



# Lake Whatcom Water & Sewer District

## Board Meeting Access Information

Next Meeting:

Wed Apr 26, 2023  
8:00 am - 10:00 am

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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### 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



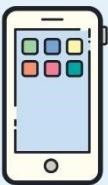
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

#### 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 26, 2023*


8:00 a.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT OPPORTUNITY  
*At this time, members of the public may address the Board of Commissioners. Please state your name and address prior to making comments, and limit your comments to three minutes. For the sake of time, each public comment period will be limited to 45 minutes.*
4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
5. CONSENT AGENDA
6. SPECIFIC ITEMS OF BUSINESS
  - A. Water Leak Adjustment Policy Appeal
  - B. Resolution No. 890—Design and Construction Standards Update
  - C. Generator Maintenance Contract Award
  - D. Scenic Avenue Intertie Valve Repair Project Contract Closeout
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:	April 20, 2023	MEETING DATE:	April 26, 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 4.25.2023\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the 3.29.23 Regular Board Meeting
- Minutes for the 4.12.23 Regular Board Meeting
- Payroll for Pay Period #08 (04.01.2023 through 04.14.23) totaling \$48,294.07
- Payroll Benefits for Pay Period #07 totaling \$53,030.06
- 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 29, 2023*

Board President Todd Citron called the Regular Session to order at 8:00 a.m.

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

Attendees noted with (v) attended the meeting virtually. Also in attendance was David Holland, candidate for Commissioner Position 1.

### Consent Agenda

#### Action Taken

Abele moved, Knakal seconded, approval of:

- 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 totaling \$52,301.09
- Accounts Payable Vouchers totaling \$373,960.20

Motion passed.

### Interlocal Agreement with Washington School Information Processing Cooperative Supporting Records Management System Acquisition

Clary explained that the Lake Whatcom Water and Sewer District currently uses DocuWare for management of its electronic records. Based upon system challenges, 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, however, 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 Meeting Minutes

March 29, 2023

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Department of Enterprise Services provides some advantages, including cloud-based storage and continued support, while maintaining competitive system pricing. Discussion followed.

**Action Taken**

**Abele moved, Carter seconded, 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. Motion passed.**

**Disposal of Surplus Property**

Dahlstrom recalled that 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.” He presented a list of miscellaneous surplus items that the District no longer needs, comprised of the no-longer-functional pumps from the North Point Sewer Lift Station.

**Action Taken**

**Abele moved, Knakal seconded, 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. Motion passed.**

**General Manager’s Report**

Clary updated the Board on several topics, including recent hiring of a new Maintenance Worker 1, upcoming appointment of David Holland for Commissioner Position 1, and District pursuit of congressional earmarks for the Division 7 Reservoir Replacement project. He also recognized District employees Cyrus Gates for recent completion of the Washington Department of Health Water Distribution Manager 3 exam and Greg Soto for recent completion of the Cross Connection Control certification exam.

Recognizing that this regular meeting is the last for outgoing Commissioner Laura Abele, Clary recognized and thanked Ms. Abele for nearly thirteen years of service with the District, including seven as Board President; and her commitment to considerate and thoughtful leadership and service as a Commissioner. Discussion followed.

**Engineering Department Report**

Hunter provided an update on district projects, including upcoming projects, current bids, and recent work on the Scenic Intertie Valve Repair project. Discussion followed.

**Finance Department Report**

Signs highlighted current trends in long-term and short-term investments as well as current arrearages.

**Operations & Maintenance Department Report**

Dahlstrom reported on field crew operations, including continued commitment to safety and installation of fall protection anchors at some District wet wells.

Board President Todd Citron offered his thanks to outgoing Commissioner Laura Abele, expressing appreciation for her measured, calming voice and respect for the community the District serves.

With no further business, Citron adjourned the Regular Session at 8:44 a.m.

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

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

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



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

*April 12, 2023*

Board President Todd Citron called the Regular Session to order at 6:32 p.m.

<b>Attendees:</b> Commissioner Todd Citron	General Manager Justin Clary
Commissioner Bruce Ford	District Engineer/Assistant GM Bill Hunter
Commissioner John Carter	Operations & Maintenance Manager Jason Dahlstrom
Commissioner Jeff Knakal (v)	Recording Secretary Rachael Hope
Commissioner David Holland	District Legal Counsel Bob Carmichael

Also in attendance was Ryan Peterson of Dovetail General Contractors (v). Attendees noted with (v) attended the meeting virtually.

#### **Consent Agenda**

Clary requested the addition of Agenda Item 6.D., Division 7 Reservoir Easement Replacement Agreement. The Board agreed.

#### **Consent Agenda**

##### **Action Taken**

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

- **Minutes Payroll for Pay Period #07 (03.18.2023 through 03.31.23) totaling \$45,314.38**
- **Payroll Benefits for Pay Period #07 totaling \$51,919.45**
- **Accounts Payable Vouchers totaling \$181,910.25**

**Motion passed.**

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

Clary recalled that Commissioner Laura Abele resigned from Position No. 1 with an effective date of March 31, 2023. Following her resignation, the District began advertising for applications for appointment to Position No. 1 during the week of February 2, 2023. 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 received one application from residents of the Position No. 1 district. The Board of Commissioners conducted an interview of the applicant during a special meeting of Board held on March 22, 2023.

