



# Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed Mar 29, 2023  
8:00 am - 10:00 am

Join the meeting from your computer, tablet smartphone: <https://meet.goto.com/lwwsd/boardmeeting>  
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Call: [+1 \(224\) 501-3412](tel:+12245013412) Access Code: 596-307-141 Press \*6 to mute/unmute your microphone

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## ATTENDING A MEETING

*How to Participate*

### MEETINGS ARE HYBRID

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



### COMMUNICATING WITH US



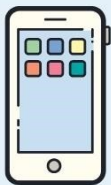
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

### ATTENDING ANONYMOUSLY

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



### ACCESS INFORMATION



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

### QUESTIONS?

If you have questions about attending an upcoming meeting, please contact Administrative Assistant Rachael Hope at [rachael.hope@lwwsd.org](mailto: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

*March 29, 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. Interlocal Agreement with the Washington School Information Processing Cooperative
  - B. Disposal of Surplus Items
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:	March 23, 2023	MEETING DATE:	March 29, 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 3.28.2023\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the 03.08.23 Regular Board Meeting
- Minutes for the 03.22.23 Special Board Meeting
- Payroll for Pay Period #06 (03.04.2023 through 03.17.23) totaling \$47,255.45
- Payroll Benefits for Pay Period #06 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

*March 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 Bruce Ford                                      Finance Manager/Treasurer Jenny Signs  
Commissioner Jeff Knakal                                      Operations & Maintenance Manager Jason Dahlstrom  
Recording Secretary Rachael Hope                      District Legal Counsel Bob Carmichael

**Excused Absences:** Commissioner Laura Abele  
Commissioner John Carter

Also in attendance were Curt Schoenfelder and Melanie Mankamy of Wilson Engineering, and two members of the public. Attendees noted with (v) attended the meeting virtually.

#### **Consent Agenda**

##### **Action Taken**

**Ford moved, Knakal seconded, approval of:**

- **Minutes for the 02.22.23 Regular Board Meeting**
- **Payroll for Pay Period #05 (02.17.2023 through 03.02.23) totaling \$45,621.33**
- **Payroll Benefits for Pay Period #05 totaling \$52,201.49**
- **Accounts Payable Vouchers totaling \$87,446.97**

**Motion passed.**

#### **Resolution No. 889 Revision to the Capital Improvement Plan Policy**

Signs summarized that historically, District policy (Title 2 of the District's administrative code) has not formally defined how funds generated in support of the capital surplus are to be managed and ultimately used. On January 25, 2023, the District's Investment Committee discussed potential revisions to the administrative code to incorporate a capital surplus policy, which was subsequently discussed by the Board during its February 8, 2023, meeting. Based upon Board direction, staff prepared Resolution No. 889 for the Board's consideration, adding text to Title 2 Section 3 of the District's Administrative Code.

##### **Action Taken**

**Knakal moved, Ford seconded, to adopt Resolution No. 889 as presented. Motion passed.**

### **Division 7 Reservoir Replacement Project Funding Commitment**

Clary recalled that a 2016 structural analysis by BHC of the Lake Whatcom Water and Sewer District Division 7 Water Reservoir found significant deficiencies in its ability to meet existing earthquake code requirements. The 2017 Water System Plan also analyzed the capacity of the Division 7 reservoir and found it to be significantly oversized. Technical memoranda prepared by Wilson Engineering LLC in 2018 and 2020 provided alternatives analyses that investigated several options associated with future use of the reservoir or replacement. The recommended alternative replaces the existing welded steel 1-million gallon reservoir with two smaller concrete 185,000 gallon reservoirs.

In 2018, the District submitted a FEMA Hazard Mitigation Grant application to replace the Division 7 Reservoir with two new reservoirs constructed to meet seismic standards, and to implement ShakeAlert (earthquake early warning system) on the new reservoirs. Though the grant application was submitted in 2018, the project did not proceed for a few years due to varying circumstances (e.g., grant administrator staffing issues, the COVID-19 pandemic). At the time of approval of Phase I in 2022, the total project cost was estimated at \$2,281,000.

With design and permitting progressing, and recognizing significant escalations in the construction industry over the past year, a more current cost estimate for the entire project was recently prepared. The October 2022 estimate is \$2,950,000 (\$669,000 beyond the FEMA-approved grant agreement). Staff presented several options for project funding. Discussion followed.

#### **Action Taken**

**Ford moved, Knakal seconded, to affirm the District's commitment to fund any financial obligations associated with the Division 7 Reservoir Replacement Project beyond the \$1,995,875 provided through federal hazard mitigation grant funding and direct staff to continue pursuit of other external funding opportunities. Motion passed.**

### **Electrical On-Call Unit Price Public Works Contact Award**

Clary explained that the District maintains and operates a substantial number of sewer lift stations, water booster stations, reservoirs, treatment plants, and building facilities which have electrical and control systems that need routine maintenance and repair. The District has one licensed electrician on staff, but with the continuous and increasing amount of electrical and control maintenance, troubleshooting, and repair tasks, additional contracted support is recommended to assist in keeping up with the workload.

