



# Lake Whatcom Water & Sewer District Board Meeting Access Information

**Next Meeting:** Wed Apr 12, 2023  
6:30 pm - 8:30 pm

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

You can also dial in using your phone.

Call: [+1 \(224\) 501-3412](tel:+12245013412) Access Code: 596-307-141 Press \*6 to mute/unmute your microphone

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

## ATTENDING A MEETING

*How to Participate*

### MEETINGS ARE HYBRID

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



### COMMUNICATING WITH US



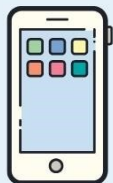
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

### ATTENDING ANONYMOUSLY

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



### ACCESS INFORMATION



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

### QUESTIONS?

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



### Questions?

Contact us at [general.inbox@lwwsd.org](mailto: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

*April 12, 2023*

6:30 p.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. Board of Commissioners Position No. 1 Appointment and Oath of Office
  - B. Lake Whatcom Boulevard Sewer Interceptor Improvements Public Works Construction Contract Award
  - C. Agate Bay Lane Request for Single Side Sewer for Main Resident and Accessory Dwelling Unit
7. OTHER BUSINESS
8. STAFF REPORTS
  - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



**AGENDA  
BILL  
Item 5**

**Consent Agenda**

|                            |                                        |                                                                 |                                                     |  |
|----------------------------|----------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|--|
| DATE SUBMITTED:            | March 29, 2023                         | MEETING DATE:                                                   | April 12, 2023                                      |  |
| TO: BOARD OF COMMISSIONERS | FROM: Rachael Hope                     |                                                                 |                                                     |  |
| GENERAL MANAGER APPROVAL   |                                        |                                                                 |                                                     |  |
| ATTACHED DOCUMENTS         | 1. See below                           |                                                                 |                                                     |  |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/> | FORMAL ACTION/<br>MOTION<br><input checked="" type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><input type="checkbox"/> |  |

**\*\*TO BE UPDATED 4.12.2023\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Payroll for Pay Period #07 (03.18.2023 through 03.31.23) total to be added
- Payroll Benefits for Pay Period #07 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.”



**AGENDA  
BILL  
Item 6.A**

**Board of Commissioners  
Position No. 1 Appointment  
and Oath of Office**

|                            |                                                                                    |                                                                 |                                                     |
|----------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|
| DATE SUBMITTED:            | March 23, 2023                                                                     | MEETING DATE:                                                   | April 12, 2023                                      |
| TO: BOARD OF COMMISSIONERS | FROM: Justin Clary, General Manager                                                |                                                                 |                                                     |
| GENERAL MANAGER APPROVAL   |  |                                                                 |                                                     |
| ATTACHED DOCUMENTS         | 1. Application received for appointment to Position No. 1                          |                                                                 |                                                     |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/>                                             | FORMAL ACTION/<br>MOTION<br><input checked="" type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><input type="checkbox"/> |

**BACKGROUND / EXPLANATION OF IMPACT**

The Lake Whatcom Water and Sewer District is a special purpose district authorized under Title 57 Revised Code of Washington (RCW). The District is governed by five (5) commissioners who set the policies and rates of the District. The District is divided into five distinct *commissioner districts*; each represented by a resident elected from that commissioner district to serve a six-year term of office.

Commissioner Laura Abele resigned from Position No. 1, with an effective date of March 31, 2023. [RCW 42.12.070](#), Filling nonpartisan vacancies, defines associated District-deadlines for filling the vacant position. Per Paragraph 4, the Board has 90 days to appoint a qualified person to the vacant position (June 29 for the Position No. 1 vacancy). If the Board fails to act by this deadline, the authority turns over to the Whatcom County Council, which has an additional 90 days to fill the vacancy (September 27 for the Position No. 1 vacancy). If the County Council fails to act by this deadline, the authority turns over to remaining members of the District Board of Commissioners to petition the governor to fill the vacancy. The individual appointed by the Board will hold the position until the general election in November 2023, at which point the individual elected to Position No. 1 will hold the office for the remainder of the current term (through December 31, 2027).

The District began advertising for applications for appointment to Position No. 1 during the week of February 2 (website/Facebook posts, mailers to residents of Position No. 1, and advertisement in the Sudden Valley Views). Applications were due by 5:00 p.m. on March 3, 2023. The District received one application from residents of the Position No. 4 district. The Board of Commissioners conducted an interview of the applicant during a special meeting of the Board held on March 22, 2023.

**FISCAL IMPACT**

No fiscal impact is anticipated with appointment of an individual to Commissioner Position No. 1.

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

Stakeholder Understanding & Support

**RECOMMENDED BOARD ACTION**

Staff recommends the Board appoint its preferred applicant to Position No. 1.

**PROPOSED MOTION**

A recommended motion is:

“I move to appoint David Holland to Position No. 1 of the Lake Whatcom Water and Sewer District Board of Commissioners.”


Following appointment, an oath of office will be facilitated by Rachael Hope, Clerk to the Board.

“I, David Holland, do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of Lake Whatcom Water and Sewer District Commissioner District No. 1 in and for the County of Whatcom, State of Washington, according to law and to the best of my ability.”



**AGENDA  
BILL  
Item 6.B**

**2023 Lake Whatcom Boulevard  
Sewer CIPP Project  
Public Works Contract Award**

|                            |                                        |                                                                                    |                                                     |
|----------------------------|----------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------|
| DATE SUBMITTED:            | March 29, 2023                         | MEETING DATE:                                                                      | April 12, 2023                                      |
| TO: BOARD OF COMMISSIONERS |                                        | FROM: Bill Hunter, District Engineer/Assist. GM                                    |                                                     |
| GENERAL MANAGER APPROVAL   |                                        |  |                                                     |
| ATTACHED DOCUMENTS         |                                        | 1. Bid Tabulation                                                                  |                                                     |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/> | FORMAL ACTION/<br>MOTION<br><input checked="" type="checkbox"/>                    | INFORMATIONAL<br>/OTHER<br><input type="checkbox"/> |

**BACKGROUND / EXPLANATION OF IMPACT**

This project is the third of a series of projects to systematically rehabilitate degraded gravity pipe segments along the Lake Whatcom Boulevard Sewer Interceptor to improve flow capacity.

In the Fall of 2020 Wilson Engineering completed a hydraulic analysis that prioritized segments for rehabilitation, ranking them from the greatest positive impact to the least impact, on improving hydraulic capacity. The segments are located along Lake Whatcom Boulevard just west of Strawberry Point.

The 2023 scope of work includes rehabilitation of approximately 1,070 feet of 14-inch diameter sanitary sewer pipe, traffic control, and sewage bypass pumping.

The District published an advertisement for bids in the Bellingham Herald on March 3, 2023. A non-mandatory pre-bid meeting was held on March 20, 2023. Bids were due on March 28, 2023. Three bids were received.