##### **Action Taken**

**Carter moved, Ford seconded, to appoint David Holland to Position No. 1 of the Lake Whatcom Water and Sewer District Board of Commissioners. Motion passed.**

### **Oath of Office**

Rachael Hope, Recording Secretary & Public Notary, witnessed the Oath of Office for appointed Commissioner David Holland.

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

Hunter summarized that 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. Three bids were received. Following review of mandatory and supplemental bidder responsibility criteria, staff recommended awarding the project to low bidder Insituform Technologies, LLC.

#### **Action Taken**

**Ford moved, Holland seconded, to award the 2023 Lake Whatcom Boulevard Sewer CIPP Project public works contract to Insituform Technologies, LLC for a total contract price of \$167,422.10, including 8.6% sales tax, and authorize the general manager to execute the contract. Motion passed.**

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

Hunter recalled that 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. Previously, in May 2022, the District had processed and issued a redevelopment sewer permit for a Single Family Residence (SFR) located on the same parcel and addressed 3157 Agate Bay Lane.

There are two Side Sewer Permits in the customer account file 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, which proposes to utilize a new single 6-inch diameter side sewer pipe to serve both the SFR and ADU structures. In accordance with Administrative Code Section 5.4.8, District Management approves installation of a single 6-inch diameter side sewer to serve both the SFR and ADU structures. This approval requires verification by the District Commissioners prior to the construction of such a side sewer. Discussion followed.

#### **Action Taken**

**Ford moved, Holland seconded, to verify District's management's 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. Motion passed.**

### **Division 7 Reservoir Easement Replacement Agreement**

Clary explained that a 2016 structural analysis 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. Following an alternatives analysis by Wilson Engineering, staff recommended replacing the existing welded steel 1-million gallon reservoir with two smaller concrete 185,000 gallon reservoirs.



One key element of this project is acquisition of a perpetual utility easement on which the new reservoirs will be located. Both the existing and proposed reservoirs are located on property owned by The Firs Bible & Missionary Conference (The Firs). Over the past year the District has been engaged in discussions with The Firs whereby the District would acquire an easement for the new reservoirs, and after demolition and site restoration of the existing reservoir, relinquish the easement underlying that portion of The Firs' property. Based upon appraised land values, the District and The Firs reached an agreement for a new easement, as well as a temporary construction easement. Discussion followed.

**Action Taken**

**Ford moved, Holland seconded, to authorize the general manager to execute the Easement Replacement Agreement and its attached Easement Agreement and Temporary Construction Easement Agreement between the District and The Firs Bible & Missionary Conference, as presented. Motion passed.**

**Manager's Report**

Clary updated the Board on several topics, including incoming Commissioner Holland's upcoming orientation, an update on earmarked funding possibilities through Congressman Larsen's office, and the upcoming filing period for Commissioner positions for inclusion on November's ballot.

With no further business, Citron adjourned the Regular Session at 7:00 p.m.

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

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

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

# PAYROLL

## CHECK REGISTER

Lake Whatcom W-S District

Time: 12:14:01 Date: 04/17/2023


04/20/2023 To: 04/20/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1162	04/20/2023	Payroll	5	EFT		229.07	04/01/2023 - 04/14/2023 PR 8
1164	04/20/2023	Payroll	5	EFT		351.71	04/01/2023 - 04/14/2023 PR 8
1165	04/20/2023	Payroll	5	EFT		468.96	04/01/2023 - 04/14/2023 PR 8
1166	04/20/2023	Payroll	5	EFT		3,669.84	04/01/2023 - 04/14/2023 PR 8
1167	04/20/2023	Payroll	5	EFT		2,711.90	04/01/2023 - 04/14/2023 PR 8
1168	04/20/2023	Payroll	5	EFT		3,182.85	04/01/2023 - 04/14/2023 PR 8
1170	04/20/2023	Payroll	5	EFT		2,817.32	04/01/2023 - 04/14/2023 PR 8
1172	04/20/2023	Payroll	5	EFT		1,959.42	04/01/2023 - 04/14/2023 PR 8
1173	04/20/2023	Payroll	5	EFT		3,090.95	04/01/2023 - 04/14/2023 PR 8
1174	04/20/2023	Payroll	5	EFT		2,336.88	04/01/2023 - 04/14/2023 PR 8
1175	04/20/2023	Payroll	5	EFT		3,508.28	04/01/2023 - 04/14/2023 PR 8
1176	04/20/2023	Payroll	5	EFT		2,143.84	04/01/2023 - 04/14/2023 PR 8
1177	04/20/2023	Payroll	5	EFT		586.19	04/01/2023 - 04/14/2023 PR 8
1178	04/20/2023	Payroll	5	EFT		2,487.59	04/01/2023 - 04/14/2023 PR 8
1179	04/20/2023	Payroll	5	EFT		2,635.57	04/01/2023 - 04/14/2023 PR 8
1180	04/20/2023	Payroll	5	EFT		1,888.29	04/01/2023 - 04/14/2023 PR 8
1181	04/20/2023	Payroll	5	EFT		2,250.63	04/01/2023 - 04/14/2023 PR 8
1182	04/20/2023	Payroll	5	EFT		3,895.07	04/01/2023 - 04/14/2023 PR 8
1183	04/20/2023	Payroll	5	EFT		2,545.14	04/01/2023 - 04/14/2023 PR 8
1184	04/20/2023	Payroll	5	EFT		2,690.49	04/01/2023 - 04/14/2023 PR 8
1163	04/20/2023	Payroll	5	13977		885.97	04/01/2023 - 04/14/2023 PR 8
1169	04/20/2023	Payroll	5	13978		468.96	3/1/2023, 3/8/2023, 3/22/2023, 3/29/2023
1171	04/20/2023	Payroll	5	13979		1,489.15	04/01/2023 - 04/14/2023 PR 8
401 Water Fund						14,318.91	
402 Sewer Fund						33,975.16	