Per the District's administrative code and as allowed by state law, staff solicited bids from five local electrical contractors. Two bids were received, and staff verified that the lowest bidder, Elite Electrical Contractors, Inc., meets mandatory and supplemental bidder responsibility criteria. It is anticipated that most of the work using work orders will be for regular maintenance and repair and be funded by the operations and maintenance budget. Discussion followed.

#### **Action Taken**

**Knakal moved, Ford seconded, to award the Electrical On-Call Unit Price Contract to Elite Electrical Contractors, Inc. and authorize the general manager to execute the contract by which work will be defined and authorized by individual work orders executed in compliance with the District's administrative code. Motion passed.**

### **Interlocal Agreement with Whatcom Conservation District for Water Conservation Public Outreach Support Services**

Clary recalled that to help meet the needs of growing communities, agriculture, industry, and focus on conserving water for fish, the Washington State Legislature passed the Municipal Water Law in 2003,

which includes requirements for municipal water suppliers to adopt water supply efficiency measures. Subsequently, in 2007 the Water Use Efficiency rule became effective, requiring municipal water suppliers to develop and implement water conservation measures in their water system comprehensive plans. The District's Water Use Efficiency Plan was most recently updated and adopted by the Board in December 2021.

Recognizing that greater success can be achieved through common messaging and economies of scale, coupled with the significant focus on water use and rights in Water Resource Inventory Area (WRIA) No. 1, Whatcom County reconvened the Whatcom Water Alliance (WWA) in 2019 and hired the Whatcom Conservation District to facilitate development of an enhanced countywide water conservation program. The Board formerly approved submittal of a letter in September 2020 to the Whatcom County executive supporting the multi-year program, which includes development of a website, media kit and water conservation how-to videos, and new in 2022, a voluntary rebate program. Though Whatcom County continues to finance the bulk of the Whatcom Conservation District's WWA support efforts, this interlocal agreement commits the District to \$2,132 (\$0.40 per connection, plus a \$492 administrative charge) in 2023. Discussion followed.

**Action Taken**

**Knakal moved, Ford seconded, to authorize the general manager to execute the Interlocal Agreement with the Whatcom Conservation District for water conservation public outreach support services, as presented. Motion passed.**

**Manager's Report**

Clary updated the Board on several topics, including interviews for the open Maintenance Worker I position, advertising and applications for the upcoming Commissioner Position 1 vacancy, and Washington State Department of Health sanitary surveys completed on the District's South Shore and Eagleridge water systems. Discussion followed.

With no further business, Citron adjourned the Regular Session at 7:22 p.m.

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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

### SPECIAL SESSION OF THE BOARD OF COMMISSIONERS

## Minutes

*March 22, 2023*

Board President Todd Citron called the Special Session to order at 6:00 p.m.

**Attendees:** Commissioner Todd Citron  
Commissioner John Carter  
Commissioner Bruce Ford  
Commissioner Jeff Knakal  
General Manager Justin Clary  
Recording Secretary Rachael Hope

**Excused Absences:** Commissioner Laura Abele

#### **Commissioner Position No. 1 Candidate Interviews**

The Board conducted an interview of David Holland, a candidate for Commissioner Position No. 1.

#### **Executive Session Per RCW 42.30.110(1)(h): Qualifications of a Candidate for Appointment to Elective Office – 30 Minutes**

Citron recessed the Regular Session to Executive Session at 6:55 p.m. It was estimated that the Executive Session would take about 30 minutes and end at 7:25 p.m. The purpose of the Executive Session was to discuss the qualifications of a candidate for appointment to elected office.

Citron recessed the Executive Session and reconvened the Special Session at 7:11 p.m. No action was taken.

With no further business, Citron adjourned the Special Session at 7:11 p.m.