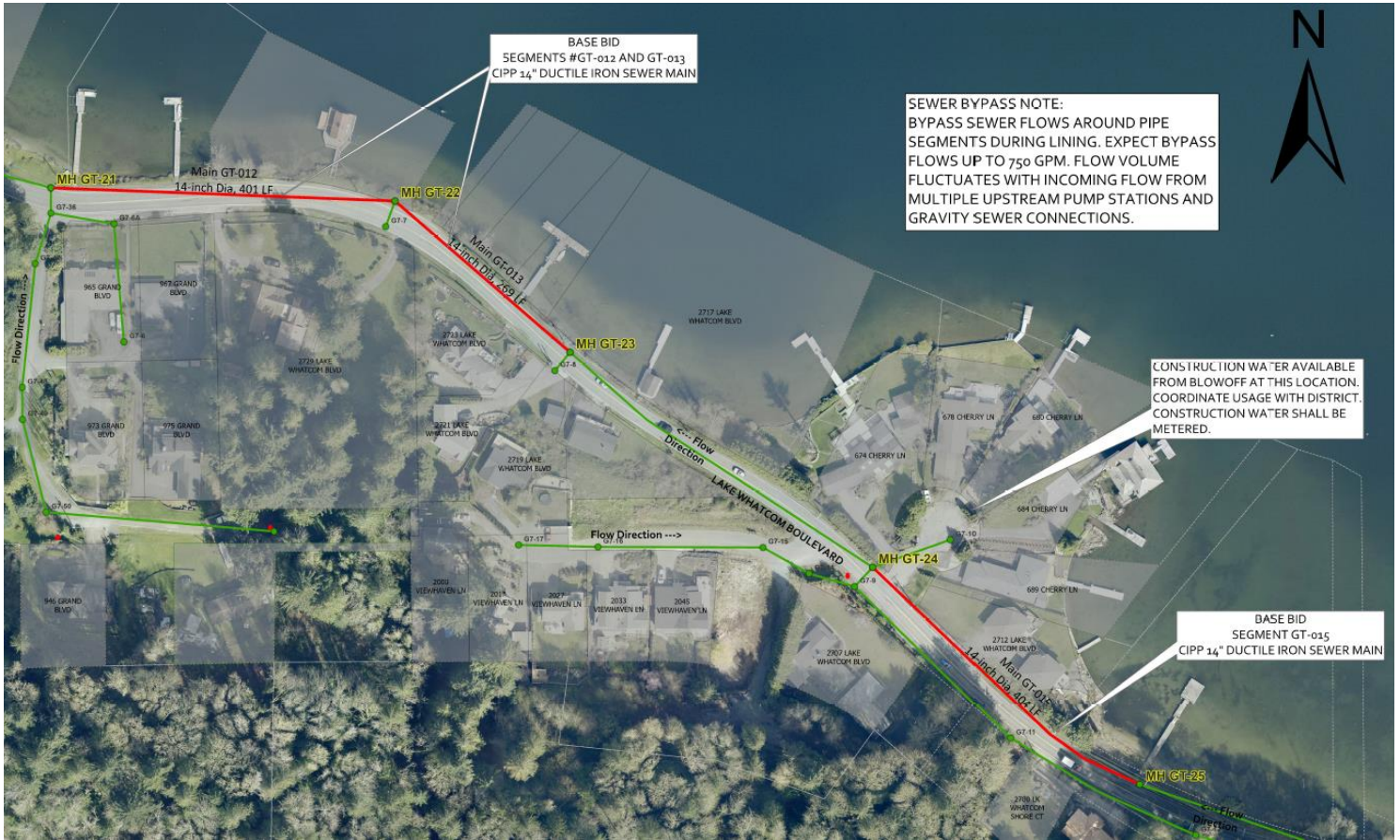
Staff is reviewing mandatory and supplemental bidder responsibility criteria of the low bidder and will make a verbal recommendation for award at the meeting.

Below are map exhibits that show locations of proposed work.

**Vicinity Map**



**Pipe Segments to Be Rehabilitated – Approximately 1,070 feet (Red Lines)**



**FISCAL IMPACT**

The approved 2023-24 Budget includes \$185,000 for the construction contract in 2023. The low bid amount is \$167,422.10 including 8.6% sales tax (\$154,164.00 without sales tax).

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

Operational Optimization  
Infrastructure Strategy and Performance

**RECOMMENDED BOARD ACTION**

Staff will make a verbal recommendation at the board meeting following the review of mandatory and supplemental bidder responsibility criteria.

**PROPOSED MOTION**

Recommended motion is:

“I move to award the 2023 Lake Whatcom Boulevard Sewer CIPP Project public works contract to \_\_\_\_\_ for a total contract price of \$ \_\_\_\_\_, including 8.6% sales tax, and authorize the general manager to execute the contract.”



LAKE WHATCOM WATER & SEWER DISTRICT  
 1220 LAKEWAY DRIVE  
 BELLINGHAM, WA 982298  
 (360) 734-9224



### BID TABULATION

| PROJECT NAME                              | PROJECT #           | BID OPENING DATE & TIME      | PAGE # OF #    | LOCATION                                                                           |
|-------------------------------------------|---------------------|------------------------------|----------------|------------------------------------------------------------------------------------|
| 2023 LAKE WHATCOM BLVD SEWER CIPP PROJECT | C2301               | 3/28/2023 2:10 PM            | 1 OF 1         | LAKE WHATCOM WATER & SEWER DISTRICT (BOARD ROOM & LIVE BROADCAST VIA GOTO MEETING) |
| NAME OF FIRM                              | ENGINEER'S ESTIMATE | INSITUFORM TECHNOLOGIES, LLC | IRON HORSE LLC | INSTA-PIPE, INC.                                                                   |

| Item                                                                | Description                                   | Quantity | Unit | Unit Price   | Amount        | Unit Price   | Amount        | Unit Price   | Amount        | Unit Price   | Amount        |
|---------------------------------------------------------------------|-----------------------------------------------|----------|------|--------------|---------------|--------------|---------------|--------------|---------------|--------------|---------------|
| <b>BASE BID</b>                                                     |                                               |          |      |              |               |              |               |              |               |              |               |
| 1                                                                   | Mobilization and Demobilization               | 1        | LS   | \$ 15,000.00 | \$ 15,000.00  | \$ 10,500.00 | \$ 10,500.00  | \$ 25,000.00 | \$ 25,000.00  | \$ 10,000.00 | \$ 10,000.00  |
| 2                                                                   | Traffic Control                               | 1        | LS   | \$ 12,000.00 | \$ 12,000.00  | \$ 8,200.00  | \$ 8,200.00   | \$ 15,000.00 | \$ 15,000.00  | \$ 13,600.00 | \$ 13,600.00  |
| 3                                                                   | Sewage Bypass                                 | 1        | LS   | \$ 8,000.00  | \$ 8,000.00   | \$ 6,584.00  | \$ 6,584.00   | \$ 15,000.00 | \$ 15,000.00  | \$ 34,000.00 | \$ 34,000.00  |
| 4                                                                   | Heavy Cleaning of 14-inch Diameter Sewer Main | 1,074    | LF   | \$ 8.00      | \$ 8,592.00   | \$ 7.00      | \$ 7,518.00   | \$ 24.00     | \$ 25,776.00  | \$ 28.49     | \$ 30,598.26  |
| 5                                                                   | 14-inch Diameter CIPP Sewer Main Repair       | 1,074    | LF   | \$ 110.00    | \$ 118,140.00 | \$ 113.00    | \$ 121,362.00 | \$ 79.00     | \$ 84,846.00  | \$ 100.46    | \$ 107,894.04 |
| <b>Total Base Bid (does not include Washington State Sales Tax)</b> |                                               |          |      |              | \$ 161,732.00 |              | \$ 154,164.00 |              | \$ 165,622.00 |              | \$ 196,092.30 |

