue and likely require debt; Sudden Valley Water Treatment Plant improvements in the Water Fund and the Post Point Resource Recovery Project within the Sewer Fund.

At that time, FCS Group also recommended the creation of a capital surplus from the proposed rate increases to limit debt financing when the projects were completed. This surplus will gradually increase as revenues increase with rate increases and then be utilized in the appropriate year for large capital projects. In order to identify these funds within the District's adopted budget as well as the District's Administrative Code, staff recommended changes to language in Section 2.3 of the Administrative Code, which defines the District's Capital Improvement Policy. Discussion followed with the Board directing staff to develop a resolution for consideration at a future meeting that incorporates the staff-recommended changes into the administrative code.

Review of District Compensation Policy

Clary summarized the District's compensation structure for its employees, including those represented by the American Federation of State, County and Municipal Employees (AFSCME) Council 2 Local 114WD as well as the at-will employees who are not represented. He explained that since at least 2010 the District has implemented a salary matrix that defines compensation for all staff positions aside from the General Manager, who is employed under an individual employment contract. This salary matrix is integrated into the current collective bargaining agreement with AFSCME and in the offer of employment letters executed by the non-represented staff.

The salary matrix is revised annually to reflect a cost-of-living-adjustment (COLA) defined in the current AFSCME agreement. Traditionally and to maintain the uniformity of the squared salary matrix, the Board

has annually approved COLAs for non-represented staff consistent with the COLA defined in the AFSCME agreement. During its December 14, 2022 meeting, the Board approved a COLA and one-time payment for non-represented staff consistent with that provided represented staff. During December 14, 2022 meeting discussion, Commissioner Ford requested that discussion pertaining to the District's compensation philosophy be placed on a future board meeting agenda. Discussion followed with the Board electing to maintain the current compensation policy (squared salary matrix).

Manager's Report

Clary updated the Board on several topics, including his recent attendance at an informational meeting regarding the Nooksack River Basin (Water Resource Inventory Area No. 1) Adjudication, attendance at the Washington Association of Sewer & Water Districts quarterly General Manager meeting, and an update on the Department of Health's acceptance of Lead & Copper Service Line Inventories. Discussion followed.

With no further business, Citron adjourned the Regular Session at 8:10 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**

**Resolution No. 888
Voluntary Temporary Billing
Suspension Policy Rescission**

DATE SUBMITTED:	February 6, 2023	MEETING DATE:	February 22, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Resolution No. 888		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input 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 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.

During its regularly scheduled meeting held on January 25, 2023, the Board reviewed the District's voluntary temporary billing suspension policy. Following discussion, the Board directed staff to develop a resolution for its consideration that would rescind the voluntary temporary billing suspension policy in its entirety. The attached Resolution No. 888 has been drafted for Board consideration.

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	<u>\$79.47/2-months</u>
Total	\$257.58/2-months
	= \$515.16/4-months
	<u>x 30 customers</u>
	= \$15,454.80

Therefore, if adopted, the proposed resolution would be revenue positive by approximately \$16,000 in 2023, if the same number of customers were to enter voluntary temporary billing suspension this year.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

Customer Satisfaction

RECOMMENDED BOARD ACTION

Recission of the voluntary temporary billing suspension policy will be both revenue positive and eliminate staff labor requirements associated with administering the policy. Therefore, staff recommends the Board adopt Resolution No. 888.

PROPOSED MOTION

A recommended motion is:

“I move to adopt Resolution No. 888, as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 888**

A Resolution of the Board of Commissioners
Rescinding Policies related to Voluntary Temporary Suspension of Billing
within Certain Sections of Administrative Code Title 2, Fiscal Management Policies

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

WHEREAS, the District is responsible for planning, improvements, maintenance, and operation of comprehensive water and sewer systems capable of providing reliable service to District ratepayers; and

WHEREAS, the District Board of Commissioners has previously set fiscal management policies, codified under Title 2 of the District Administrative Code, to ensure the long-term fiscal health and effective management of District resources in accordance with applicable laws; and

WHEREAS, Sections 2.10.5 and 2.10.6 of Title 2 of the District Administrative Code provide provisions for voluntary temporary suspension of water or sewer service billing for customers that will be away from their homes for extended periods of time; and

WHEREAS, during its regularly scheduled meeting on April 28, 2021, the Board of Commissioners adopted Resolution No. 874, which revised the voluntary temporary billing suspension policies to a maximum of four months per calendar year from the prior policy in which there was no maximum period that a connection could be under voluntary temporary billing suspension; and

WHEREAS, the Board of Commissioners recognizes that even with a four-month per year maximum cap in which a connection may be under voluntary temporary billing suspension, this policy continues to burden the remainder of current ratepayers to finance that connection's proportionate share of the costs to maintain District infrastructure that would typically be covered by that connection's service bills; and

WHEREAS, the Board of Commissioners has determined to eliminate all voluntary temporary billing suspensions for service except as authorized by existing Section 2.10.7, revised and renumbered herein as 2.10.5, entitled "Suspension of Billing for Unoccupied Premises;" and

WHEREAS, the Board of Commissioners further recognizes that existing Section 2.10.7 of Title 2 of the District Administrative Code requires revision to define service suspension requirements for properties served only by a sewer connection; and

WHEREAS, the District Board of Commissioners has reviewed and determined it appropriate to remove existing Sections 2.10.5 and 2.10.6 from Title 2 of the Administrative Code, as reflected in Exhibit A attached hereto for reference purposes only; and

WHEREAS, the District Board of Commissioners has further determined to revise and renumber existing Section 2.10.7 of Title 2, of the Administrative Code, as reflected in Exhibit A attached hereto for reference purposes only, with deletions in strikethrough and additions underlined; and

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

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

Section 1. Sections 2.10.5 and 2.10.6 of Title 2 of the District Administrative Code are repealed in their entirety and subsequent sections are re-numbered accordingly. Section 2.10.7 is revised and renumbered 2.10.5, as attached hereto as Exhibit B.

Section 2. Any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.

Section 3. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original resolution or resolutions shall be in full force and effect.

Section 4. This Resolution shall be effective June 1, 2023.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 22nd day of February, 2023.