\_\_\_\_\_  
Board President, Todd Citron

Attest: \_\_\_\_\_  
Recording Secretary, Rachael Hope

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

# CHECK REGISTER

# PAYROLL

Lake Whatcom W-S District


Time: 10:18:51 Date: 03/20/2023

03/23/2023 To: 03/23/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
829	03/23/2023	Payroll	5	EFT		229.07	03/04/2023 - 03/17/2023 PR 6
830	03/23/2023	Payroll	5	EFT		468.96	03/04/2023 - 03/17/2023 PR 6
831	03/23/2023	Payroll	5	EFT		351.71	03/04/2023 - 03/17/2023 PR 6
832	03/23/2023	Payroll	5	EFT		3,661.70	03/04/2023 - 03/17/2023 PR 6
833	03/23/2023	Payroll	5	EFT		2,712.28	03/04/2023 - 03/17/2023 PR 6
834	03/23/2023	Payroll	5	EFT		3,181.04	03/04/2023 - 03/17/2023 PR 6
836	03/23/2023	Payroll	5	EFT		2,182.17	03/04/2023 - 03/17/2023 PR 6
838	03/23/2023	Payroll	5	EFT		1,954.26	03/04/2023 - 03/17/2023 PR 6
839	03/23/2023	Payroll	5	EFT		3,091.43	03/04/2023 - 03/17/2023 PR 6
840	03/23/2023	Payroll	5	EFT		2,405.74	03/04/2023 - 03/17/2023 PR 6
841	03/23/2023	Payroll	5	EFT		3,526.37	03/04/2023 - 03/17/2023 PR 6
842	03/23/2023	Payroll	5	EFT		2,135.24	03/04/2023 - 03/17/2023 PR 6
843	03/23/2023	Payroll	5	EFT		351.71	03/04/2023 - 03/17/2023 PR 6
844	03/23/2023	Payroll	5	EFT		2,707.52	03/04/2023 - 03/17/2023 PR 6
845	03/23/2023	Payroll	5	EFT		2,636.11	03/04/2023 - 03/17/2023 PR 6
846	03/23/2023	Payroll	5	EFT		1,301.67	03/04/2023 - 03/17/2023 PR 6
847	03/23/2023	Payroll	5	EFT		2,250.24	03/04/2023 - 03/17/2023 PR 6
848	03/23/2023	Payroll	5	EFT		3,896.68	03/04/2023 - 03/17/2023 PR 6
849	03/23/2023	Payroll	5	EFT		2,288.01	03/04/2023 - 03/17/2023 PR 6
850	03/23/2023	Payroll	5	EFT		3,964.45	03/04/2023 - 03/17/2023 PR 6
835	03/23/2023	Payroll	5	13853		468.96	2/1/2023, 2/8/2023, 2/14/2023, 2/22/2023
837	03/23/2023	Payroll	5	13854		1,490.13	03/04/2023 - 03/17/2023 PR 6
401 Water Fund						13,865.17	
402 Sewer Fund						33,390.28	
						47,255.45	Payroll: 47,255.45

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 3/20/2023  
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

\_\_\_\_\_  
Board President, Todd Citron

Attest : \_\_\_\_\_  
Recording Secretary, Rachael Hope

Approved by motion at \_\_\_\_\_ Regular \_\_\_\_\_ Special Board Meeting on \_\_\_\_\_  
Date Approved





**AGENDA  
BILL  
Item 6.A**

**Interlocal Agreement with  
Washington School Information  
Processing Cooperative supporting  
Records Management System  
Acquisition**

DATE SUBMITTED:	March 8, 2023	MEETING DATE:	March 29, 2023
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Interlocal Agreement between the District and WSIPC	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The Lake Whatcom Water and Sewer District currently uses DocuWare for management of its electronic records. Based upon system challenges relative to compliance with Washington State enterprise content management (ECM) regulations, as well as lack of user friendliness, the District hired Frix Technologies in 2020 to assist it in assessing its onsite records management needs. Based upon the outcome of the assessment, District staff identified three ECM systems available under State Department of Enterprise Services contract. In December of 2022, the District contracted with William Saffady, a leading expert on records management and information governance, to provide a comparison of options based on the District's needs. With Saffady's help, District staff identified Laserfiche as the preferred ECM system.

Laserfiche is available through the Washington State Department of Enterprise Services (which the District has a current interlocal agreement for purchase). However, through conversation with Frix Technologies staff, Laserfiche may also be purchased through the Washington School Information Processing Cooperative (WSIPC). Based upon Frix Technologies experience, acquiring the system through WSIPC rather than the Department of Enterprise Services provides the following advantages while maintaining competitive system pricing: cloud-based storage (rather than on premise storage) and continued support beyond setup of the initial file structure.

**FISCAL IMPACT**

Fiscal impact will be dependent upon the ECM system modules that will be selected by District staff through the interlocal agreement. Board purchase authorization will be conducted during a future regularly scheduled meeting.

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Operational Optimization

Enterprise Resiliency

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board approve the proposed agreement.

**PROPOSED MOTION**

A recommended motion is:

“I move to authorize the general manager to execute the Interlocal Agreement with the Washington School Information Processing Cooperative supporting acquisition of a new records management system for the District, as presented.”



**Interlocal Agreement Between  
Washington School Information Processing Cooperative  
And Lake Whatcom Water and Sewer District**

The interlocal agreement is hereby entered into by and between Lake Whatcom Water and Sewer District, Bellingham WA (hereinafter LWWSD) and the Washington School Information Processing Cooperative, Everett WA (hereinafter WSIPC).