BID GURANTEE FOR PROJECTS OVER \$35,000? (YES OR NO)  
 ADDENDUM ACKNOWLEDGED? (YES OR NO)

\_\_\_\_\_  
 N/A  
 \_\_\_\_\_  
 N/A

\_\_\_\_\_  
 YES  
 \_\_\_\_\_  
 N/A

\_\_\_\_\_  
 YES  
 \_\_\_\_\_  
 N/A

\_\_\_\_\_  
 YES  
 \_\_\_\_\_  
 N/A



**AGENDA  
BILL  
Item 6.C**

**3153 and 3157 Agate Bay Lane  
Request for Single Side Sewer for  
Main Residence and ADU**

|                            |                                                                                                                                                                                        |                                                                 |                                                     |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|
| DATE SUBMITTED:            | March 29, 2023                                                                                                                                                                         | MEETING DATE:                                                   | April 12, 2023                                      |
| TO: BOARD OF COMMISSIONERS | FROM: Bill Hunter, District Engineer/Assist. GM                                                                                                                                        |                                                                 |                                                     |
| GENERAL MANAGER APPROVAL   |                                                                                                                                                                                        |                                                                 |                                                     |
| ATTACHED DOCUMENTS         | <ol style="list-style-type: none"> <li>1. Whatcom County Building Permit – ADU (3153 Agate Bay Lane)</li> <li>2. Whatcom County Building Permit – SFR (3157 Agate Bay Lane)</li> </ol> |                                                                 |                                                     |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/>                                                                                                                                                 | FORMAL ACTION/<br>MOTION<br><input checked="" type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><input type="checkbox"/> |

**BACKGROUND / EXPLANATION OF IMPACT**

On March 23, 2023 the District received an Application for Sewer Permit for service to a detached Accessory Dwelling Unit (ADU) located at 3153 Agate Bay Lane (Whatcom County Parcel #380325-546355-0000). The District previously processed and issued a redevelopment sewer permit for a Single Family Residence (SFR) located on the same parcel and addressed 3157 Agate Bay Lane last May 2022.

There are two Side Sewer Permits in the customer account file #130111254 (District Permit Numbers 11-25-4A and 11-25-4) both dated 10/2/1978. The older original structures were demolished and are being replaced with a new SFR and ADU.

Staff intends to issue a redevelopment sewer permit for the new ADU. The ADU sewer permit application proposes to utilize a new single 6” side sewer pipe to serve both the SFR and ADU structures. The proposed slope on the new 6” side sewer is approximately 2.6% which meets the District’s minimum slope of 2%. A 6” side sewer has adequate capacity to serve both structures.

In accordance with Administrative Code Section 5.4.8, District Management approves installation of a single 6” diameter side sewer to serve both the SFR and ADU structures. The approval must be verified by the District Commissioners prior to the construction of such a side sewer. Relevant section of Administrative Code is shown below:

**5.4.8 Side Sewer for Each Building**

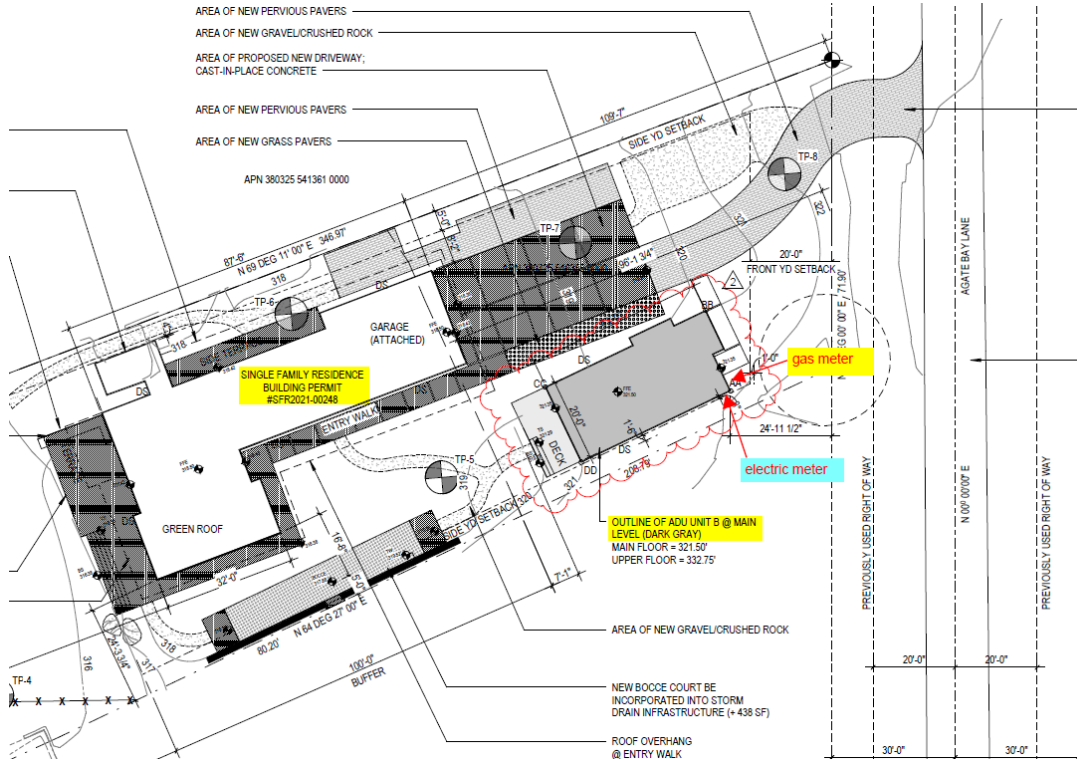
A single side sewer shall be provided for each building unless the topography of the land makes it impractical to build a lateral, then District Management may authorize suitable alternate construction. **The connection of more than one building to a single side sewer must be approved by District Management and verified by the District Commissioners prior to the construction of such side sewer.** No more than one multiple dwelling or commercial building shall be connected to a side sewer, unless otherwise previously approved by District Management.

If the side sewer is to exist on two building sites, approved documents assuring that all properties involved shall have perpetual use of the side sewer, and having provisions for maintenance and access for repair purposes, shall be signed by the recorded owners. This document shall be acknowledged and recorded with the County Auditor. [Resolution Nos. 146, 785]