48,294.07 Payroll: 48,294.07

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 4/17/2023  
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

# CHECK REGISTER

# BENEFITS

Lake Whatcom W-S District

Time: 12:24:38 Date: 04/17/2023

04/20/2023 To: 04/20/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1185	04/20/2023	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	5,458.50	Pay Cycle(s) 04/20/2023 To 04/20/2023 - DCP
1186	04/20/2023	Payroll	5	EFT	UNITED STATES TREASURY	15,888.88	941 Deposit for Pay Cycle(s) 04/20/2023 - 04/20/2023
1187	04/20/2023	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	8,733.30	Pay Cycle(s) 04/20/2023 To 04/20/2023 - PERS 2
1188	04/20/2023	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,368.09	Pay Cycle(s) 04/20/2023 To 04/20/2023 - PERS 3
1189	04/20/2023	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	814.47	Pay Cycle(s) 04/20/2023 To 04/20/2023 - SUP ENF
1190	04/20/2023	Payroll	5	13980	AFLAC	354.85	Pay Cycle(s) 04/20/2023 To 04/20/2023 - AFLAC Pre-Tax; Pay Cycle(s) 04/20/2023 To 04/20/2023 - AFLAC Post-Tax
1191	04/20/2023	Payroll	5	13981	AFSCME LOCAL	323.70	Pay Cycle(s) 04/20/2023 To 04/20/2023 - Union Dues; Pay Cycle(s) 04/20/2023 To 04/20/2023 - Union Fund
1192	04/20/2023	Payroll	5	13982	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 04/20/2023 To 04/20/2023 - VEBA
1193	04/20/2023	Payroll	5	13983	MISSION SQUARE -306798	100.00	Pay Cycle(s) 04/20/2023 To 04/20/2023 - ICMA
1194	04/20/2023	Payroll	5	13984	WA ST HEALTH CARE AUTHORITY	17,398.27	Pay Cycle(s) 04/20/2023 To 04/20/2023 - PEBB Medical; Pay Cycle(s) 04/20/2023 To 04/20/2023 - PEBB ADD LTD; Pay Cycle(s) 04/20/2023 To 04/20/2023 - PEBB SMK Surcharge; Pay Cycle(s) 04/20/2023 To 04/20
401 Water Fund						38,910.05	
402 Sewer Fund						14,120.01	

53,030.06 Payroll: 53,030.06

# CHECK REGISTER

# BENEFITS

Lake Whatcom W-S District


Time: 12:24:38 Date: 04/17/2023

04/20/2023 To: 04/20/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 4/17/2023  
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**

**Water Leak Adjustment  
Policy Appeal**

DATE SUBMITTED:	April 19, 2023	MEETING DATE:	April 26, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Appeal Letter received from Veronica Garaycoa on April 13, 2023		
	2. Appeal Response issued on April 17, 2023		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The Lake Whatcom Water and Sewer District (District) received an appeal of the District's leak adjustment policy from Veronica Garaycoa on April 17, 2023 (attached). District Administrative Code section 2.10.6 defines current policy pertaining to water leak adjustments. The leak adjustment policy was most recently revised by the Board of Commissioners via adoption of Resolution No. 870 during a regularly scheduled meeting of the Board held on April 14, 2021. The leak adjustment policy was also reviewed by the Board during its February 23, 2022, meeting (discussion was limited to other potential qualifying leaks beyond the current policy of solely on the service line between the water meter and exterior wall of the structure served), with the Board ultimately deciding not to revise the policy during that meeting. Following is the current revision of section 2.10.6:

***2.10.6 Water Leak Adjustments***

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

- 1. Water consumption figures from the same billing period in the previous year are used to calculate the leak adjustment. If less than one year's usage history exists, the current base rate allowance will be used as a non-leak quantity basis. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. The adjustment credit shall not exceed \$1,000 or 50 percent of the amount determined to be the excess water usage charge, whichever is less.*
- 2. The District has adopted a tiered rate structure for water. Water usage exceeding 2,500 cubic feet in a two-month billing period is billed at a higher "water conservation" rate.*

*For the purpose of calculating leak adjustment credits, water usage over 2,500 cubic feet will be billed at the lower tier rate.*