WHEREAS, The Interlocal Cooperative Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington provides for the interlocal cooperation between governmental agencies; and

WHEREAS, both parties are required to make certain purchases by formal advertisement and bid process, which is a time consuming and expensive process; and it is in the public interest to cooperate in the combination of bidding requirements to obtain the most favorable bid for each party where it is in their mutual interest; and

WHEREAS, the parties wish to utilize each other's contracts when it is in their mutual interest;

NOW THEREFORE, the parties agree as follows:

1. Purpose: The purpose of this agreement is to authorize the acquisition of goods and services under contracts where a price is extended by bidders to other governmental agencies.
2. Scope. This agreement shall allow the following activities: purchase or acquisition of supplies, materials, equipment, and services by LWWSD under contracts made by WSIPC where provision has been provided in such contracts for other agencies to avail themselves of goods and services offered under the contract when agreed to in advance, in writing.
3. Duration of Agreement-Termination. This agreement shall remain in force until canceled by either party by written notice to the other party.
4. Right to Contract Independent Action Preserved. WSIPC does not accept responsibility or liability for the performance of any vendor used by the purchasing agency as a result of this Agreement. Each party also reserves the right to contract independently for the acquisition of goods and services and shall be independently responsible for the ownership, holding and disposal of property acquired for such party under this agreement.
5. Compliance with Legal Requirements. Each party accepts responsibility for compliance with federal, state, and local laws and regulations including, in particular, bidding requirements applicable to its acquisition of goods and services.

6. Financing. The method of financing of payment shall be through budgeted funds or other available funds of the party for whose use the property is actually acquired. Each party accepts no responsibility for the payment of the acquisition process of any goods or services intended for use by the other party.
7. Filing. Executed copies of this agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington prior to this agreement becoming effective.
8. Interlocal Cooperation Disclosure. Each party may insert in its solicitation for goods and services any provision disclosing that other authorized governmental agencies may also wish to procure the goods or services being offered to the party and allowing the bidder the opportunity of extending its bid to those other agencies at the same bid price, terms, and conditions.
9. Non-Delegation/Non-Assignment. Neither party may delegate the performance of any contractual obligation, hereunder to a third party, unless mutually agreed on in writing. Neither party may assign this agreement without the written consent of the other party.
10. Hold Harmless. Each party shall be liable and responsible for the consequences of any negligence or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility for the other party for the consequences of any act or admission of the other party of any person, firms, or corporation not a party to this agreement.
11. Severability. Any provision of this agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or reinforcement of such provisions.

Executed on the dates set forth below by the undersigned authorized representatives of the parties to be effective as of the Effective Date.

By:  
WSIPC  
2121 W. Casino Road  
Everett, Washington 98204

By:  
LWWSO  
1220 Lakeway Drive  
Bellingham, Washington 98229

By: \_\_\_\_\_

Name: Nancy Walsh  
Title: Chief Financial Officer

Date: \_\_\_\_\_

By: \_\_\_\_\_


Name: Justin Clary  
Title: General Manager

Date: \_\_\_\_\_



**AGENDA  
BILL  
Item 6.B**

**Disposal of  
Surplus Property**

DATE SUBMITTED:	March 15, 2023	MEETING DATE:	March 29, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jason Dahlstrom, O&M Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. List of Surplus Property dated March 15, 2023		
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 section 2.15.9, Disposal, requires that “to dispose of a surplus asset, the Board must first declare a fixed or attractive asset surplus before it can be sold, or disposed of in any manner.” Attached is a list of miscellaneous surplus items that the District no longer needs.

**FISCAL IMPACT**

The District may realize some revenue through sale of items identified as having value or through the recycling of scrap metal.

**RECOMMENDED BOARD ACTION**

Staff recommends the Board declare the property presented in the attached list as surplus and authorize staff to dispose of each listed item.

**PROPOSED MOTION**

A recommended motion is:

“I move to declare the property defined in the list dated March 15, 2023, as surplus and authorize staff to dispose of each item in a manner that is most beneficial to the District and consistent with state law.”

# LWWSD Surplus Property List


## 03.15.2023

Item	Asset ID	Model / Serial Number	Condition	Value	Method of Disposal
North Point PS pump#1	SPNOR-MOTOR-1, SPNOR-PUMP-1	4RCX600M2-43PA SN: S73979	FAILED	Scrap	Scrap metal recycling
North Point PS pump#2	SPNOR-MOTOR-2, SPNOR-PUMP-2	4RCX600M2-43PA SN: S73980	FAILED	Scrap	Scrap metal recycling



**AGENDA  
BILL  
Item 8.A**

**General Manager's  
Report**

DATE SUBMITTED:	March 23, 2023	MEETING DATE:	March 29, 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, March 29, 2023 – 8:00 a.m.

#### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Apr 12, 2023	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Apr 13, 2023	8:00 a.m.	Board Room/Hybrid Commissioner Citron to attend
Investment Comm. Meeting	Wed Apr 26, 2023	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Wed Apr 27, 2023	8:00 a.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	Thu Apr 13, 2023	7:00 a.m.	WASWD Spring Conference Wenatchee Convention Center
Whatcom Water Districts Caucus Meeting	Wed Apr 19, 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:

- The Safety Committee met on March 23. Discussion included status on installation of fall protection anchors at select sewer lift stations, acquisition of manhole guardrails, SCBA masks and an additional AED, recent worksite inspection results, and safety program review.