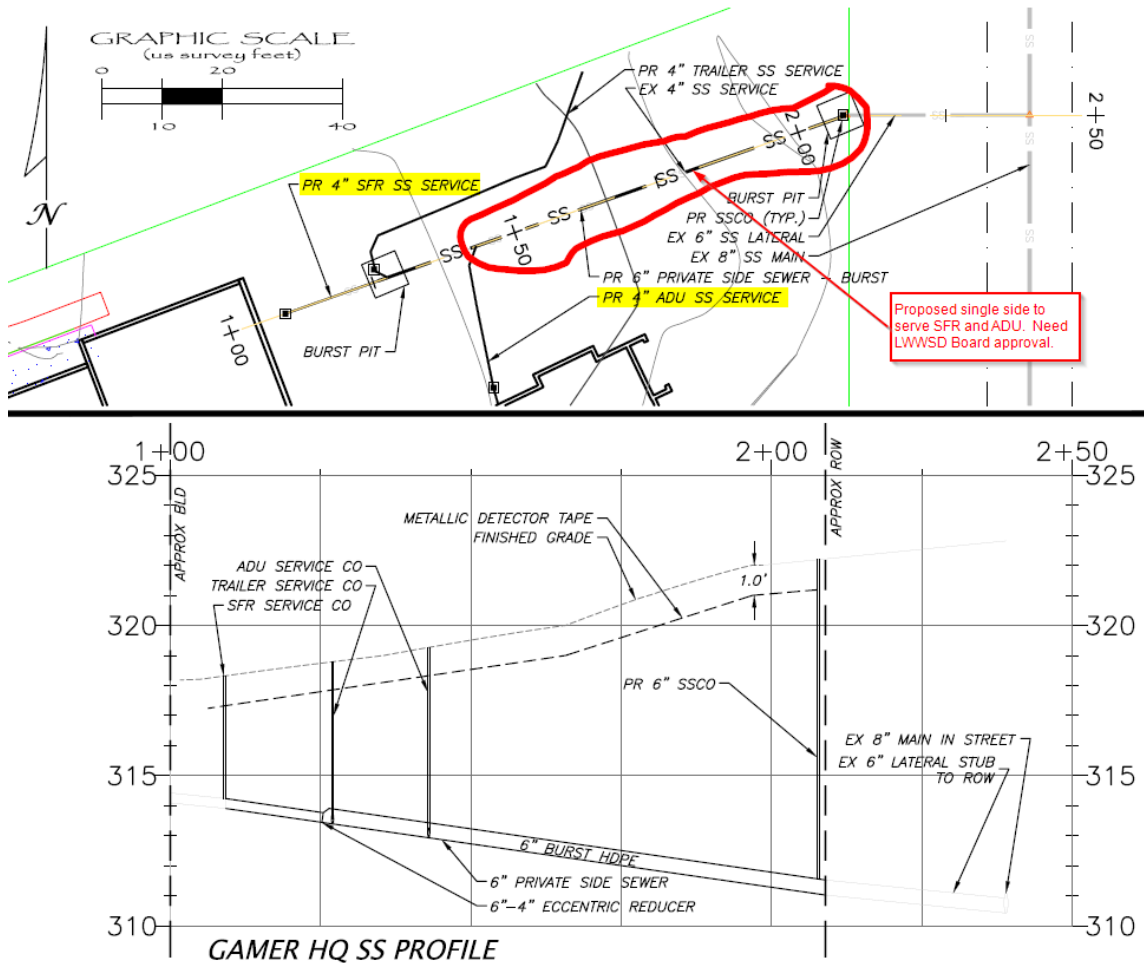
**Aerial Photo**



**Site Plan**



## Side Sewer Plan and Profile



### FISCAL IMPACT

None

### APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Customer Satisfaction

### RECOMMENDED BOARD ACTION

Verify District Management's approval that SFR and ADU structures can be served by single side sewer.

### PROPOSED MOTION

Recommended motion is:

"I move to verify District's Managements approval to authorize the installation of a single side sewer to serve both the Single Family Residence and detached Accessory Dwelling Unit located at 3153 and 3157 Agate Bay Lane, on Whatcom County Parcel Number 380325-546355-0000."



Whatcom County  
 Planning and Development Services  
 5280 Northwest Drive  
 Bellingham, WA 98226  
 Phone 360-778-5900  
 Inspection 360-778-5902  
 epermits@co.whatcom.wa.us

# Permit

Permit Number: SFR2022-00079

Permit Type: Building (Residential) SFR

Single Family Residential Permit

Work Classification: New Construction

Issue Date: 05/06/2022

Permit Status: Issued

**Location Address**

3153 AGATE BAY LN, Bellingham, WA 98226

**Parcel Number**

3803255463550000

**Contacts**

UNKNOWN PLEASURES LLC  
 3157 AGATE BAY LN, Bellingham, WA 98226  
 (206)903-0575

**Owner**

j@project529.com

SKB Architects  
 2333 THIRD AVE, SEATTLE, WA 98121  
 (206)472-3132

**Applicant**

rblazier@skbarchitects.com

DOVETAIL GENERAL CONTRACTORS LLC  
 1143 NW 45TH ST, SEATTLE, WA 98137  
 dovetc895pu

**Contractor**

11/02/2023

**REVISED**

**Construction Permit Details**

**Proposed Work:** New detached ADU, 2 bed 2 bath : Main Level 848sf, Upper Level 489sf, UnCVdecks 122sf. TotalSF=1459

|                              |                     |                                      |  |               |
|------------------------------|---------------------|--------------------------------------|--|---------------|
| <b>Bldg. SQ. FT.</b>         |                     | <b>Original SF</b>                   |  | 1543          |
| New Sq. Footage              | 1459                |                                      |  |               |
| Total Sq. Footage            | 1459                |                                      |  |               |
| <b>Building Info</b>         |                     | <b>Census Code</b>                   |  | S-100 New SFR |
| Basement                     | No                  | Heat Sources                         |  | LPG           |
| Foundation                   | Slab on Grade       | Number of Bathrooms                  |  | 2             |
| No. of Stories               | 2                   | Number of Units                      |  | 1             |
| Number of Bedrooms           | 2                   | Sprinklered                          |  | No            |
| Occupancy Group:             | R3/U                | Type of Use:                         |  | RES           |
| Type of Construction:        | VB                  |                                      |  |               |
| <b>Set Back</b>              |                     | Setback Rear Ft.                     |  | 5 P/L         |
| Setback Front Ft.            | 20 P/L AGATE BAY LN | Setback Side2 Ft.                    |  | 5 P/L         |
| Setback Side1 Ft.            | 5 P/L               |                                      |  |               |
| <b>Site or Approval Info</b> |                     | New Well Constructed after 1/19/2018 |  | No            |
| Capital Facilities Fee       | Yes                 |                                      |  |               |
| Shoreline                    | Yes                 |                                      |  |               |

POST THIS PERMIT ONSITE WITH THE APPROVED PLANS  
 COMPLIANCE WITH ALL INSPECTIONS AND CONDITIONS REQUIRED PRIOR TO OCCUPANCY

ALL INSPECTIONS SHOULD BE SCHEDULED A MINIMUM OF 1 BUSINESS DAY IN ADVANCE  
 INSPECTION LINE 360-778-5902 or online at <https://www.whatcomcounty.us/582/Scheduling>

# RESIDENTIAL BUILDING PERMIT

PERMIT NO SFR2021-00248

SITE ADDRESS 3157 AGATE BAY LANE

ISSUED: September 28, 2021

**APPLICANT**

RUSSELL BLAZIER - SKB ARCHITECTS  
2333 THIRD AVE  
SEATTLE WA 98121

**PROPERTY OWNER**

UNKNOWN PLEASURES LLC  
3157 AGATE BAY LN  
BELLINGHAM WA 98226-9441

**LICENSED CONTRACTOR**

DOVETAIL GENERAL CONTRACTORS LLC  
1143 NW 45TH ST  
SEATTLE WA 98137  
DOVETGC895PU 11/2/2022

**REVISED**

**ZONING**

**SETBACKS**

**SHORELINE**

PARCEL: 3803255463550000  
ZONE R5A  
SUBAREA LWS  
HEIGHT 35.00 Ft  
PARKING 2 Req

FRONT: 20.00 Ft P/L AGATE BAY LN  
REAR: 5.00 Ft P/L  
SIDE I: 5.00 Ft P/L  
SIDE II: 5.00 Ft P/L

SHORELINE YES  
DISTANCE Ft  
FROM

**BUILDING INFORMATION**

**PROJECT**

New 3032sf SFR w/attached 1060sf garage - 1 bed, 1.5 bath 192sf of deck and 160sf of covered area STRUCTURE TO BE FULLY SPRINKLED R-1  
Minor Structural and Cosmetic changes.