Todd Citron, President, Board of Commissioners

Attest:

Rachael Hope, Recording Secretary

Resolution No. 888
Page 2 of 3

Adopted February 22, 2023

Approved as to form:

Robert Carmichael, Attorney for the District

DRAFT

EXHIBIT A

~~2.10.5 Voluntary Temporary Suspension of Water Services 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 Services 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]~~

2.10.75 Suspension of Billing for Unoccupied Premises

The suspension of water and/or sewer services without charging a fee is authorized under certain circumstances, such as a house that has been destroyed by fire. The water and/or sewer billing will be suspended provided that:

1. The structure in question is removed, condemned, destroyed, or no longer requires water and/or sewer service in the opinion of the General Manager, and
2. The property owner requests in writing the suspension of service and service charges to the structure, and
3. The water meter is locked or removed when the service is suspended, and

4. For sewer-only connections, the sewer lateral is capped at the right-of-way by a District-bonded sewer contractor and inspected by the District, and
5. The account is paid current to the first of the month following the District's receipt of the property owner's written request before the billing will be suspended. [Resolution Nos. 444, 782, 870, 888]

2.10.86 Water Leak Adjustments

The District will adjust high customer water bills resulting from in-ground water service line breaks between the water meter and the outermost exterior walls of the structure. The leak adjustment request must be made in writing by the property owner and include evidence that the leak is now repaired either by enclosing a paid invoice or a receipt for repair parts. If there are no invoices or receipts available, a written assertion that the leak is now repaired is acceptable. To calculate the adjustment:

1. Water consumption figures from the same billing period in the previous year are used to calculate the leak adjustment. If less than one year's usage history exists, the current base rate allowance will be used as a non-leak quantity basis. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. The adjustment credit shall not exceed \$1,000 or 50 percent of the amount determined to be the excess water usage charge, whichever is less.
2. The District has adopted a tiered rate structure for water. Water usage exceeding 2,500 cubic feet in a two-month billing period is billed at a higher "water conservation" rate. For the purpose of calculating leak adjustment credits, water usage over 2,500 cubic feet will be billed at the lower tier rate.
3. Water leak adjustments are limited to one adjustment per owner during the life of that metered service. When a leak occurs, the overage may be reflected on more than one consecutive billing cycle. In those instances, the District will utilize both contiguous cycles for the purpose of calculating leak adjustment credits.
4. The District will set up an incremental payment schedule on the remaining balance of the leak amount at the customer's request. Payment schedules must be arranged in a way that ensures payment of the current two-month minimum billing plus an installment on the extraordinary portion of the bill. The extraordinary portion of the bill must be paid in full within 12 months of incurring the charges. Late charges on the leak amount will be waived if the customer adheres to the prearranged payment schedule. [Resolution Nos. 821, 861, 870]

2.10.97 Low Income Senior/Disabled Water and Sewer Rates

As authorized by RCW 57.08.014, the District offers uniformly reduced rates across the service area to qualified low-income seniors and disabled customers for water and sewer utilities provided by the District. Notification of such reduced rates will be provided to all persons serviced by the District annually, and upon initiating service. Eligible customers must:

1. Have an individual account serving one (1) equivalent residential unit (an account serving multiple equivalent residential units such as duplexes, multi-family, or condominium is not eligible);
2. Be the property owner and reside in the residence where the discount rate(s) are applied;
3. Provide Property Tax Exemption documentation from the Whatcom County Assessor's Office;
4. Agree that the application is public record and subject to public disclosure, waive any claim of confidentiality in any information provided and to release the District, and its employees, agents, offices, and Commissioners from any liability or claims which might arise from the disclosure of such information to any other party or entity; and
5. Agree that the discounted rate will commence on the next billing date after the application is approved and only continue for the time period when such rates are listed and set forth in the current Master Fees and Charges Schedule. [Resolution Nos. 807, 834, 861, 870]

2.10.108 Utility Billing Reconciliation Back Billing

Upon discovery of unauthorized water or sewer connection(s) to the District system, the District shall send written notice of the unauthorized connection(s) to the property owner of the property benefiting from such connection(s) along with any applicable invoices described in subsection 1 and 2 below.

1. Monthly Service Fees. Along with the aforementioned written notice, the District shall send to the property owner an invoice for service received from the unauthorized water or sewer connection(s) for the time period such connection(s) was in place, up to a maximum of six (6) months back from the date the notice is sent. Said property owner shall be required to promptly reimburse the District for such water or sewer service received for the term in the invoice, and shall commence paying for such service going forward, at regular District rates in place at the time service is provided.
2. Connection Charges. Along with the aforementioned written notice, the District shall send to the property owner a second invoice for connection charges for the unauthorized water or sewer connection(s). The connection charges for the unauthorized connection(s) shall be in the amount of the connection charge in place at the time of the notice, or the time payment is received, whichever is greater. Notwithstanding the foregoing, the District will not collect connection charges for unauthorized water or sewer connection(s) that have been in place for more than six (6) years from the date of the written notice to the property owner, unless the District had no reason to know of the existence of the unauthorized connection(s), in which case the connection charges must be paid regardless of how long the unauthorized connection(s) was in place.
3. At the discretion of the General Manager, a payment plan may be established for the required reimbursement for the monthly service fees and connection charges for unauthorized connections discovered by the District, in accordance with this section. [Resolution No. 834]

EXHIBIT B

2.10.5 Suspension of Billing for Unoccupied Premises

The suspension of water and/or sewer services without charging a fee is authorized under certain circumstances, such as a house that has been destroyed by fire. The water and/or sewer billing will be suspended provided that:

1. The structure in question is removed, condemned, destroyed, or no longer requires water and/or sewer service in the opinion of the General Manager, and
2. The property owner requests in writing the suspension of service and service charges to the structure, and
3. The water meter is locked or removed when the service is suspended, and
4. For sewer-only connections, the sewer lateral is capped at the right of way by a District-bonded sewer contractor and inspected by the District, and
5. The account is paid current to the first of the month following the District's receipt of the property owner's written request before the billing will be suspended. [Resolution Nos. 444, 782, 870, 888]

2.10.6 Water Leak Adjustments

The District will adjust high customer water bills resulting from in-ground water service line breaks between the water meter and the outermost exterior walls of the structure. The leak adjustment request must be made in writing by the property owner and include evidence that the leak is now repaired either by enclosing a paid invoice or a receipt for repair parts. If there are no invoices or receipts available, a written assertion that the leak is now repaired is acceptable. To calculate the adjustment:

1. Water consumption figures from the same billing period in the previous year are used to calculate the leak adjustment. If less than one year's usage history exists, the current base rate allowance will be used as a non-leak quantity basis. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. The adjustment credit shall not exceed \$1,000 or 50 percent of the amount determined to be the excess water usage charge, whichever is less.
2. The District has adopted a tiered rate structure for water. Water usage exceeding 2,500 cubic feet in a two-month billing period is billed at a higher "water conservation" rate. For the purpose of calculating leak adjustment credits, water usage over 2,500 cubic feet will be billed at the lower tier rate.
3. Water leak adjustments are limited to one adjustment per owner during the life of that metered service. When a leak occurs, the overage may be reflected on more than one consecutive billing cycle. In those instances, the District will utilize both contiguous cycles for the purpose of calculating leak adjustment credits.