##### Investment Committee:

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

#### Upcoming Board Meeting Topics

- Commissioner Position No. 1 applicant appointment
- Lake Whatcom Boulevard sewer interceptor CIPP contract award
- Division 30 water booster/Sudden Valley sewer lift station PLC replacement contract award
- Utility bill payment period policy discussion
- 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; attended the Evergreen Rural Water Assoc. annual conference; approval granted to pursue personnel management training through the APWA emerging leaders academy.*

#### 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. Board is scheduled to consider approval of an interlocal agreement for purchase of preferred system on March 29.*

#### 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 two (2) programs (hand & power tools and flagging & traffic control) and is reviewing the securing loads 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 met with eight Washington State legislators on March 9 for Public Works Board Day on the Hill.*
- *J Clary submitted earmark requests associated with the Division 7 Reservoir Project to congressional offices on March 13 and has engaged in ongoing communication with Congressman Larsen's office since.*
- *J Clary attended the WASWD Section III meeting on March 13.*
- *J Clary attended the Whatcom Water Districts Caucus meeting (virtual) on March 15.*
- *J Clary attended the WSRMP semi-annual meeting (virtual) on March 23.*

### **Lake Whatcom Water Quality**


#### Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary met with Bellingham Mayor Fleetwood and Whatcom County Executive Sidhu on March 6 and attended the interjurisdictional coordinating team meeting on March 16.*



**AGENDA  
BILL  
Item 8.B**

**Engineering Department  
Report**

DATE SUBMITTED:	March 23, 2023	MEETING DATE:	March 29, 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 March 29, 2023 Board Meeting  
Data Compiled 3/22/23 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	3949	70	44	2
Remaining Capacity (ERUs)	**	15	37	0
Permitted ERUs Under Construction	30	0	1	0
Pre-paid Connection Certificates & Expired Permit	13	0	4	0
Water Availabilities (trailing 12 months)	54	0	1	0
Subtotal - Commitments not yet connected	97	0	5	0
<b>Available ERUs</b>	<b>**</b>	<b>15</b>	<b>32</b>	<b>0</b>

\*\* 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 3/22/2023

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	\$1,135,751	\$680,832												
C 1802.1	Euclid	\$834,379	\$153,547	\$680,832												
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	\$2,116,353	\$144,149	\$1,972,204												
C 2112.1	RH2 Predesign, Shoreline Permitting	\$182,353	\$144,149	\$38,204												
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	\$27,910	\$196,733												
C 2203.1	RH2 Design, SDC, Programming	\$94,643	\$27,910	\$66,733												
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	\$1,880	\$230,120												
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:	March 13, 2023	MEETING DATE:	March 29, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. February 2023 Financial Report		
	2. February 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

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## 401 Water Fund

Revenues	Amt Budgeted	February	YTD	Remaining	
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### 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	206,052.56	487,722.41	2,537,528.59	83.9%
343 40 20 01	DEA Permits - Water	0.00	0.00	300.00	(300.00)	0.0%
343 41 10 01	General Facilities Charges - Water	101,520.00	8,557.58	8,557.58	92,962.42	91.6%
340 Charges For Services		3,126,771.00	214,610.14	496,579.99	2,630,191.01	84.1%

### 350 Fines & Forfeitures

359 81 10 00	Combined Fees	8,500.00	(1,847.78)	(476.66)	8,976.66	105.6%
359 90 00 00	Late Fees	60,000.00	5,204.40	11,821.56	48,178.44	80.3%
350 Fines & Forfeitures		68,500.00	3,356.62	11,344.90	57,155.10	83.4%

### 360 Misc Revenues

361 11 00 00	Investment Interest	31,713.00	5,348.36	(3,718.77)	35,431.77	111.7%
369 91 01 00	Miscellaneous	1,000.00	0.00	0.00	1,000.00	100.0%
360 Misc Revenues		32,713.00	5,348.36	(3,718.77)	36,431.77	111.4%

### 390 Other Revenues

395 20 00 01	Compensation For Loss/Impairment Of Capital Asset	0.00	9,747.58	9,747.58	(9,747.58)	0.0%
390 Other Revenues		0.00	9,747.58	9,747.58	(9,747.58)	0.0%

<b>Fund Revenues:</b>	<b>5,792,734.00</b>	<b>233,062.70</b>	<b>513,953.70</b>	<b>5,278,780.30</b>	<b>91.1%</b>
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Expenditures	Amt Budgeted	February	YTD	Remaining	
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### 534 Water Utilities