- |                         |                             |                                      |
|-------------------------|-----------------------------|--------------------------------------|
| CONSTRUCTION VB         | 1 Bath tub                  | 1 Air Handling Unit                  |
| OCC GROUP R3            | 1 Clothes Washer            | 1 Clothes Dryer                      |
| HEAT SOURCE NATURAL GAS | 1 Dishwasher                | 1 Gas Hot Water Heater               |
| STORIES 2               | 3 Hose Bibs                 | 1 Gas Piping - Residential           |
| BEDROOMS 1              | 1 Kitchen Slnk and Disposal | 1 Heat Pump                          |
| BASEMENT NO             | 1 Laundry Tray              | 1 Kitchen Range / Hood - Residential |
| SPRINKLER YES           | 3 Lavatory (Wash Basin)     | 4 Ventilation Fan - Residential      |
| BLDG AREA: 4,444.00 SF  | 2 Shower                    |                                      |
| PROJ VALUE \$ 404,892   | 2 Water Closet (Toilet)     |                                      |

**ISSUING STATEMENTS**

**CONFORMANCE WITH SITE PLAN:** All activities on site shall be done in accordance with the site plan approved by Whatcom County Planning and Development, Land Use Division. Any alterations from the approved site plan will require further review by Planning and Development Services.

**CONSTRUCTION APPROVAL:** Approved to construct, subject to field inspections, special inspections, corrections, and provisions of plan review. The issuing of this permit shall not be construed as approval of any violation of any applicable code or ordinance. The issuance of this permit is based upon review and approval of plans submitted and shall not prevent the Building Official or appointed deputies from thereafter requiring the correction of errors.

**DEVIATION FROM APPROVED PLANS :** Any deviation in construction from approved plans requires prior review and approval by Whatcom County Planning and Development Building Services Division.

**PERMIT EXPIRATION:** If work or construction authorized herein has not commenced within 180 days or if 180 days has lapsed since last inspection. It is the responsibility of the permit holder to notify the Building Official that work is ready for inspection.

**OCCUPANCY CANNOT OCCUR PRIOR TO FINAL INSPECTION**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**CALL 1-800-424-5555 BEFORE YOU DIG! IT'S THE LAW.**

**CONDITIONS OF APPROVAL**

**THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS**  
 IT'S IMPORTANT THAT YOU READ AND UNDERSTAND THE GOVERNING FACTORS OF THIS PERMIT.  
 IF YOU HAVE ANY QUESTIONS REGARDING THESE CONDITIONS OR YOUR RESPONSIBILITIES, CONTACT  
 WHATCOM COUNTY PLANNING & DEVELOPMENT SERVICES.

- 1 **BS - IRC/IBC Temporary Structures:** Temporary structures are structures which are erected or placed for a period not exceeding 180 days per IBC Sections 108 & 3103. Any structure which is not temporary and which is not exempt from permit per IBC Section 105.2 / IRC Section R105.2 is considered permanent and requires a building permit.
- 2 **FM - Address Visibility:** Address shall be placed on all new buildings and be plainly visible from the street or road. These numbers shall contrast with their background and be a minimum 4 inches in height. If address cannot be seen on the building from the road, an address post shall be placed at the road and along the driveway as necessary to easily identify the location of the building.
- 3 **FM - Residential Sprinkler System:** Due to lack of fire flow and automatic fire sprinkler system is required. Plans and specifications for the sprinkler system shall be submitted to the Fire Marshals Office for permitting and approval. System shall be installed and tested prior to occupancy.
- 4 **LU - EXCAVATION WASTE:** Any excess excavation waste or waste volume of any origin exported off site must be exported to a site with an ACTIVE LAND DISTURBANCE PERMIT for the approved fill volume or a site with a current Washington State approved Reclamation Plan. Whatcom County Planning and Development Services will require documentation regarding the site location and current approval status.
- 5 **LU - NOTIFY OF ADD FILL/GRADE:** Notify Whatcom County Planning and Development Services, Land Use Division - Development Inspector at (360) 778-5900 or (360) 380-8100 of any additional Fill and / or Grading to be included.
- 6 **LU - EROSION CONTROL:** Proper Erosion Control measures shall be installed prior to any land alteration and maintained throughout the entire land disturbance / construction process. Any evidence of sedimentation shall be controlled and kept on site.
- 7 **LU - MULCHING:** During the off-season (October 1 to April 1) all exposed soils shall be mulched per Whatcom County Standards and maintained through the off-season or until seeding or other stabilization methods are effective. In Water Resource Special Management Areas exposed soils shall be mulched through out the year.
- 8 **LU - RESEEDING:** Reseeding of the area affected by the work detailed in this permit is required. Erosion and sediment shall be controlled and contained within the work area through best management practices until stabilization through revegetation can occur.
- 9 **LU - TOP OF CUT SLOPE:** The top of cut slopes shall not be made nearer to a site boundary line than 1/5 (one fifth) of the vertical height of cut with a minimum of 2 (two) feet or 610 mm and a maximum of 10 (ten) feet or 6096 mm.
- 10 **LU - TOE EDGE OF FILL SLOPE:** The toe edge of fill slopes shall be made not nearer to the site boundary line than 1/2 (one-half) the height of the slope with a minimum of 2 (two) feet or 610 mm and a maximum of 20 feet or 3048 mm.
- 11 **LU - FILL & GRADE EXTENSIONS:** Per section 105.5 of the IBC Permit Expirations

- 15 **ZONE - STRUCTURAL COMPLIANCE:** All structures constructed on the lot(s) are required to comply with all Whatcom County Planning and Development Services Zoning Regulations, Setback Requirements, Lot Coverage, and Height Restrictions.
- 16 **ZONE - EAVES:** Eaves shall not extend beyond 18 (eighteen) inches into side or rear yard setbacks.
- 17 **NATURAL DRAINAGE PATTERNS:** Natural drainage patterns shall be maintained and discharges from the site shall occur at the natural location, unless it can be shown that relocation will have no significant adverse impact to either built or natural systems as a result of the relocation. (WCC20.80.634(1)(e))
- 18 **PD - ESC INSPECTION:** Erosion and Sediment Control is required to be installed at the time of or immediately after clearing activity occurs and maintained for the duration of the project. Periodic inspections will occur. For structures, initial ESC inspection shall occur prior to footings inspection. Footings inspection will be denied until ESC is signed off on Inspection Record.
- 19 **PD - STORMWATER SPECIAL DISTRICT:** On-site stormwater facilities shall be installed per approved plans. A stormwater facility inspection must be called in to the inspection hotline at the time of installation. Any revisions or deviation require additional review and approval. Final inspection will be denied until stormwater system is signed off on Inspection Record.
- 20 **CA - LAKE:** This site contains REGULATED LAKE AND BUFFER AREAS. The regulated buffer area is 100 feet measured from the ordinary high water mark. No disturbance or alteration of vegetation or soils is permitted within the lake or 100 foot buffer except as indicated in an approved mitigation plan on file with Whatcom County Planning and Development.
- 21 **CA - MITIGATION INSTALL INSP:** Mitigation shall be installed and an as-built report received and approved prior to Temporary Occupancy for single family residences and mobile homes. For detached structures, the as-built report must be received and approved prior to final inspection. For land disturbance activities, the mitigation must be installed and an as-built report received and approved prior to final inspection or by the date specified in the mitigation. For subdivisions, the mitigation must be installed and an as-built report received and approved prior to final plat approval.
- 22 **CA - INADVERTENT ARCH RESOURCE:** General inadvertent discovery:

Should archaeological resources (e.g. shell midden, faunal remains, stone tools) be observed during project activities, all work in the immediate vicinity should stop, and the area should be secured. The Washington State Department of Archaeology and Historic Preservation (Gretchen Kaehler, Local Government Archaeologist 360-586-3088) and the Lummi Nation Tribal Historic Preservation Office (Lena Tso, THPO 360-312-2257; Tamela Smart, Deputy THPO 360-312-2253) should be contacted immediately in order to help assess the situation and to determine how to preserve the resource(s). Compliance with all applicable laws pertaining to archaeological resources is required.