4. The District will set up an incremental payment schedule on the remaining balance of the leak amount at the customer's request. Payment schedules must be arranged in a way that ensures payment of the current two-month minimum billing plus an installment on the extraordinary portion of the bill. The extraordinary portion of the bill must be paid in full within 12 months of incurring the charges. Late charges on the leak amount will be waived if the customer adheres to the prearranged payment schedule. [Resolution Nos. 821, 861, 870]

2.10.7 Low Income Senior/Disabled Water and Sewer Rates

As authorized by RCW 57.08.014, the District offers uniformly reduced rates across the service area to qualified low-income seniors and disabled customers for water and sewer utilities provided by the District. Notification of such reduced rates will be provided to all persons serviced by the District annually, and upon initiating service. Eligible customers must:

1. Have an individual account serving one (1) equivalent residential unit (an account serving multiple equivalent residential units such as duplexes, multi-family, or condominium is not eligible);
2. Be the property owner and reside in the residence where the discount rate(s) are applied;
3. Provide Property Tax Exemption documentation from the Whatcom County Assessor's Office;
4. Agree that the application is public record and subject to public disclosure, waive any claim of confidentiality in any information provided and to release the District, and its employees, agents, offices, and Commissioners from any liability or claims which might arise from the disclosure of such information to any other party or entity; and
5. Agree that the discounted rate will commence on the next billing date after the application is approved and only continue for the time period when such rates are listed and set forth in the current Master Fees and Charges Schedule. [Resolution Nos. 807, 834, 861, 870]

2.10.8 Utility Billing Reconciliation Back Billing

Upon discovery of unauthorized water or sewer connection(s) to the District system, the District shall send written notice of the unauthorized connection(s) to the property owner of the property benefiting from such connection(s) along with any applicable invoices described in subsection 1 and 2 below.

1. Monthly Service Fees. Along with the aforementioned written notice, the District shall send to the property owner an invoice for service received from the unauthorized water or sewer connection(s) for the time period such connection(s) was in place, up to a maximum of six (6) months back from the date the notice is sent. Said property owner shall be required to promptly reimburse the District for such water or sewer service received for the term in the invoice, and shall commence paying for such service going forward, at regular District rates in place at the time service is provided.
2. Connection Charges. Along with the aforementioned written notice, the District shall send to the property owner a second invoice for connection charges for the unauthorized water or sewer connection(s). The connection charges for the unauthorized connection(s) shall be in the amount of the connection charge in place at the time of the notice, or the time payment is


received, whichever is greater. Notwithstanding the foregoing, the District will not collect connection charges for unauthorized water or sewer connection(s) that have been in place for more than six (6) years from the date of the written notice to the property owner, unless the District had no reason to know of the existence of the unauthorized connection(s), in which case the connection charges must be paid regardless of how long the unauthorized connection(s) was in place.

3. At the discretion of the General Manager, a payment plan may be established for the required reimbursement for the monthly service fees and connection charges for unauthorized connections discovered by the District, in accordance with this section. [Resolution No. 834]



**AGENDA
BILL
Item 6.B**

**Six-Year Strategic Business Plan
Review of 2022 Accomplishments**

DATE SUBMITTED:	February 6, 2023	MEETING DATE:	February 22, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. 2022-2027 Strategic Business Plan Implementation Status 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

During its regularly scheduled meeting held on December 8, 2021, the Board adopted its first six-year strategic business plan (2022-2027). The Plan was developed to look beyond the annual (now biennial) budget process in identifying, and better positioning the District to adequately respond to future needs and fiscal constraints. Recognizing that the District undergoes development of Board-guided goals through creation of a biennial budget, the Plan looks six years into the future with an intent to proactively plan today for what is anticipated tomorrow. Plan goals were developed in consideration of Board-identified priorities that resulted from the 2020 Effective Utility Management (EUM) assessment process. Built into the Plan are department-specific goals with strategies for completion, and workload indicators and performance measures to monitor goal attainment. Recognizing the first year (2022) of the Plan is now past, District management wishes to review with the Board the status of department-specific goals identified in the Plan.

FISCAL IMPACT

No impact is anticipated with reviewing the 2022 performance of the strategic plan objectives.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

The six-year strategic business plan plays a role in the District's operations and services under all ten EUM attributes.

RECOMMENDED BOARD ACTION

No action is recommended.

PROPOSED MOTION

None.

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Executive Department Goals		2022	2023 YTD	2024	2025	2026	2027
1. Facilitate achievement of annually establish Board initiatives							
Workload Indicators							
- Meetings with management team to attain Board initiatives		49	5				
- Reporting on the status of completion of Board initiatives		22	2				
- Annual number of Board initiatives		13	13				
- Annual number of Board meetings/work sessions held		25	2				
Performance Measures							
- Completion of initiatives within Board/staff agreed timelines		11/13	ongoing				
2. Biennial EUM self-assessment and update to strategic plan							
Workload Indicators							
- Draft departmental strategic plans by June 30 of even-numbered years							
- Financial forecast updated biennially (even-numbered years)							
- Balanced budget presented to the Board biennially		complete					
Performance Measures							
- Complete strategic plan and financial forecast by Sep 1 (even-numbered years)							
3. Pursue implementation of performance management throughout operations							
Workload Indicators							
- Review literature associated with potential approaches			no				
- Meet with applicable vendors/consultants representing potential approaches			no				
- Departmental operational reviews to identify optimization opportunities			no				
Performance Measures							
- Number of performance management approaches analyzed			0				
- Number of meetings with vendors/consultants			0				
- Budgetary allocation supporting implementation of performance management			\$0				
- Implementation of performance management approach			no				