534 10 10 00	Water - Gen Admin Payroll	358,585.00	27,697.90	57,234.90	301,350.10	84.0%
534 10 20 00	Water - Gen Admin Personnel Benefits	183,579.00	10,657.07	25,554.79	158,024.21	86.1%
534 10 31 00	Water - Gen Admin Supplies	12,000.00	19.63	1,787.25	10,212.75	85.1%
534 10 31 01	Water - Meetings/Team building	2,000.00	853.21	1,312.52	687.48	34.4%
534 10 40 00	Water - Merchant Serivces Fees	13,800.00	1,365.42	2,627.80	11,172.20	81.0%
534 10 40 01	Water - Bank Fees	1,400.00	16.00	37.03	1,362.97	97.4%
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 Srvc	92,325.00	5,671.37	30,850.58	61,474.42	66.6%
534 10 41 02	Water- Engineering Srvc	14,000.00	313.50	2,746.50	11,253.50	80.4%
534 10 41 03	Water - Legal Srvc	31,000.00	1,474.50	3,459.25	27,540.75	88.8%
534 10 42 00	Water - Admin Communication	33,000.00	2,200.86	4,636.65	28,363.35	85.9%
534 10 43 00	Water - Software/IT Subscriptions	41,150.00	950.00	11,627.29	29,522.71	71.7%
534 10 45 00	Water - Gen Admin Lease	5,500.00	0.00	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%

# 2023 BUDGET POSITION

Lake Whatcom W-S District

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## 401 Water Fund

Expenditures		Amt Budgeted	February	YTD	Remaining	
534 Water Utilities						
534 10 49 01	Water-Memberships/Dues/Permits	20,000.00	4,972.25	12,036.96	7,963.04	39.8%
534 10 49 02	Water - Taxes	157,986.00	14,304.97	26,736.84	131,249.16	83.1%
534 40 43 00	Water - Admin Training &Travel	13,000.00	47.12	1,760.41	11,239.59	86.5%
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	3,533.35	15,988.74	99,011.26	86.1%
534 50 31 01	Water- Small Assets	45,000.00	3,717.88	7,630.33	37,369.67	83.0%
534 50 48 00	Water - Repair & Maint	115,000.00	2,383.69	5,573.59	109,426.41	95.2%
534 50 49 00	Water - Insurance Claims	2,500.00	0.00	2,991.55	(491.55)	0.0%
534 60 41 00	Water - Operations Contracted (Edge Analytical)	12,000.00	1,024.00	1,624.62	10,375.38	86.5%
534 60 47 00	Water - City of Bellingham	57,200.00	2,851.73	5,913.60	51,286.40	89.7%
534 80 10 00	Water - Operations Payroll	669,866.00	45,706.42	103,562.93	566,303.07	84.5%
534 80 20 00	Water - Operations Personnel Benefits	287,136.00	20,062.42	44,497.58	242,638.42	84.5%
534 80 32 00	Water - Operations Fuel	25,200.00	346.72	3,136.77	22,063.23	87.6%
534 80 35 00	Water - Safety Supplies	10,000.00	0.00	998.36	9,001.64	90.0%
534 80 35 01	Water - Safety Boots	1,400.00	0.00	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	0.00	1,490.07	11,509.93	88.5%
534 80 47 00	Water - Ops Utilities	134,140.00	11,657.72	34,336.07	99,803.93	74.4%
534 80 49 00	Water - Operations Laundry	2,000.00	98.60	207.18	1,792.82	89.6%
534 Water Utilities		2,655,667.00	161,926.33	410,984.68	2,244,682.32	84.5%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	(1,122.86)	827.72	(827.72)	0.0%
580 Non Expenditures		0.00	(1,122.86)	827.72	(827.72)	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%
591 34 80 01	Water Debt Lease Payment	0.00	63.05	63.05	(63.05)	0.0%
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	63.05	63.05	223,469.95	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	10,915.50	35,362.20	(35,362.20)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	0.00	145.87	(145.87)	0.0%
594 34 70 01	Capital Outlay - Water Installment Purchase Payments	0.00	421.61	421.61	(421.61)	0.0%
594 Capital Expenditures		3,368,181.00	11,337.11	35,929.68	3,332,251.32	98.9%
Fund Expenditures:		6,247,381.00	172,203.63	447,805.13	5,799,575.87	92.8%



## 2023 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

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<b>Fund Excess/(Deficit):</b>	<b>(454,647.00)</b>	<b>60,859.07</b>	<b>66,148.57</b>
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# 2023 BUDGET POSITION

Lake Whatcom W-S District

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## 402 Sewer Fund

Revenues	Amt Budgeted	February	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	355,929.47	800,734.21	3,790,529.79	82.6%
343 50 19 00	Sewer Service Other	5,340.00	584.70	1,031.53	4,308.47	80.7%
343 51 10 02	General Facilities Charges - Sewer	119,340.00	8,983.29	8,983.29	110,356.71	92.5%
340 Charges For Services		4,715,944.00	365,497.46	810,749.03	3,905,194.97	82.8%

### 360 Misc Revenues

361 11 00 02	Investment Interest	31,713.00	5,348.35	(3,718.79)	35,431.79	111.7%
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	5,348.35	(3,718.79)	49,547.79	108.1%

### 390 Other Revenues

395 20 00 02	Compensation For Loss/Impairment Of Capital Assets	0.00	9,747.57	9,747.57	(9,747.57)	0.0%
390 Other Revenues		0.00	9,747.57	9,747.57	(9,747.57)	0.0%