Human skeletal remains:

If ground disturbing activities encounter human skeletal remains during the course of construction, then all activity will cease that may cause further disturbance to those remains. The area of the find will be secured and protected from further disturbance. The finding of human skeletal remains will be reported to the county medical examiner/coroner and local law enforcement in the most expeditious manner possible. The remains will not be touched, moved, or further disturbed. The county medical examiner/coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the county medical examiner/coroner determines the remains are non-forensic, then they will report that finding to the Department of Archaeology and Historic Preservation (DAHP) who will then take jurisdiction over the remains. The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The State Physical Anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the affected tribes. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains.

- Every permit issued under the provisions of this code shall expire and become null and void, if the work authorized by such permit is not commenced within 180 days from the date of issuance of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. The building official is authorized to grant, in writing, one or more extensions of time, for a period not more than 180 days each. The extension request shall be in writing and justifiable causes demonstrated. If the permit has expired, before such work can recommence, a new permit shall be first obtained to do so, and the fee therefore shall be one - half the amount required for a new permit for such work, provided no changes have been made, or will be made in the original plans and specifications for such work; and provided, further that such suspension or abandonment has not exceeded one year.
- 12 **LU - CONSTRUCTION ACCESS ROUTE:** Construction vehicle access will be, whenever feasible, limited to one route. Access surfaces shall be stabilized to minimize the tracking of sediment onto adjacent roads. See Series 301 for Standard Drawings of alternative techniques.
- 13 **LU - CONFORMANCE WITH SITE PLAN:** All activity on site shall be done in accordance with the site plan approved by the Whatcom County Planning and Development Land Use Division. Any alterations from the approved site plan will require further review by Planning and Development Services.
- 14 **LU - OTHER AGENCY CONDITION:** OBTAINING A COUNTY PERMIT DOES NOT SUPERCEDE OTHER LOCAL, STATE OR FEDERAL STATUTES AND REGULATIONS THAT MAY APPLY TO THIS PERMIT. ANY WETLAND OR STREAM IMPACTS REQUIRE NOTIFYING THE U.S. ARMY CORPS OF ENGINEERS (RANDALL PERRY 206-764-6985) AND WASHINGTON STATE DEPARTMENT OF ECOLOGY (SUSAN MEYER 425-649-7168). ANY IN STREAM ACTIVITY REQUIRES REVIEW BY THE WASHINGTON DEPARTMENT OF FISH AND WILDLIFE ( PETE CASTLE 360-466-4345 EXT. 272) AND ACTIVITY THAT INCLUDES CLASS II, III OR IV FOREST PRACTICES AS DEFINED IN WAC 222-16-050 MAY REQUIRE A FOREST PRACTICES APPLICATION / NOTIFICATION FROM THE WASHINGTON DEPARTMENT OF NATURAL

- 23 **Right to Mineral Resource:** The subject property may be on or within five hundred feet of designated Mineral Resource Land upon which a variety of mining related activities may occur that are not compatible with residential development for certain periods of limited duration. Within a Mineral Resource Land designation, an application may be submitted for mining and mining-related activities, including extraction, washing, crushing, stockpiling, blasting, transporting, and recycling of minerals. Whatcom County has determined that the use of real property for mineral operations is a priority use in designated Mineral Resource Lands and will not consider to be a nuisance those inconveniences or discomforts arising from mine operations, if such operations are consistent with commonly accepted best management practices and otherwise comply with local, state, and federal laws. WCC Section 14.06.

- 24 **PD - SEASONAL CLEARING:** Exposed soils exceeding 500 square feet shall not be permitted from October 1st through May 31st.
  - 25 **Right to Practice Forestry:** The subject property may be within or near designated FORESTRY lands on which a variety of commercial activities may occur. The legally permissible amounts of noise, dust, smoke, traffic and fumes which may be generated by activities on forest land may exceed those levels conducive to a tranquil residential environment. While the application by spraying or other means of forest chemicals may be legally permitted on forest lands, the persons making such applications and the owners of properties where such applications are being made, may be liable for loss and damages which are caused by the migration of forest chemicals from the site of the approved application. Whatcom County has determined that the use of real property for forestry operations is a high priority and favored use and will not consider to be a nuisance those inconveniences or discomforts arising from legally permitted forest practices, if such operations are consistent with commonly accepted best management practices and otherwise comply with local, state and federal laws. WCC Section 14.04.
  - 26 **PD - DEWATERING OF FOUNDATION EXC:** Water from foundation excavation area shall not be pumped or directed offsite to any stormdrain, ditch, or regulated Critical Area.
  - 27 **CA - Mitigation Requirements:** Mitigation shall be installed and an as-built report received and approved prior to Temporary Occupancy for single family residences and mobile homes. For detached structures, the as-built report must be received and approved prior to Final Inspection.
  - 28 **FM - FIRE MARSHAL ADDRESS POSTING:** Address shall be posted where driveway meets main or private road or where requested by Whatcom County Fire Marshals Office.
  - 29 **FM - Residential Access Roads:** Residential Fire Access Roads shall be constructed in accordance with Whatcom County Development Standards and Whatcom County Code, Title 15.
  - 30 **BS - IRC/IBC APPV TO CONSTRUCT:** IRC/IBC - Approved to construct, subject to field inspections, special inspections, corrections and provisions of plan review.
  - 31 **BS - IRC/IBC ANY DEVIATION:** IBC/IRC - Any deviation in construction from approved plans requires prior review and approval by Whatcom County Planning and Development Building Services and Land Use Departments.
  - 32 **BS - IRC/IBC REQ FOR INSPECTION:** Request for inspection is to be filed with Whatcom County Planning and Development Services at least one working day before such inspection is desired. (IRC Section R109.3 / IBC Section 110.5)
  - 33 **BS - IRC/IBC CONSTRUCTION APVL:** IRC/IBC - The issuing of this permit shall not be construed as approval of any violation of any applicable code or ordinance. The issuance of this permit is based upon review and approval of plans submitted and shall not prevent the Building Official or appointed deputies from thereafter requiring the correction of errors.
  - 34 **BS - IRC/IBC PLANS & INSP RECORD:** Approved plans shall be kept on the building or work site at all times during which the work authorized thereby is in progress. Work requiring a permit shall not be commenced until the Inspection Record Card is posted or otherwise made available in a convenient location. (IRC Sections R105.7 & R106.3.1 / IBC Sections 105.7 & 107.3.1)
  - 35 **BS - IRC/IBC OCC CERT REQUIRED:** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided herein. (IRC Section R110 / IBC Section 111)
  - 36 **BS - IRC/IBC WOOD BLG PRODUCTS:** All lumber and/or engineered, fabricated or manufactured wood building products shall conform to all applicable standards and grading rules specified in the current adopted edition of the International Building Code (IBC), and shall be so identified by a grade mark or certificate of inspection by an approved agency. Building materials imported from outside the United States will not be approved for installation until complete and adequate documentation has been provided.
- The design, manufacture and quality assurance of metal-plate-connected trusses shall be in accordance with TPI-1 (IBC Section 2303.4.6). Each truss shall bear the TPI mark and registration number. Provide a copy of the most current manufacturer in-plant inspection report. Additional engineering and/or special inspection may be required.
- 37 **BS - IRC/IBC SHEARWALL INSP:** IRC/IBC - Shearwall inspection required prior to cover. Request for inspection is to be filed with the Whatcom County Planning and Development Services Department at least one working day before such inspection is desired.
  - 38 **BS - IRC/IBC ROOF/WALL ACCESS:** IRC/IBC - All Roof and Wall Diaphragm systems are to remain accessible until approved for cover by the Building Inspector.
  - 39 **BS - IRC/IBC ENERGY CODE COMPLY:** IRC/IBC - This structure shall comply with the current adopted edition of the Washington State Energy Code (WSEC).
  - 40 **BS - IRC/IBC PLAN, DRAWINGS, DOCS:** IRC/IBC - See all Plans Examiners notes and conditions on approved set of plan drawings and documents.
  - 41 **BS - IRC/IBC REVISION SUBMITTALS:** IRC/IBC - Submittal of revisions proposed for projects regarding issued building permits are per Whatcom County Building Services Division, Code Interpretation #2002-03. Submittal may require a prescheduled application appointment, letter of transmittal and complete plan drawings, details, specifications and related documentation. Contact Planning & Development Services for information prior to submittal.