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Executive Department Goals		2022	2023 YTD	2024	2025	2026	2027
4.	Overhaul records management system						
	Workload Indicators						
	- Review literature associated with potential approaches	complete					
	- Meet with applicable vendors/consultants representing potential approaches	complete					
	- Departmental operational reviews to identify optimization opportunities	complete					
	Performance Measures						
	- Number of records management committee meetings held	0	1				
	- Number of presentations to Board on topic	1	0				
	- Budgetary allocation supporting acquisition of new system/software	\$5,000	\$0				
	- Implementation of new system		ongoing				
5.	Expand intergovernmental relations program						
	Workload Indicators						
	- Participation in LWMP data group, ICT, policy group, and joint councils meetings	yes	yes				
	- Participation in WWA, WUCC, COG, and Whatcom Water Districts meetings	yes	yes				
	- Participation in WASWD and WSRMP meetings	yes	yes				
	- Meet with City, County, SVCA, and SWFA staff	yes	yes				
	- Attendance of WASWD and IACC conferences	yes	no				
	- Presentation at SVCA board meetings	no	no				
	Performance Measures						
	- Annual budgetary allocation supporting organization memberships	complete	complete				
	- Number of LWMP meetings attended	29	1				
	- Number of WWA, WUCC, COG, and Whatcom Water Districts meetings attended	15	3				
	- Number of meetings with City, County, SVCA, and SWFA staff	13	2				
	- Number of conferences attended	3	0				
	- Number of presentations to SVCA board	0	0				

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Executive Department Goals		2022	2023 YTD	2024	2025	2026	2027
6.	Expand public relations program						
	Workload Indicators						
	- Update of District website						
	- Issuance of press releases and Facebook posts on a regular basis	yes	yes				
	- Active participation in community events	yes	no				
	Performance Measures						
	- Completion of website updated by December 31, 2025						
	- Completion of Board discussion on District rebranding						
	- Number of Facebook likes/followers	153/168	153/168				
	- Number of press releases issued	5	1				
	- Number of Facebook posts	51	6				
	- Number of community events participated in	6	0				

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Finance Department Goals		2022	2023 YTD	2024	2025	2026	2027
1. Commit to excellence to improve performance standards and enhance professional growth and development							
Workload Indicators							
- Meet with each department member and perform SWOTs within their positions	yes						
- Review each job description within department on a regular basis and seek opportunities for cross-training	complete						
- Identify professional trainings & webinars that align w/ job duties for each employee	yes	ongoing					
- Work with Board to develop Public Financial Professionals Appreciation Week	not being pursued						
- Issue weekly updates to staff re: policies, procedures, events & ongoing projects	44						
- Increase number of finance staff meetings	9						
Performance Measures							
- Complete comprehensive SWOT analysis	complete						
- Implement strategies identified through completion of analysis	in progress						
- Number of trainings and webinars attended by staff	17						
- Implementation of cross-training and development tracking system	complete						
- Adoption of Public Finance Professionals Appreciation Week	not being pursued						
- Number of weekly updates issued by Finance Manager	44						
- Number of staff meetings and engagement activities	13						
2. Improve financial sustainability and forecasting							
Workload Indicators							
- Work sessions to develop biennial budget process	complete						
- Development and routine evaluation of forecasting model	in progress						
- Routine evaluation of financial policies	complete						
- Routine evaluation of investments	yes						
- Number of financial webinars, seminars, and conferences attended	22						

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Finance Department Goals		2022	2023 YTD	2024	2025	2026	2027
Performance Measures							
- Transition to a biennial budget	complete						
- Overhead and personnel costs align with sustainable rate revenue by increasing proportionately to rate increase	yes						
- Forecasting model is utilized on a regular basis for "what if" situations, budgeting, and forecasting	in progress						
- Financial policies are kept current and practiced to align with current industry best practices and standards	yes						
- Investment revenue increases	yes						
- Financials and financial policies comply with State Auditor's Office	yes						
3. Develop and implement a supplemental utility customer assistance program							
Workload Indicators							
- Meet with state and local agencies to develop program and seek funding for program	complete						
- Meet with applicable vendors/consultants representing potential approaches	complete						
- Meet with GM and hold work sessions with Board to develop and adopt program	no						
Performance Measures							
- Number of meeting with state and local agencies	3						
- Number of meetings with GM	2						
- Number of work sessions with the Board	0						
- Implementation of program	cancelled						

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Finance Department Goals		2022	2023 YTD	2024	2025	2026	2027
4.	Maximize and utilize technology to improve workflow						
	Workload Indicators						
	- Meet with service providers to better understand the capabilities of Springbrook	in progress					
	- Meet with service providers to investigate potential transition to a different financial management system	complete					
	- Develop cost-benefit analysis of Springbrook vs. other system	complete					
	- Analyze systems' ability to acc. growth needs, workflow improvement & reporting	complete					
	- Increase staff and management trainings	5					
	Performance Measures						
	- Implementation of alternative system or more detailed use of Springbrook	complete					
	- Implementation of document management software	ongoing					
	- Number of staff and management trainings held and increased by use of software	5					

**2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District**

Engineering Department Goals		2022	2023 YTD	2024	2025	2026	2027
1. Enhance oversight, management, maintenance, and resiliency of business information, infrastructure SCADA, and cybersecurity systems							
Workload Indicators							
- Number of IT consultant support tickets generated		140	16				
- Number of IT consultant computer engineer support hours billed		141	16				
- Number of SCADA on-call support consultant hours billed		42.6	0				
- Number of SCADA, telemetry, electrical engineer consultant hours billed		0	0				
- Number of physical/virtual servers		2/10	2/10				
- Number of terabytes of backup storage utilized		4.97	4.55				
- Number of managed on-premise business applications		6	6				
- Number of telemetry communication and control systems issues reported		17	0				
Performance Measures							
- Develop tracking methods to collect workload indicator numbers over time	complete						
- Develop internal tech memo analyzing job description functions	in progress						
- Fund new position					subject to funding		
2. Improve water/sewer permitting process and status lookups for application, issuance, inspection, and completion							
Workload Indicators							
- Number of water/sewer permits processed annually		31	1				
- Est. number of permitting-related email exchanges/telephone calls received		124	4				
- Number of locations (electronic/paper) permitting info is entered/tracked		8	8				
Performance Measures							
- Explore/research systems and develop implementation costs	in progress						
- Develop tech memo to document various options, labor efficiency gains	in progress						
- Program implementation					subject to funding		