<b>Fund Revenues:</b>	<b>4,891,773.00</b>	<b>380,593.38</b>	<b>816,777.81</b>	<b>4,074,995.19</b>	<b>83.3%</b>
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Expenditures	Amt Budgeted	February	YTD	Remaining	
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### 535 Sewer

535 10 10 00	Sewer - Admin Payroll	358,585.00	27,697.85	57,234.77	301,350.23	84.0%
535 10 20 00	Sewer - Gen Admin Personnel Benefits	162,646.00	10,656.87	25,554.53	137,091.47	84.3%
535 10 31 00	Sewer - Gen Admin Supplies	11,000.00	19.63	1,754.90	9,245.10	84.0%
535 10 31 01	Sewer - Meetings/Team Building	2,000.00	865.46	1,318.88	681.12	34.1%
535 10 40 00	Sewer -Merchant Services Fees	13,800.00	1,365.43	2,627.80	11,172.20	81.0%
535 10 40 01	Sewer - Bank Fees	1,400.00	16.00	37.04	1,362.96	97.4%
535 10 41 01	Sewer - Gen Admin Prof Srvc	92,325.00	5,671.34	30,850.51	61,474.49	66.6%
535 10 41 02	Sewer - Engineering Srvc	14,000.00	313.50	1,591.50	12,408.50	88.6%
535 10 41 03	Sewer - Legal Srvc	31,000.00	1,474.50	3,459.25	27,540.75	88.8%
535 10 42 00	Sewer - Admin Communication	33,000.00	2,200.79	4,793.06	28,206.94	85.5%
535 10 43 00	Sewer - Software/IT Subscriptions	41,150.00	950.00	11,627.27	29,522.73	71.7%
535 10 45 00	Sewer - Gen Admin Lease	5,500.00	0.00	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	119.85	7,084.56	7,615.44	51.8%
535 10 49 02	Sewer - Taxes	115,000.00	9,590.90	16,794.21	98,205.79	85.4%

# 2023 BUDGET POSITION

Lake Whatcom W-S District

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## 402 Sewer Fund

Expenditures		Amt Budgeted	February	YTD	Remaining	
535 Sewer						
535 40 43 00	Sewer - Gen Admin TrainIng &Travel	13,000.00	51.13	1,764.41	11,235.59	86.4%
535 40 43 01	Sewer - Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
535 50 31 00	Sewer - Maintenance Supplies	45,000.00	1,942.74	8,580.55	36,419.45	80.9%
535 50 31 01	Sewer - Small Assets	40,000.00	566.58	566.58	39,433.42	98.6%
535 50 48 00	Sewer - Repair & Maint	135,000.00	1,716.76	5,570.06	129,429.94	95.9%
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	55,019.73	203,663.86	693,936.14	77.3%
535 80 10 00	Sewer - Operations Payroll	568,194.00	37,880.49	85,239.52	482,954.48	85.0%
535 80 20 00	Sewer - Operations Personnel Benefits	254,395.00	16,247.18	36,028.18	218,366.82	85.8%
535 80 32 00	Sewer - Operations Fuel	25,200.00	346.72	3,136.76	22,063.24	87.6%
535 80 35 00	Sewer - Safety Supplies	10,000.00	0.00	1,017.60	8,982.40	89.8%
535 80 35 01	Sewer - Safety Boots	1,400.00	0.00	102.81	1,297.19	92.7%
535 80 35 02	Sewer - Emergency Preparedness	5,000.00	0.00	2,257.48	2,742.52	54.9%
535 80 43 00	Sewer - Operations Training/Travel/Certification	13,000.00	0.00	61.00	12,939.00	99.5%
535 80 47 00	Sewer - Ops Utilities	136,602.00	10,279.23	31,066.65	105,535.35	77.3%
535 80 49 00	Sewer - Operations Laundry	2,500.00	147.99	310.95	2,189.05	87.6%
535 Sewer		3,154,897.00	185,140.67	544,616.40	2,610,280.60	82.7%
591 Debt Service						
591 35 77 02	Bond 2016 Principal	470,000.00	0.00	0.00	470,000.00	100.0%
591 35 80 02	Sewer Debt Lease Payment	0.00	63.05	63.05	(63.05)	0.0%
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	63.05	63.05	648,961.95	100.0%
594 Capital Expenditures						
594 34 70 02	Capital Outlay - Sewer Installment Purchase Payments	0.00	421.61	421.61	(421.61)	0.0%
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	0.00	2,782.58	(2,782.58)	0.0%
594 35 63 02	Capital Projects- Sewer System	0.00	8,391.15	8,827.15	(8,827.15)	0.0%
594 35 64 02	Capital Outlay - Sewer Equipment	0.00	21,588.10	21,588.10	(21,588.10)	0.0%
594 Capital Expenditures		1,674,586.00	30,400.86	33,619.44	1,640,966.56	98.0%
Fund Expenditures:		5,478,508.00	215,604.58	578,298.89	4,900,209.11	89.4%
Fund Excess/(Deficit):		(586,735.00)	164,988.80	238,478.92		