- 42 **BS - IRC/IBC TRUSS BRACING:** IRC/IBC - It shall be the responsibility of the building designer, in coordination with the truss system manufacturer and truss system design engineer, to specify the required permanent lateral and truss member bracing. The building designer is the individual or organization responsible for the overall building or structure design. The bracing shall be installed in the locations specified by the truss system design engineer. Truss frame systems will not be approved until all permanent bracing has been installed. Provide documentation to the Public Service Inspector, from the engineer of record or truss system design engineer of record, approving the permanent bracing installation.
- 43 **BS - IRC/IBC ROOF SHEATHING INSP:** IRC/IBC - A roof sheathing and roof diaphragm inspection is required prior to cover. The inspection may only be waived with prior approval and at the discretion of the Public Service (Building) Inspector.
- 44 **BS - IRC/IBC SMOKE ALARMS REQ:** IRC/IBC - Smoke alarms shall be installed in existing dwellings as required for new dwellings, per WAC 51-51 Section R314.3.1, when interior alterations, repairs or additions requiring a permit occur or when one or more sleeping rooms are added or created. See Guidebook # 49.
- 45 **BS - IRC/IBC EXTERIOR OPENINGS:** All window, door and other exterior openings shall be counter flashed per the current adopted edition of the International Residential Code, Section R703.8.
- 46 **BS - IRC/IBC PRESS TREATED WOOD:** See notes and information regarding requirements for nails, hardware, flashings and other metals in contact with pressure treated wood.
- 47 **BS - IRC/IBC SINGLE FAM DWELLING:** IRC/IBC - This permit is issued for one detached single-family dwelling unit only. A dwelling unit is any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking and sanitation, for one or more persons, as required by the International Residential Code (IRC), including the definitions in Section R202 and where applicable in Whatcom County Zoning Ordinance, Title 20.
- 48 **BS - IRC/IBC SURVEY CONDITION:** At the Public Service Inspector's request the owner/applicant shall provide an accurate boundary line survey of the proposed site, at the owner/applicant's expense, and as authorized by IRC Section R106.2 and IBC Section 107.2.5. The survey shall be prepared by a Washington State licensed surveyor.
- 49 **BS - IRC/IBC WORK SITE POSTING:** The established address for the proposed work site shall be posted on a substantial, weather-resistant sign in a location readily visible from the public way. In all cases, when applicable, the sign shall also include the corresponding division and/or lot number. NO EXCEPTIONS. Sign lettering must have sufficient contrast from the sign background. Lettering must be clear, readable and large enough to be discernible from a passing vehicle. Signs are required to be posted prior to any inspection requests and shall remain visible for the duration of the project construction.
- 50 **BS - IRC/IBC PRE-CONSTRUCTION MTG:** A pre-construction meeting is required prior to construction. This requirement may only be waived at the discretion of the Public Service Inspector. It shall be mandatory for the Contractor, Owner/Contractor or Primary Party(ies) in charge of the project to attend this meeting. Failure to schedule and/or attend the required meeting is cause for delay or possible cancellation of required progress inspections until further notice from the Public Service Inspector. Call the Whatcom County Planning & Development Services inspection request line (360)-778-5902 to request the pre-construction meeting. Leave a telephone number where you can be reached during business hours. Remember to include project permit number and address. The Public Service Inspector will contact you to discuss your project and/or arrange a time and location for the meeting.
- 51 **BS - IRC/IBC/IMC VENTILATION REQD:** Per IRC/WAC 51-51 Section R303.2, every space intended for human occupancy shall be equipped with source specific and whole house ventilation systems designed and installed as specified in IRC/WAC 51-51 Sections M1507 and M1508.
- 52 **BS - IRC/IBC CARBON MONOXIDE REQD:** IRC/IBC - Existing dwellings shall be equipped with carbon monoxide alarms by July 1, 2011. Exception: Owner-occupied detached one-family dwellings legally occupied prior to July 1, 2010 - WAC 51-51 Section R315.2. See Guidebook item #49.
- 53 **FM - Residential Sprinkler System:** Due to lack of fire flow and automatic fire sprinkler system is required. Plans and specifications for the sprinkler system shall be submitted to the Fire Marshals Office for permitting and approval. System shall be installed and tested prior to occupancy.
- 54 **SH - SHORELINE CUSTOM CONDITION:** Per WCC17.12.030 A.3, if the proposed development involves importing fill into the floodplain, an Engineered analysis may be required showing that the fill will not adversely affect Base Flood Elevations, and will not adversely affect neighboring parcels by directing floodwater onto their properties. In addition to the engineering analysis, the Habitat Assessment should also address the impacts due to fill.
- 55 **SH - SHORELINE CUSTOM CONDITION:** The project shall result in a balanced cut/fill so that there is no loss in floodplain storage.
- 56 **SH - SHORELINE CUSTOM CONDITION:** Flood proofing requirements, according to Whatcom County Code Chapter 17.16, will be required for the SFR (the most waterward structure) and must be met prior to approval of a future building permit (refer to attached Title-17 excerpts and building in a floodplain diagram). We advise that the project agent/representative and architect/engineer work with us throughout the design process to assure all necessary requirements are being met prior to submitting the final drawings for a building permit.
- 57 **SH - SHORELINE CUSTOM CONDITION:** All trees and shrubs waterward of the existing house shall be retained.
- 58 **SH - SHORELINE CUSTOM CONDITION:** Prior to temporary occupancy, the bocce court shall be removed and the area re-vegetated with native seed, as shown on the approved site plan.
- 59 **SH - SHORELINE CUSTOM CONDITION:** Minimum Foundation embedment of 2 feet to resist scour in the event of overland flow of floodwater.