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Engineering Department Goals		2022	2023 YTD	2024	2025	2026	2027
3.	Increase field inspection/condition grading of assets; improve accuracy of asset locations documented in GIS						
	Workload Indicators						
	- Number of assets field located by GPS	298					
	- Numbmer of assets inspected and assigned condition rating	661					
	- Number of asset locations updated in GIS	no					
	- Number of assets in Cartegraph with active Overall Condition Index decay curves	6,281					
	Performance Measures						
	- Develop tech memo to est. labor available if other resources allocated to land development	no					
	- Revise administrative staff job descriptions	no					
	- Hire temporary GIS/engineering intern to assist with field inspection/GPS		in progress				

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Operations Department Goals		2022	2023 YTD	2024	2025	2026	2027
1. Ensure continuity of potable water production that meets or exceeds regulatory requirements							
Workload Indicators							
- Number of required water system reports submitted to agencies	54						
- Number of water treatment plant samples collected/analyzed	27						
- Number of water distribution system samples collected/analyzed	1,552						
- Number of hours performing equipment calibration and maintenance	1,062						
- Number of hours inventorying and preparing treatment chemicals	99						
Performance Measures							
- Meet all Department of Health water quality requirements	yes						
- Annual receipt of Treatment Optimization Program (TOP) award	yes						
- Annual issuance of Consumer Confidence Reports by state deadline	yes						
- Number of annual water quality customer complaints received	1						
- Operating Permit is color green	yes						
2. Sustain, and as applicable enhance, utility efficiency and resiliency through proactive maintenance of electrical systems and SCADA instrumentation							
Workload Indicators							
- Scheduled inspections of electrical cabinets, components and assoc. equipment	10						
- Scheduled repair of electrical cabinets, components and assoc. equipment	15						
- SCADA hardware/software installation and maintenance	8						
- Communication 'fails' requiring followup	TBD						
- Execution of annual contract for generator inspection/maintenance	no						
Performance Measures							
- Number of inspections (per year)	10						
- Number of repairs (per year)	15						
- Labor hours spent maintaining/repairing SCADA systems	TBD						
- Number of repairs required from communications provider	TBD						
- Number of generators inspected/maintained per year	0						

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Operations Department Goals		2022	2023 YTD	2024	2025	2026	2027
3.	Ensure the effective and reliable collections and conveyance of sewage out of the watershed through routine inspection and prevent. maintenance						
	Workload Indicators						
	- Sewer lift stations inspected (weekly)	714					
	- Submersible pumps inspected (annually)	63					
	- Suction lift stations maintained (annually)	30					
	- Wetwells cleaned (annually)	54					
	- Labor hours expended televising/inspecting and cleaning sewer mains	381.5					
	- Manholes inspected (annually)	77					
	- Labor hours expended to clean/inspect air relief valves	87					
	Performance Measures						
	- Number of sewer system overflows (per year)	3					
	- Number of lift station 'true' fail alarms (per year)	TBD					
	- Trend of maintaining annual lift station energy (pumping efficiencies)	TBD					
	- Trend of reducing costs associated with pump repairs	\$305,869					
	- Miles of sewer main televised/inspected (per year)	6.57					
	- Miles of sewer main cleaned (per year)	0.76					
	- Downward trend of volume of I&I conveyed to City of Bellingham	TBD					


2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Operations Department Goals		2022	2023 YTD	2024	2025	2026	2027
4.	Ensure the maximum operable life of District water infrastructure						
	Workload Indicators						
	- Number of water valves exercised (annually)	0					
	- Number of water mains flushed (annually)	132					
	- Number of pressure reducing valves inspected (annually)	88					
	- Number of pressure reducing valves repaired/rebuilt (annually)	0					
	- Number of reservoirs inspected (annually)	18					
	Performance Measures						
	- Number of valves failing to operate properly	0					
	- Number of distribution system water quality violations (per year)	0					
	- Levels of disinfection byproducts monitored justifying reduced monitoring	yes					
	- Number of customer complaints regarding water pressure (per year)	6					
	- Miles of water main flushed (per year)	20.88					
	- Number of reservoirs requiring repair	18					
5.	Maintain level-of-service expectations relative to development services						
	Workload Indicators						
	- Water/sewer connection inquiries processed	22					
	- Water/sewer connection permits issued	28					
	- Pre-construction meetings attended	22					
	- Inspections conducted	34					
	- New water service installations	9					
	Performance Measures						
	- Number of permits issued within 5 working days (per year)	28					
	- Number of inspections completed per year	34					
	- Number of water connections made within 10 working days of request (per year)	9					



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	February 16, 2023	MEETING DATE:	February 22, 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, February 22, 2023 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Mar 8, 2023	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Mar 9, 2023	8:00 a.m.	Board Room/Hybrid Commissioner Knakal to attend
Investment Comm. Meeting	Wed Apr 26, 2023	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Wed Feb 23, 2023	1:00 p.m.	Board Room/Hybrid
Lake Whatcom Management Program			
Policy Group Meeting	Wed Jun 7, 2023	3:00 p.m.	City of Bellingham Fireplace Room 625 Halleck Street/Hybrid
Joint Councils Meeting	Wed Mar 29, 2023	6:30 p.m.	Bellingham City Council Chambers 210 Lottie Street
Other Meetings			
WASWD Section III Meeting	Tue Mar 14, 2023	6:00 p.m.	Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Mar 15, 2023	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed May 10, 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

- Lake Whatcom Boulevard sewer interceptor CIPP contract award
- Commissioner Position No. 1 applicant interviews/appointment
- 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; approval granted for attendance at the Evergreen Rural Water Assoc. annual conference; approval granted to pursue personnel management training through the Northwest Public Works Institute.*

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 has finalized updates to one (1) program (hand & power tools) and is reviewing the flagging & traffic control 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. *A tabletop exercise is scheduled for May 18 (facilitated by Whatcom County personnel).*

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
A press release was issued on January 26 associated with the District's clean audit.