- 3. Water leak adjustments are limited to one adjustment per owner during the life of that metered service. When a leak occurs, the overage may be reflected on more than one consecutive billing cycle. In those instances, the District will utilize both contiguous cycles for the purpose of calculating leak adjustment credits.*
- 4. The District will set up an incremental payment schedule on the remaining balance of the leak amount at the customer's request. Payment schedules must be arranged in a way that ensures payment of the current two-month minimum billing plus an installment on the extraordinary portion of the bill. The extraordinary portion of the bill must be paid in full within 12 months of incurring the charges. Late charges on the leak amount will be waived if the customer adheres to the prearranged payment schedule. [Resolution Nos. 821, 861, 870]*

Administrative Code section 3.7.1 allows an individual to appeal staff administration of the Code to the Board. Staff's initial response to Ms. Garaycoa's appeal, notifying her of the date her appeal would be heard by the Board and providing additional information on how the District's water system operates, is also attached. Ms. Garaycoa's appeal stems from implementation of the leak adjustment policy following a significant leak that occurred between February-March on the service line serving her home at 5 Sigma Circle. Following is a summary of events relative to Ms. Garaycoa's leak adjustment and appeal of District policy:

- January 19, 2023: District staff performed meter reading of Sudden Valley for generation of bi-monthly utility bills for the prior two months; no deviation from prior consumption records was noted for the subject service.
- March 18, 2023: District on-call staff responded (Saturday) to a call from Ms. Garaycoa regarding a leak on her service line. Due to the magnitude of the leak, staff shut off service at water meter and showed her how to turn service back on once the leak was repaired.
- March 19, 2023: Ms. Garaycoa hired a contractor to repair the service line leak.
- March 22, 2023: District staff notified Ms. Garaycoa of the magnitude of the water bill (\$10,720.68) and identified through the Whatcom County Assessor's site that Ms. Garaycoa is eligible for, but not enrolled in, the District's low-income senior/disabled customer rate reduction program defined in Administrative Code section 2.10.7. Staff worked with Ms. Garaycoa to enroll in the program, which reduced her overall utility bill by 40% (down to \$6,429.62). Staff also encouraged Ms. Garaycoa to complete the Water Leak Adjustment form.
- March 30, 2023: To assist in determining the history of the leak, District staff downloaded data from the service's water meter, which indicated that the leak began in early February and continued to increase in magnitude until it was detected by Ms. Garaycoa (maximum daily consumption was 2,863 cubic feet [21, 417 gallons]).
- April 3, 2023: Utility bill associated with the leak, including incorporation of the 40% rate reduction, was mailed to Ms. Garaycoa.
- April 5, 2023: Ms. Garaycoa made a \$300 payment toward her overall account balance.
- April 11, 2023: District staff explained leak adjustment policy to Ms. Garaycoa and applied the current policy to the subject bill (\$1,000 reduction, with the remainder of the bill adjusted to Tier 1 rates).

- April 13, 2023: Ms. Garaycoa submitted an appeal to the Board of the District's current leak adjustment policy.

Following is a summary of Ms. Garaycoa's utility bill associated with the leak:

- Water Usage: 73,150 cubic feet
- Original Bill: \$10,720.68 + sewer charges
- Bill following 40% rate reduction: \$6,429.62 + 60% of sewer charges
- Bill following \$1,000 leak adjustment, \$300 payment, and application of remaining consumption at Tier 1 rates: \$5,297.04 + 60% of sewer charges

The subject bill, following administration of current leak adjustment and rate reduction program policies, remains a significant burden on Ms. Garaycoa. The District's 12-month payment plan has also been offered to Ms. Garaycoa but would remain a financial burden beyond which she can adhere to. While this leak is the largest service leak that staff recalls, the District is aware of other large, recent leaks resulting in utility bills in the thousands of dollars range. Therefore, staff reviewed the leak adjustment policies of neighboring jurisdictions:

- Birch Bay Water & Sewer District. Does not charge for any usage over average usage. No adjustment made for a loss of less than 1,000 cubic feet within a 60-day billing period or more than one adjustment within a 36-month period on the same account. Adjustments greater than \$1,000 must be board approved.
- City of Blaine. Water leakage is calculated as the difference between the metered water volume and the average consumption of the last three billing periods or prior year corresponding period. Water adjustments are discounted 100% based on water leakage volume. Adjustments are limited to one every two years.
- City of Bellingham. No adjustment for water bills for leaks that occur after the external entrance to the premises which includes leaks in toilets, faucets, water heaters and spigots. No adjustment for water bills shall be allowed for any leaks or breaks in a metered irrigation line. No customer may obtain more than one leak adjustment for the same metered water account in a 10-year period. The adjustment amount shall not exceed 50 percent of the amount determined to be excess usage charge for water.
- City of Ferndale. One adjustment per 24 months. An unexplained leak adjustment may be authorized, occurring no more frequently than one adjustment every five years per account. All amounts in excess of average shall be charged at half the current rate for water. Unclear on actual dollar amount allowed (one part of policy says overage charges cannot exceed \$250 and another part says for credits in excess of \$1,000 customer can request a refund check; no response to-date from Ferndale for clarification).