- 60 **SH - SHORELINE CUSTOM CONDITION:** Minimum finished floor elevation of 2 feet above surrounding grade or reinforced wall framing and slab connections designed by a structural engineer to withstand floodwaters to a depth of 2 feet above grade and a velocity of 3 feet per sec.
- 61 **SH - SHORELINE CUSTOM CONDITION:** Flood break-out vents shall be installed in the foundation wall.
- 62 **SH - SHORELINE CUSTOM CONDITION:** Any swales or low-lying areas at the subject parcel shall remain unobstructed by grading or fill placement, or the placement of constructed improvements, to allow the passage of overland flow.
- 63 **SH - SHORELINE CUSTOM CONDITION:** Supplemental geologic hazard review shall be required at the time of building permit submittal to ensure that the above-stated minimum design standards have been satisfied.
- 64 **SH - SHORELINE CUSTOM CONDITION:** Activities which expose more than 500 sq. ft. of soil are prohibited from October 1 through May 31.
- 65 **SH - SHORELINE CUSTOM CONDITION:** All construction debris shall be removed from the shoreline environment upon completion of the project and disposed of in accordance to all applicable regulations.
- 66 **SH - SHORELINE CUSTOM CONDITION:** Washington State Department of Ecology Water Quality Standards shall be maintained.
- 67 **SH - SHORELINE CUSTOM CONDITION:** Should archaeological resources (e.g. shell midden, faunal remains, stone tools) be observed during project activities, all work in the immediate vicinity should stop, and the area should be secured. The Washington State Department of Archaeology and Historic Preservation (Local Government Archaeologist 360-586-3088) and the Lummi Nation Tribal Historic Preservation Office (Lena Tso, THPO 360-312-2257; Tarnela Smart, Deputy THPO 360-312-2253) should be contacted immediately in order to help assess the situation and to determine how to preserve the resource(s). Compliance with all applicable laws pertaining to archaeological resources is required.
- 68 **SH - SHORELINE CUSTOM CONDITION:** If ground disturbing activities encounter human skeletal remains during the course of construction, then all activity will cease that may cause further disturbance to those remains. The area of the find will be secured and protected from further disturbance. The finding of human skeletal remains will be reported to the county medical examiner/coroner and local law enforcement in the most expeditious manner possible. The remains will not be touched, moved, or further disturbed. The county medical examiner/coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the county medical examiner/coroner determines the remains are non-forensic, then they will report that finding to the Department of Archaeology and Historic Preservation (DAHP) who will then take jurisdiction over the remains. The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The State Physical Anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the affected tribes. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains.
- 69 **SH - SHORELINE CUSTOM CONDITION:** The proposal must comply with all bulk and dimensional setback requirements as required by the Whatcom County Shoreline Management Program and the Whatcom County Zoning Code.
- 70 **SH - SHORELINE CUSTOM CONDITION:** The proposal must comply with all bulk and dimensional setback requirements as required by the Whatcom County Shoreline Management Program and the Whatcom County Zoning Code.
- 71 **SH - SHORELINE CUSTOM CONDITION:** 1The residence may not exceed 30 ft. in height within shoreline jurisdiction. Height within shoreline jurisdiction is measured from average natural grade to the average elevations at the center of all exterior walls.
- 72 **SH - SHORELINE CUSTOM CONDITION:** Accessory structures within shoreline jurisdiction may not exceed 15 ft. in height above average grade.
- 73 **SH - SHORELINE CUSTOM CONDITION:** Structural overhangs may not project further than 18 inches into any setback.
- 74 **SH - SHORELINE CUSTOM CONDITION:** The bocce ball court shall be relocated outside of the HCA buffer as shown on the approved site plan.
- 75 **CA - CUSTOM CONDITION:** Once work is installed and project is complete, applicant shall submit a mitigation as-built landscape planting plan. Call 360-778-5900 to schedule a mitigation as-built inspection under case number SHX2021-00015.
- 76 **PW - FEMA ELEVATION CERTIFICATE:** A copy of an official FEMA Elevation Certificate stamped by a licensed surveyor must have all of section A, B, C and D completed. The certificate must be provided to the Building Official and a copy submitted to the Flood Division for approval prior to granting temporary occupancy.
- 77 **PD - WATERSHED CUSTOM CONDITION:** Prior to Final Occupancy issuance, documentation from the Engineer or Geologist of record (or his/her designee) shall be provided to stormwater staff indicating that all elements of the approved Stormwater System plan (approved 5/27/21) were installed according to said design.



**AGENDA  
BILL  
Item 8.A**

**General Manager's  
Report**

|                            |                                        |                                                      |                                                                |  |
|----------------------------|----------------------------------------|------------------------------------------------------|----------------------------------------------------------------|--|
| DATE SUBMITTED:            | March 28, 2023                         | MEETING DATE:                                        | April 12, 2023                                                 |  |
| TO: BOARD OF COMMISSIONERS | FROM: Justin Clary, General Manager    |                                                      |                                                                |  |
| GENERAL MANAGER APPROVAL   | <i>Justin Clary</i>                    |                                                      |                                                                |  |
| ATTACHED DOCUMENTS         | 1. General Manager's Report            |                                                      |                                                                |  |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/> | FORMAL ACTION/<br>MOTION<br><input type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><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, April 12, 2023 – 6:30 p.m.

**Important Upcoming Dates**

| Lake Whatcom Water & Sewer District                    |                  |            |                                                                |
|--------------------------------------------------------|------------------|------------|----------------------------------------------------------------|
| Regular Board Meeting                                  | Wed Apr 26, 2023 | 8:00 a.m.  | Board Room/Hybrid                                              |
| Employee Staff Meeting                                 | Thu Apr 13, 2023 | 8:00 a.m.  | Board Room/Hybrid<br>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<br>625 Halleck Street/Hybrid |
| Joint Councils Meeting                                 | March 2024       | TBD        | TBD                                                            |
| Other Meetings                                         |                  |            |                                                                |
| WASWD Section III Meeting                              | Thu Apr 13, 2023 | 7:00 a.m.  | WASWD Spring Conference<br>Wenatchee Convention Center         |
| Whatcom Water Districts<br>Caucus Meeting              | Wed Apr 19, 2023 | 2:00 p.m.  | Remote Attendance                                              |
| Whatcom County Council of<br>Governments Board Meeting | Wed May 10, 2022 | 3:00 p.m.  | Council of Governments Offices<br>314 E Champion Street/Hybrid |

**Committee Meeting Reports**

Safety Committee:

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

Investment Committee:

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

**Upcoming Board Meeting Topics**

- 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. With the Board's approval of an interlocal agreement for purchase of preferred system on March 29, procurement is proceeding.*

#### 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  
*Press releases were issued on January 26 (District's clean audit) and March 29 (Commissioner Abele's resignation).*

### Intergovernmental Relations

- *Nothing to report—J Clary was away at the Utility Management Conference and on vacation much of the reporting period.*

## **Lake Whatcom Water Quality**

### Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*The Board attended the joint councils meeting on March 29.*