Intergovernmental Relations

- *J Clary attended the WASWD Section III meeting on February 14.*
- *J Clary met (virtually) with Representative Joe Timmons (42nd District) on February 15.*
- *J Clary attended the WASWD Small Districts (virtual) meeting on February 15.*

Lake Whatcom Water Quality


Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the policy group meeting on February 8, the data group meeting on February 9, and the interjurisdictional coordinating team meeting on February 16.



**AGENDA
BILL
Item 8.B**

**Engineering Department
Report**

DATE SUBMITTED:	February 16, 2023	MEETING DATE:	February 22, 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 February 22, 2023 Board Meeting
Data Compiled 2/16/23 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	January 24, 2023
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	Time Extension Request sent to DOE 1/31/23
Water Right Permit No. S1-25121 Development Extension	Due Every 5 Years Next Due March 30, 2023	Time Extension Request sent to DOE 1/31/23

Summary of District Projects

Report Prepared 2/15/2023

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	\$201,623	\$934,457												
C 2111.1	Wilson Design, Esmts & Permitting	\$243,080	\$201,623	\$41,457												
C 2111.2	Construction and SDC (District's match and add'l funding)	\$893,000	\$0	\$893,000												
C 2112	Rocky Ridge & Lakewood Sewer Pump Station Improvements	\$2,114,053	\$134,680	\$1,979,373												
C 2112.1	RH2 Predesign, Shoreline Permitting	\$180,053	\$134,680	\$45,373												
C 2112.2	RH2 Design & Bidding	\$242,000	\$0	\$242,000												
C 2112.3	RR and LW Easements - placeholder budget	\$20,000	\$0	\$20,000												
C 2112.4	RR&LW Construction and SDC - 2024	\$1,672,000	\$0	\$1,672,000												
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting	\$153,000	\$16,944	\$136,056												
C 2113.1	Wilson Design & Permitting	\$50,000	\$16,944	\$33,056												
C 2113.2	Construction - 2024	\$103,000	\$0	\$103,000												
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	\$23,764	\$200,879												
C 2203.1	RH2 Design, SDC, Programming	\$94,643	\$23,764	\$70,879												
C 2203.2	Construction	\$130,000	\$0	\$130,000												
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	\$2,414	\$2,986												
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												
M 2312	Electrical On-Call Unit Price Contract	\$0	\$0	\$0												
A 2313	Vac Truck and Shop Doors Repairs	\$0	\$0	\$0												

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:	February 7, 2023	MEETING DATE:	February 22, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. January 2023 Financial Report		
	2. January 2023 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

2023 BUDGET POSITION

Lake Whatcom W-S District

Time: 16:38:33 Date: 02/07/2023

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401 Water Fund

Revenues	Amt Budgeted	January	YTD	Remaining	
330 State Generated Revenues					
331 97 10 00 Federal Awards	2,564,750.00	0.00	0.00	2,564,750.00	100.0%
330 State Generated Revenues	2,564,750.00	0.00	0.00	2,564,750.00	100.0%
340 Charges For Services					
343 40 10 00 Water Sales Metered	3,025,251.00	281,669.85	281,669.85	2,743,581.15	90.7%
343 40 20 01 DEA Permits - Water	0.00	300.00	300.00	(300.00)	0.0%
343 41 10 01 General Facilities Charges - Water	101,520.00	0.00	0.00	101,520.00	100.0%
340 Charges For Services	3,126,771.00	281,969.85	281,969.85	2,844,801.15	91.0%
350 Fines & Forfeitures					
359 81 10 00 Combined Fees	8,500.00	1,371.12	1,371.12	7,128.88	83.9%
359 90 00 00 Late Fees	60,000.00	6,617.16	6,617.16	53,382.84	89.0%
350 Fines & Forfeitures	68,500.00	7,988.28	7,988.28	60,511.72	88.3%
360 Misc Revenues					
361 11 00 00 Investment Interest	31,713.00	(9,067.13)	(9,067.13)	40,780.13	128.6%
369 91 01 00 Miscellaneous	1,000.00	0.00	0.00	1,000.00	100.0%
360 Misc Revenues	32,713.00	(9,067.13)	(9,067.13)	41,780.13	127.7%
Fund Revenues:	5,792,734.00	280,891.00	280,891.00	5,511,843.00	95.2%

Expenditures	Amt Budgeted	January	YTD	Remaining	
534 Water Utilities					
534 10 10 00 Water - Gen Admin Payroll	358,585.00	29,537.00	29,537.00	329,048.00	91.8%
534 10 20 00 Water - Gen Admin Personnel Benefits	183,579.00	14,897.72	14,897.72	168,681.28	91.9%
534 10 31 00 Water - Gen Admin Supplies	12,000.00	1,767.62	1,767.62	10,232.38	85.3%
534 10 31 01 Water - Meetings/Team building	2,000.00	459.31	459.31	1,540.69	77.0%
534 10 40 00 Water - Merchant Services Fees	13,800.00	1,262.38	1,262.38	12,537.62	90.9%
534 10 40 01 Water - Bank Fees	1,400.00	21.03	21.03	1,378.97	98.5%
534 10 41 00 Water - Quality Assurance Programs	74,500.00	0.00	0.00	74,500.00	100.0%
534 10 41 01 Water - Gen Admin Prof Svc	92,325.00	25,179.21	25,179.21	67,145.79	72.7%
534 10 41 02 Water- Engineering Svc	14,000.00	2,433.00	2,433.00	11,567.00	82.6%
534 10 41 03 Water - Legal Svc	31,000.00	1,984.75	1,984.75	29,015.25	93.6%
534 10 42 00 Water - Admin Communication	33,000.00	2,435.79	2,435.79	30,564.21	92.6%
534 10 43 00 Water - Software/IT Subscriptions	41,150.00	10,677.29	10,677.29	30,472.71	74.1%
534 10 45 00 Water - Gen Admin Lease	5,500.00	521.71	521.71	4,978.29	90.5%
534 10 46 00 Water - Gen Admin Insurance	108,700.00	0.00	0.00	108,700.00	100.0%
534 10 49 00 Water - Gen Admin Misc	200.00	0.00	0.00	200.00	100.0%
534 10 49 01 Water- Memberships/Dues/Permits	20,000.00	7,064.71	7,064.71	12,935.29	64.7%
534 10 49 02 Water - Taxes	157,986.00	12,431.87	12,431.87	145,554.13	92.1%
534 40 43 00 Water - Admin Training & Travel	13,000.00	1,713.29	1,713.29	11,286.71	86.8%
534 40 43 01 Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
534 50 31 00 Water - Maintenance Supplies	115,000.00	12,455.39	12,455.39	102,544.61	89.2%
534 50 31 01 Water- Small Assets	45,000.00	3,912.45	3,912.45	41,087.55	91.3%