## LAKE WHATCOM WATER AND SEWER

### INVESTMENTS/CASH AS OF 02/28/2023

Petty Cash	\$ 1,600	
Cash	\$ 893,501	
Public Funds Account	<u>\$ 511,287</u>	2.940%
WA Federal	\$ 1,406,388	
Local Gov't Investment Pool	\$ 2,580,948	4.609%

		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		<u>\$ 2,787,127</u>		
<b>TOTAL</b>		<u><u>\$ 6,774,463</u></u>		

#### USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,185,000
Operating Assigned	\$ 3,542,129
	<u><u>\$ 6,774,463</u></u>


#### Fund Balance Summary

Water Utility Fund (401)	\$ 1,379,927
Sewer Utility Fund (402)	\$ 3,347,202
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	<u>\$ 772,334</u>
	<u><u>\$ 6,774,463</u></u>



**AGENDA  
BILL  
Item 8.D**

**Operations Department  
Report**

DATE SUBMITTED:	March 23, 2023	MEETING DATE:	March 29, 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 March 29, 2023 Board Meeting  
Data Compiled 03/23/23 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	x									
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x									
Annual Reports													
Name Of Report	Deadline	Completed											
WA State Cross Connection Report Prepared by: Rich	May	February 22, 2023											
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 2025	February 23, 2023											
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2025	May 19, 2022											

<b>Safety Program Summary</b>	
Completed by Rich Munson	
<b>Summary of Annual Safety Training</b>	
<i>2023 Testing Period - Jan 1, 2023 to April 30, 2023</i>	
	% Complete
Engineering - Managers	100%
Engineering - Staff	100%
Field Crew - Managers	66%
Field Crew - Staff	67%
Office - Managers	100%
Office - Staff	100%
<b>Overall</b>	<b>89%</b>

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

<b>Dates of Completed Safety Committee Meetings</b>						
1.26.23						
2.23.23						
3.23.23						
<b>Summary of Work-Related Injuries &amp; Illnesses</b>						
	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
<b>Safety Coordinator Update</b>						

**Status of District Water and Sewer Systems**  
**Prepared by Jason Dahlstrom - Operations and Maintenance Manager**  
**3/29/2023 Board Meeting**

<b>Safety Activities</b>	
<ol style="list-style-type: none"> <li>1. No time-loss injuries or near misses.</li> <li>2. Daily safety reminders directly relevant to the day's tasks. Weekly safety trainings based on District specific safety programs.</li> <li>3. Jobsite tailgate meetings by project lead.</li> </ol>	
<b>Water Utility Activities</b>	
<i>Water Treatment Plants</i> <ol style="list-style-type: none"> <li>1. Sudden Valley               <ol style="list-style-type: none"> <li>a. Plant is operating well, averaging .6 million gallons per day (MGD) at 700 GPM.</li> <li>b. Internal review of DOH Sanitary Survey results currently underway, awaiting official report from DOH</li> </ol> </li> <li>2. Agate Heights               <ol style="list-style-type: none"> <li>a. Plant is operating well</li> </ol> </li> </ol>	
<i>Distribution System</i> <ol style="list-style-type: none"> <li>1. Water service line leak on Windward Dr</li> <li>2. Water main break on Harborview Dr</li> <li>3. Leak in PRV vault at Opal Terrace</li> </ol>	
<b>Sewer Utility Activities</b>	
<i>Lift Stations</i> <ol style="list-style-type: none"> <li>1. North Point               <ol style="list-style-type: none"> <li>a. With delivery of spare pump we can now surplus old pumps</li> </ol> </li> <li>2. Wetwell fall protection anchors installed at multiple stations</li> </ol>	
<i>Collection System</i> <ol style="list-style-type: none"> <li>1. Continued sewer main inspections using camera equipment</li> </ol>	
<b>Fleet</b>	
<i>Vehicles</i> <ol style="list-style-type: none"> <li>1. Vactor truck is at repair shop for incident damage</li> </ol>	
<i>Equipment</i> <ol style="list-style-type: none"> <li>1. All equipment is functioning properly</li> </ol>	
<b>Facilities</b>	
<i>Shop Building</i> <ol style="list-style-type: none"> <li>1. Shop entry up door replaced/ repaired</li> <li>2. Sudden Valley Water Treatment Plant lighting upgraded with LED lighting</li> </ol>	
<b>Training</b>	
<ol style="list-style-type: none"> <li>1. Cyrus completed Advanced Electrical Troubleshooting training class</li> <li>2. Cyrus completed Water Distribution Manager 3 Exam review class</li> <li>3. Greg completed Cross Connection Control Specialist exam review and passed exam</li> </ol>	
<b>Development</b>	
<ol style="list-style-type: none"> <li>1. There are currently 13 active permits for development purposes. Construction has slowed due to time of year, and inspections have as well.</li> </ol>	