To facilitate Board discussion regarding the water leak adjustment policy, the policy is broken down into varying components:

- Location. The current policy limits eligible leaks to only those between the water meter and exterior of the structure served (therefore, leaking toilets, inadvertent spigots left running, and crawlspace piping and irrigation system leaks do not qualify). This component of the policy was discussed in-depth during the February 23, 2022, meeting at which the Board decided not to revise the policy.
- Term. The current policy limits eligibility for adjustments to one per ownership of the home/structure. For comparison, the neighboring utilities cited above allow for a leak adjustment every 2- to 10-years.

- Reduction Amount. The current policy limits the reduction credit to \$1,000 or 50% of the excess water usage, whichever is less after reducing the bill to the Tier 1 rate. By comparison, the neighboring utilities' reduction ranges from full forgiveness of charges above average usage to 50% of the excess usage.
- Policy Effective Date. Should the Board determine that it wishes to revise the water leak adjustment policy, staff will draft a resolution for the Board's consideration at a future meeting that incorporates policy direction on the above components into the Administrative Code. Staff also requests direction on the effective date of the resolution (immediately, or a date certain that is either retroactive or in the future).

**FISCAL IMPACT**

The fiscal impact of revising the current policy would be dependent upon what the policy is revised to, as well as the magnitude and frequency of future qualifying leaks. Regardless, water utility revenues related to qualifying leaks make up less than 0.5% of the Utility's revenue.

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

Financial Viability

Customer Satisfaction

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board discuss the various components of the water leak adjustment program and provide direction to staff regarding any revisions.

**PROPOSED MOTION**

Not applicable.



Good morning, Board Members,

Thank you for taking the time to read this petition regarding the water leak I experience on March 16, 2023. I have been living in my residence with my daughter Tatyana since she attended middle school, and I can say I have never had this type of calamity happen with the house.

On March 16, I heard a sound, I could not figure out what it was, I was not aware it was rushing water, as there were no visual signs of water running from the ground up onto the forest. On the 17th of March, I kept hearing the sound, but I could see nothing, or where it was coming from. Hours later, on the 17th, the gush decided to form a river from the ground up. Since I have no money to get it repaired, my daughter and I dug in the ground to try and find the leak. After much digging we found the pipe, that had broken, we decided to try and connected ourselves, and purchase parts, we try for quite some time to repair the pipe, but we were unable to get the pipe together, it was hard to do, and my daughter tried her best.

So, I decided to reach out via mail to Sudden Valley Raw, a community website and asked for a local plumber Dante to come to help and put the pipes together for us. He said the water pressure is too high and the piping is cheap. I agreed with Dante. I realized I have no control over these two issues. So, I called the city, and a gentleman came over to check the meter Saturday. I asked him to show me how to turn off the water and lower the water pressure. He was not able to lower the water pressure nor was I shown how to. "Yes, I am that ignorant, unfortunately,"

However, he did show me how to shut off the water valve, but the water pressure remains, and a staff worker from the city also added it would cause issues for others in the neighborhood if the water pressure is lowered. Although, I don't see how. We all have our meters and water veins. So, the water remains with the same pressure and I have a question: if the Whatcom Water and Sewer monitors the water pressure that comes into the house and I do not, why is the WW & S not responsible for this issue?

The gentleman also recommended I place a valve to regulate the water from the outside in the hopes this leak would not happen again as the piping is cheap and the water pressure high. The cost of this is \$ 996.34 which I am going to have to save to get this done. My neighbor had an outside leak the previous week by the water meter outside his home, affecting the inside of his home. Ben was able to fix the leak, he's a maintenance person so he knows how to deal with leaks and other construction and maintenance issues. I think this is an issue happening everywhere. I am sure I am not the only one. Unfortunately. So, again, Dante, the plumber came to help and connected the pipes, and confirmed would be good to connect a valve to regulate the water coming from the city, which he mentioned is too high as well and this high pressure could make this leak reoccur. Please look at the pictures to give you an idea of what happened. I do have a question, which I have been thinking about if the water quantity is monitored by the city, why was the leak not noticed earlier? I could have used the input this was happening rather than waiting and allowing water to resurface and cost so much!

I was told it is my responsibility what happens from the meter connecting to the house and the pressure of the water coming into my house. I don't think this makes sense, the meter should

regulate the water pressure and allow homeowners the courtesy of a warning. I asked if the water could be adjusted and the pressure lowered and I was told no. I was told I must do this myself, and I was never shown how. It is up to me to figure this out. And I get it, I take responsibility for my ignorance, costly ignorance.

I can't afford to pay this huge bill; I now work 30 hours a week due to medical issues causing me to cut hours at work. I know is a policy to pay a certain amount to help people, and for someone like me, I am certainly appreciative of such kindness, as I am not able to work full-time any longer. I am asking the Board members to please reconsider paying the remaining balance of 5700.91 dollars. Please increase the credit allowance for this kind of issue, as you all know, water is quite expensive, and I always pay my bill (s).

I am a single woman, with no spouse, I take care of my elderly mom and daughter, and if you could please help with this bill I be grateful. So many things have gone wrong this last year and now this. I am tapped out!