2023 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Expenditures	Amt Budgeted	January	YTD	Remaining	
534 Water Utilities					
534 50 48 00 Water - Repair & Maint	115,000.00	3,189.90	3,189.90	111,810.10	97.2%
534 50 49 00 Water - Insurance Claims	2,500.00	2,991.55	2,991.55	(491.55)	0.0%
534 60 41 00 Water - Operations Contracted (Edge Analytical)	12,000.00	600.62	600.62	11,399.38	95.0%
534 60 47 00 Water - City of Bellingham	57,200.00	3,061.87	3,061.87	54,138.13	94.6%
534 80 10 00 Water - Operations Payroll	669,866.00	57,856.51	57,856.51	612,009.49	91.4%
534 80 20 00 Water - Operations Personnel Benefits	287,136.00	24,435.16	24,435.16	262,700.84	91.5%
534 80 32 00 Water - Operations Fuel	25,200.00	2,790.05	2,790.05	22,409.95	88.9%
534 80 35 00 Water - Safety Supplies	10,000.00	998.36	998.36	9,001.64	90.0%
534 80 35 01 Water - Safety Boots	1,400.00	102.81	102.81	1,297.19	92.7%
534 80 35 02 Water - Emergency Preparedness	3,000.00	0.00	0.00	3,000.00	100.0%
534 80 43 00 Water - Operation Training/Travel/Certifications	13,000.00	1,490.07	1,490.07	11,509.93	88.5%
534 80 47 00 Water - Ops Utilities	134,140.00	22,678.35	22,678.35	111,461.65	83.1%
534 80 49 00 Water - Operations Laundry	2,000.00	108.58	108.58	1,891.42	94.6%
534 Water Utilities	2,655,667.00	249,058.35	249,058.35	2,406,608.65	90.6%
580 Non Expenditures					
589 99 99 99 Payroll Benefit Liabilities	0.00	2,150.58	2,150.58	(2,150.58)	0.0%
580 Non Expenditures	0.00	2,150.58	2,150.58	(2,150.58)	0.0%
591 Debt Service					
591 34 77 01 Geneva AC Mains Principal	119,938.00	0.00	0.00	119,938.00	100.0%
591 34 77 02 Div 22 Reservoir Principal	65,475.00	0.00	0.00	65,475.00	100.0%
592 34 83 01 Geneva AC Mains Interest	23,388.00	0.00	0.00	23,388.00	100.0%
592 34 83 02 Div 22 Reservoir Interest	14,732.00	0.00	0.00	14,732.00	100.0%
591 Debt Service	223,533.00	0.00	0.00	223,533.00	100.0%
594 Capital Expenditures					
594 34 60 01 Capital Outlay - Budget Only	3,368,181.00	0.00	0.00	3,368,181.00	100.0%
594 34 62 01 Capital Projects - Water Structures	0.00	24,446.70	24,446.70	(24,446.70)	0.0%
594 34 63 01 Capital Projects - Water System	0.00	145.87	145.87	(145.87)	0.0%
594 Capital Expenditures	3,368,181.00	24,592.57	24,592.57	3,343,588.43	99.3%
Fund Expenditures:	6,247,381.00	275,801.50	275,801.50	5,971,579.50	95.6%
Fund Excess/(Deficit):	(454,647.00)	5,089.50	5,089.50		

2023 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Revenues	Amt Budgeted	January	YTD	Remaining	
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330 State Generated Revenues

331 97 10 02	Federal Awards	130,000.00	0.00	0.00	130,000.00	100.0%
330 State Generated Revenues		130,000.00	0.00	0.00	130,000.00	100.0%

340 Charges For Services

343 50 11 00	Sewer Service Residential	4,591,264.00	444,804.74	444,804.74	4,146,459.26	90.3%
343 50 19 00	Sewer Service Other	5,340.00	446.83	446.83	4,893.17	91.6%
343 51 10 02	General Facilities Charges - Sewer	119,340.00	0.00	0.00	119,340.00	100.0%
340 Charges For Services		4,715,944.00	445,251.57	445,251.57	4,270,692.43	90.6%

360 Misc Revenues

361 11 00 02	Investment Interest	31,713.00	(9,067.14)	(9,067.14)	40,780.14	128.6%
361 40 00 02	ULID 18 Interest/Penalties	2,531.00	0.00	0.00	2,531.00	100.0%
368 10 00 02	ULID 18 Principal Payments	5,444.00	0.00	0.00	5,444.00	100.0%
369 10 00 02	Sale Of Surplus	1,000.00	0.00	0.00	1,000.00	100.0%
369 40 00 02	Project Reimbursement	4,141.00	0.00	0.00	4,141.00	100.0%
369 91 01 02	Miscellaneous	1,000.00	0.00	0.00	1,000.00	100.0%
360 Misc Revenues		45,829.00	(9,067.14)	(9,067.14)	54,896.14	119.8%

Fund Revenues:	4,891,773.00	436,184.43	436,184.43	4,455,588.57	91.1%
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Expenditures	Amt Budgeted	January	YTD	Remaining	
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535 Sewer

535 10 10 00	Sewer - Admin Payroll	358,585.00	29,536.92	29,536.92	329,048.08	91.8%
535 10 20 00	Sewer - Gen Admin Personnel Benefits	162,646.00	14,897.66	14,897.66	147,748.34	90.8%
535 10 31 00	Sewer - Gen Admin Supplies	11,000.00	1,735.27	1,735.27	9,264.73	84.2%
535 10 31 01	Sewer - Meetings/Team Building	2,000.00	453.42	453.42	1,546.58	77.3%
535 10 40 00	Sewer - Merchant Services Fees	13,800.00	1,262.37	1,262.37	12,537.63	90.9%
535 10 40 01	Sewer - Bank Fees	1,400.00	21.04	21.04	1,378.96	98.5%
535 10 41 01	Sewer - Gen Admin Prof Srvc	92,325.00	25,179.17	25,179.17	67,145.83	72.7%
535 10 41 02	Sewer - Engineering Srvc	14,000.00	1,278.00	1,278.00	12,722.00	90.9%
535 10 41 03	Sewer - Legal Srvc	31,000.00	1,984.75	1,984.75	29,015.25	93.6%
535 10 42 00	Sewer - Admin Communication	33,000.00	2,592.27	2,592.27	30,407.73	92.1%
535 10 43 00	Sewer - Software/IT Subscriptions	41,150.00	10,677.27	10,677.27	30,472.73	74.1%
535 10 45 00	Sewer - Gen Admin Lease	5,500.00	521.71	521.71	4,978.29	90.5%
535 10 46 00	Sewer - Gen Admin Insurance	108,700.00	0.00	0.00	108,700.00	100.0%
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	14,700.00	6,964.71	6,964.71	7,735.29	52.6%
535 10 49 02	Sewer - Taxes	115,000.00	7,203.31	7,203.31	107,796.69	93.7%
535 40 43 00	Sewer - Gen Admin TrainIng & Travel	13,000.00	1,713.28	1,713.28	11,286.72	86.8%
535 40 43 01	Sewer - Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
535 50 31 00	Sewer - Maintenance Supplies	45,000.00	6,637.81	6,637.81	38,362.19	85.2%
535 50 31 01	Sewer - Small Assets	40,000.00	0.00	0.00	40,000.00	100.0%
535 50 48 00	Sewer - Repair & Maint	135,000.00	3,853.30	3,853.30	131,146.70	97.1%
535 50 49 00	Sewer - Insurance Claims	2,500.00	0.00	0.00	2,500.00	100.0%
535 60 47 00	Sewer - City of Bellingham	897,600.00	148,644.13	148,644.13	748,955.87	83.4%
535 80 10 00	Sewer - Operations Payroll	568,194.00	47,359.03	47,359.03	520,834.97	91.7%

2023 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Expenditures		Amt Budgeted	January	YTD	Remaining	
535 Sewer						
535 80 20 00	Sewer - Operations Personnel Benefits	254,395.00	19,781.00	19,781.00	234,614.00	92.2%
535 80 32 00	Sewer - Operations Fuel	25,200.00	2,790.04	2,790.04	22,409.96	88.9%
535 80 35 00	Sewer - Safety Supplies	10,000.00	1,017.60	1,017.60	8,982.40	89.8%
535 80 35 01	Sewer - Safety Boots	1,400.00	102.81	102.81	1,297.19	92.7%
535 80 35 02	Sewer - Emergency Preparedness	5,000.00	2,257.48	2,257.48	2,742.52	54.9%
535 80 43 00	Sewer - Operations Training/Travel/Certification	13,000.00	61.00	61.00	12,939.00	99.5%
535 80 47 00	Sewer - Ops Utilities	136,602.00	20,787.42	20,787.42	115,814.58	84.8%
535 80 49 00	Sewer - Operations Laundry	2,500.00	162.96	162.96	2,337.04	93.5%
535 Sewer		3,154,897.00	359,475.73	359,475.73	2,795,421.27	88.6%

591 Debt Service

591 35 77 02	Bond 2016 Principal	470,000.00	0.00	0.00	470,000.00	100.0%
591 35 83 02	Bond 2016 Interest	179,025.00	0.00	0.00	179,025.00	100.0%
591 Debt Service		649,025.00	0.00	0.00	649,025.00	100.0%

594 Capital Expenditures

594 35 60 02	Capital Outlay - Budget Only	1,674,586.00	0.00	0.00	1,674,586.00	100.0%
594 35 62 02	Capital Projects - Sewer Structures	0.00	2,782.58	2,782.58	(2,782.58)	0.0%
594 35 63 02	Capital Projects- Sewer System	0.00	436.00	436.00	(436.00)	0.0%
594 Capital Expenditures		1,674,586.00	3,218.58	3,218.58	1,671,367.42	99.8%

Fund Expenditures:	5,478,508.00	362,694.31	362,694.31	5,115,813.69	93.4%
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Fund Excess/(Deficit):	(586,735.00)	73,490.12	73,490.12
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LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 01/31/2023

Petty Cash	\$ 1,600	
Cash	\$ 677,825	
Public Funds Account	\$ 510,009	2.940%
WA Federal	\$ 1,189,434	
Local Gov't Investment Pool	\$ 2,571,855	4.400%

		PRINCIPAL COST		YIELD
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		(\$4,437)		
US Bank Safekeeping		\$ 2,787,127		
TOTAL		<u>\$ 6,548,415</u>		

USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,185,000
Operating Assigned	\$ 3,316,081
	<u>\$ 6,548,415</u>


Fund Balance Summary

Water Utility Fund (401)	\$ 1,318,868
Sewer Utility Fund (402)	\$ 3,182,213
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	<u>\$ 6,548,415</u>



**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

DATE SUBMITTED:	February 16, 2023	MEETING DATE:	February 22, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jason Dahlstrom, Operations & Maintenance 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 February 22, 2023 Board Meeting
Data Compiled 02/16/23 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	x											
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x											
Annual Reports														
Name Of Report	Deadline	Completed												
WA State Cross Connection Report Prepared by: Rich	May													
OSHA 300 Log Prepared by: Rich	February 1	January 1, 2023												
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	Scheduled for February 23, 2023												
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						
1.26.23						
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						
• 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
2/22/2023 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. First Aid/CPR refresher training 2.23.23 all staff 	
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 completed last month 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. Water service line leak on Windward Dr 2. Leak in PRV vault at Opal Terrace 	
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 received 2.1.23 2. Austin PS flowmeter received 2.9.23 <i>Collection System</i> <ol style="list-style-type: none"> 1. Continued sewer main inspections using camera equipment 	
Fleet	
<i>Vehicles</i> <ol style="list-style-type: none"> 1. All vehicles in fleet are functioning properly 2. Annual crane inspection passed for boom truck <i>Equipment</i> <ol style="list-style-type: none"> 1. All equipment is functioning properly 	
Facilities	
<i>Shop Building</i> <ol style="list-style-type: none"> 1. Shop roll up door replaced/ repaired 2. Shop work area lighting replaced with LED bulbs 	
Training	
<ol style="list-style-type: none"> 1. Jason attended Evergreen Rural Water Annual Conference in Vancouver 	
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. 	