I was told by one of your maintenance staff I need to install a water valve to make sure this doesn't happen again- to regulate the water pressure- as the pipes are cheap and who knows when this will happen again. I am scared just thinking about it. I hope and pray this will never happen again. Please, please, consider changing the policy to increase help for seniors like me who are not able to work full-time and have little income. Please, please, pay off the difference owed at this time; I don't know how I am going to pay this huge bill. I don't know how. Any help will be appreciated. Thank you for your time and consideration and for this request. 360-224-3196

Thank you, Veronica Garaycoa,



1220 Lakeway Drive  
Bellingham, WA 98229  
(360) 734-9224

April 17, 2023

Veronica Garaycoa  
5 Sigma Circle  
Bellingham, WA 98229

Re: Appeal of District Leak Adjustment Policy

Dear Ms. Garaycoa:

Please accept this letter in response to correspondence the Lake Whatcom Water and Sewer District (District) received from you on April 13 regarding a leak (and associated bill) on the water service line serving your home located at 5 Sigma Circle. Section 2.10.8 of the District's Administrative Code defines how bills associated with leaks on water service lines may be adjusted (reduced). To-date, the District has implemented Section 2.10.8 as written. That said, Section 3.7.1 of the Administrative Code allows an individual to appeal staff's administration of the Code to the District Board of Commissioners. Your appeal of the current leak reduction policy that would apply to your utility bill has been scheduled for the Board meeting on Wednesday, April 26 (the meeting starts at 8:00 a.m. and is held at the District's office at 1220 Lakeway Drive or may be attended virtually on the GoTo virtual meeting platform). You are welcome, but not required, to attend the meeting (either in-person or virtually). If you are unable to attend the April 26 meeting but would like to be present when the Board considers your appeal, please let me know as soon as possible so that we may schedule consideration of your appeal during a subsequent Board meeting that fits your availability (the next regularly scheduled Board meeting will be at 6:30 p.m. on Wednesday, May 10).

I have attempted to address questions/issues posed in your correspondence in advance of the Board meeting below. Please do not hesitate to contact me for additional information/clarification regarding the District's services.

#### Water Pressure

Most water distribution systems, including the District's system serving your home, rely on gravity to provide water from a reservoir (tank) to each home (gravity provides the water pressure that distributes water to homes located below the reservoir). Water pressure at each home varies dependent upon the elevation difference between the reservoir and the particular home (for example, a home with an elevation difference from the reservoir of 200 feet will have higher pressure than a home with an elevation difference of 100 feet). Washington Administrative Code (WAC) Section 246-290-230 requires that public water systems provide a minimum of 30 pounds per square inch (psi) pressure at the property line of each service. Though there is no regulation regarding the maximum water pressure, the industry standard is for water pressure not to exceed 115 psi in a *public* water system. Please note that water meters record the *volume of water* that has passed through the meter; they do not record *water pressure*. Based upon the elevation of your home in relation to District-operated pressure reducing valves (PRVs), the water pressure of

the District's system at your home is between 90-100 psi, which is within normal operating conditions.

The District requires that an individual PRV be installed at each service. The primary purpose of a PRV is to protect home appliances from a sudden pressure surge that may occur in the system and/or any portions of the public distribution system where the pressure within the system exceeds 80 psi (like your home). District records indicate that your home has a PRV located in the crawl space. The District staff recommendation was to relocate your existing PRV from the crawl space to a vault adjacent to the water meter to also protect your service line, which appears to have been constructed with polyvinyl chloride (PVC) pipe rather than polyethylene pipe defined in District standards.

#### Service Line Responsibility

Like most water systems, the District owns and maintains the water mains and lines running to each water meter, which is typically located at the property line. The property owner then owns and is responsible for maintaining the service line running from the water meter to the structure served do to it being located on private property (the same is true for the sewer line running from your home to the District's sewer main—you are responsible for maintaining the portion of the line located on your property and the District maintains the portion of the line between the property line and the sewer main).

#### Leak Detection

To maintain affordable rates, the District bills customers every two months. To generate each bill, District staff drive throughout the area to be billed with equipment that connects via radio frequency with each water meter. Therefore, communication between each water meter and the District is limited to every other month (that is, there is no continuous communication between the meter and the District that would provide instantaneous notification of a leak). This meter reading process is the primary means of the District's ability to identify leaks via identification of larger than normal consumption, or if the meter has recorded continual flow for a period of 24 hours or more.

I hope this helps your understanding of the District's operation of the water system that serves you. Please let me know at your earliest convenience if you would like to attend the Board's consideration of your appeal, and if so, if you are available at 8:00 a.m. on Wednesday, April 26. In the meantime, please do not hesitate to contact me should you have additional questions.

Sincerely,

Lake Whatcom Water and Sewer District




Justin L. Clary  
General Manager

cc: District Account No. 200016247 file



**AGENDA  
BILL  
Item 6.B**

**Resolution No. 890  
District Design & Construction  
Standards Update**

DATE SUBMITTED:	April 19, 2023	MEETING DATE:	April 26, 2023
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, Assist. GM/District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Proposed Revisions with Track Changes 2. Resolution 890—District Design & Construction Standards Update 3. Resolution 890 Exhibit "A"		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The District participates in many private and public projects that range from simple single family residence water/sewer connections to large complex public works projects such as pump stations, pipelines, and reservoirs. The District's Design and Construction Standards are applied to all projects in the District. Standardization of design, materials, parts, and construction benefits the District and its customers by increasing efficiency of operations, maintenance, and asset life spans.

The District's Design and Construction Standards have been periodically refined and updated. Updates occur to comply with state agency standards and construction methods, as well as to define configuration, layout, and installation requirements set by the District.

The proposed 2023 edition includes minor revisions since the last edition that was adopted by the board on February 23, 2022. Proposed revisions are attached with notations of changes. The clean versions of updated pages are included with the attached Resolution 890. Proposed revisions include:

- Cover Page
- Standard Detail G2 - General Notes
- Standard Detail S15 - Connection to Force Main
- Standard Detail W10 – Water Meter Assembly
- Standard Detail W13 – Single Family Residence Private Double Check Valve Assembly
- Standard Detail - W14 Temporary Construction Water Outdoor Spigot – No Spigot Connections Permitted (Note this is a brand-new Standard Detail, it does not replace an existing page.)

**FISCAL IMPACT**

None.

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

Product Quality

**RECOMMENDED BOARD ACTION**

Staff recommends the Board adopt Resolution No. 890.

**PROPOSED MOTION**

A recommended motion is:

“I move to adopt Resolution No. 890 as presented.”



# DESIGN & CONSTRUCTION STANDARDS

Adopted February 23, 2022  
(Resolution 881)

Revised April 26, 2023  
(Resolution 890)

Lake Whatcom Water and Sewer District  
1220 Lakeway Drive  
Bellingham, WA 98229

(360) 734-9224

Available on the web at <http://www.lwwsd.org>

11. All pipe shall be bedded in bedding material meeting the requirements of WSDOT 9-03.12(3). The bedding cross-section shall be blocked with Control Density Fill (CDF) per WSDOT 2-09.3(1)E a minimum of every 800 feet and the trench drained to daylight or to a storm drain in accordance with District Standard Detail G11.

12. Backfill above the pipe zone bedding within County ROW, within the roadway section or at driveway crossings shall consist of crushed surfacing top course material meeting the requirements of WSDOT 9-03.9(3). Backfill within private ~~roadways~~ shall consist of material meeting the requirements of WSDOT 9-03.19. Backfill in other areas shall consist of material meeting the requirements of WSDOT 9-03.15, except as shown on the plans or details. Backfilling of trenches shall be in accordance with WSDOT 7.08.3(3).

13. Pea gravel shall not be used for pipe bedding or trench/excavation backfill material. The District may approve limited use of pea gravel where hazardous site conditions exist that pose an immediate threat to workers or public. Pea gravel, if approved for use by the Engineer, shall be a clean mixture free from organic matter meeting the following gradation (passing by weight a US standard sieve); 100% passing 1/2", 95-100% passing 3/8", 0-10% passing #8, and 0-3% passing #200.

14. Backfill shall be compacted to minimum 95% modified Proctor within traffic areas and minimum 90% modified Proctor in landscape and open areas.

15. Tracer wire installation is required on all District owned pipe, electrical conduits and communication lines/conduits. Tracer wire is also required on private side sewers. Install tracer wire per District Standard Detail E6. In addition to tracer wire, install 2-inch wide detectable marking tape 8 to 12 inches below the finish surface. Detectable marking tape shall meet the requirements of WSDOT 9-15.18 and be color coded blue for water, green for sewer, red for electrical and orange for telecommunication.

16. Public water lines and any sanitary sewer line or other non-potable conveyance system shall maintain a minimum of 10-feet horizontal separation (parallel alignment) and a minimum 18-inch vertical separation (parallel alignment and crossings at angles including perpendicular with the sewer line below the water line), measured as the closest distance between outside of pipes, in accordance with the most current editions of the Washington State Department of Health (DOH) Water System Design Manual Section 8.4.4 and the Department of Ecology (DOE) "Criteria for Sewage Works Design" Section C1-9.

When local conditions prevent these separations, with the approval of the District Engineer, installations shall follow the requirements outlined for unusual conditions in the referenced DOH and DOE manuals which includes details for specific pipe materials, pipe segment lengths, joint separation requirements, concrete encasement and/or pipe casings. If a pressure sewer cannot be installed with a minimum 18-inch separation from a water line at a crossing, then the pressure sewer shall be constructed only under the water line with ductile iron pipe or standard sewer pipe in a casing (casing material per the DOE manual) extending at least 10-feet on each side of the crossing.

17. Control Density Fill (CDF), if required, shall meet the requirements of WSDOT 2-09.3(1)E.

18. From the main to the property line, sewer pipes and water pipes shall maintain a minimum horizontal separation of 10-feet. When local conditions prevent the 10-feet separation, separation shall be per District Standard Detail G10, Water Line and Sewer Line Trench Detail, Unusual Conditions. Separation of water service lines and sewer pipes within private property shall be per District Standard Detail G9.



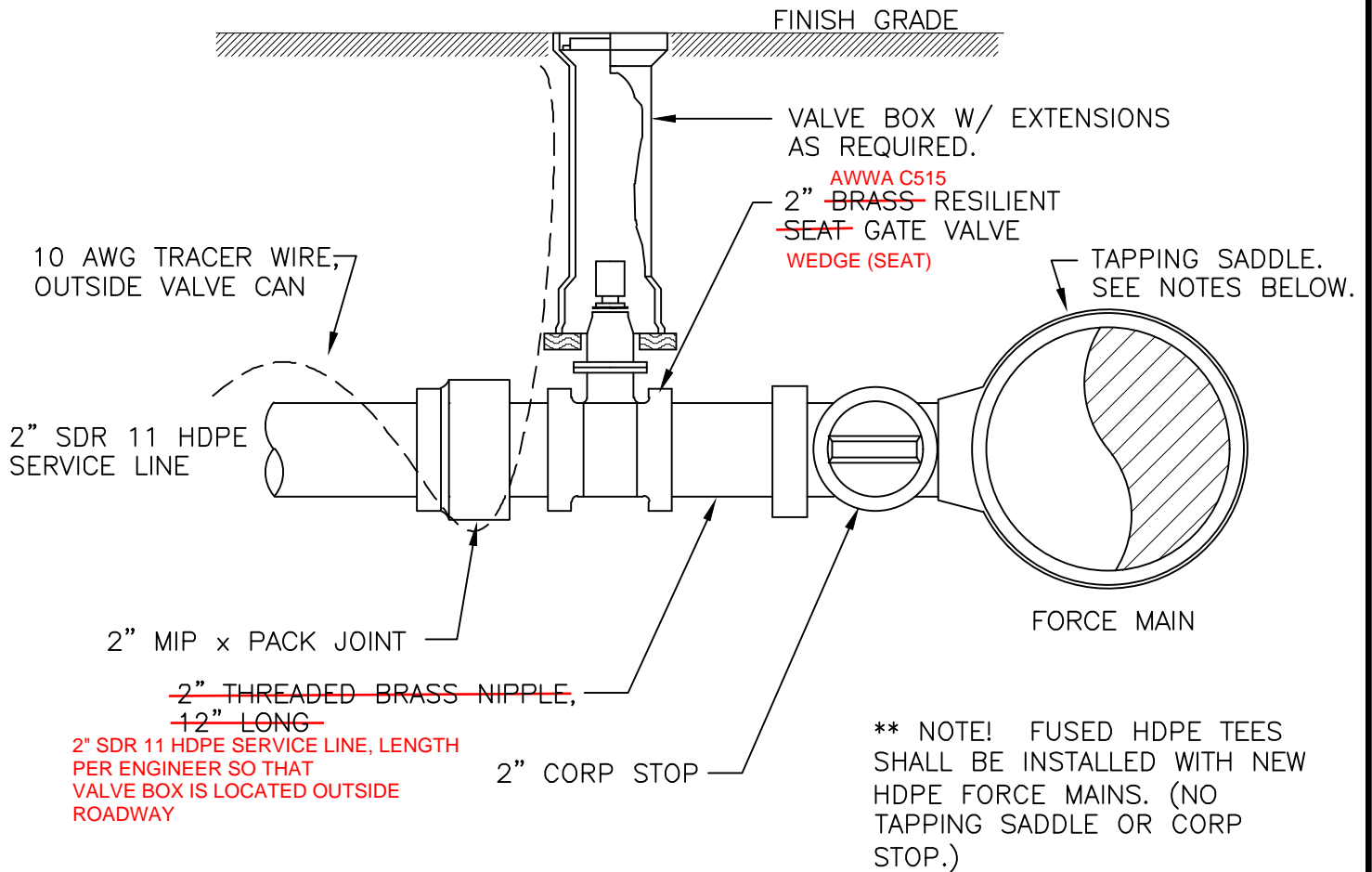
## GENERAL NOTES

STANDARD DETAIL

# G2

Page 24 of 67  
3/11/2020





#### NOTES:

1. HDPE Service Saddles. Saddles for use on SDR 17 HDPE mains shall be epoxy or nylon coated ductile iron tapping saddles with a double stainless steel strapping mechanism specifically recommended by the manufacturer for use on HDPE piping. Saddles shall be Romac style 202N-H or approved equal.
2. PVC Service Saddles. Saddles for use on AWWA C900 PVC mains shall have epoxy or nylon coated ductile iron tapping saddles with a double strap stainless steel strapping mechanism. Service saddles shall be Romac style 202N or approved equal.
3. Ductile Iron Service Saddles. Saddles for use on ductile iron mains shall have epoxy or nylon coated ductile iron tapping saddles with stainless steel tapping mechanism. Service saddles shall be Romac style 101NS or approved equal.
4. Customer Service Shutoff Valves. Shutoff valves shall be resilient wedge type gate valves in conformance with AWWA C515. Valves shall be suitable for sewage service and be equipped with transition gaskets where needed. Gate valves shall have a non-rising stem and be fusion-bonded epoxy coated inside and out meeting AWWA C550. Gate valves shall be Clow resilient wedge gate valves or approved equal.
 

*factory-coated*

*, class of pipe installed,*

*M&H AWWA C515,*

*Gate valve placement shall be outside of travel lanes to a location directed by Engineer*

*Bolts, nuts and washers shall be ASTM 304 stainless-steel.*
5. Valve boxes shall have the word "SEWER" cast into the cover.
6. Fittings. All fittings shall be brass.

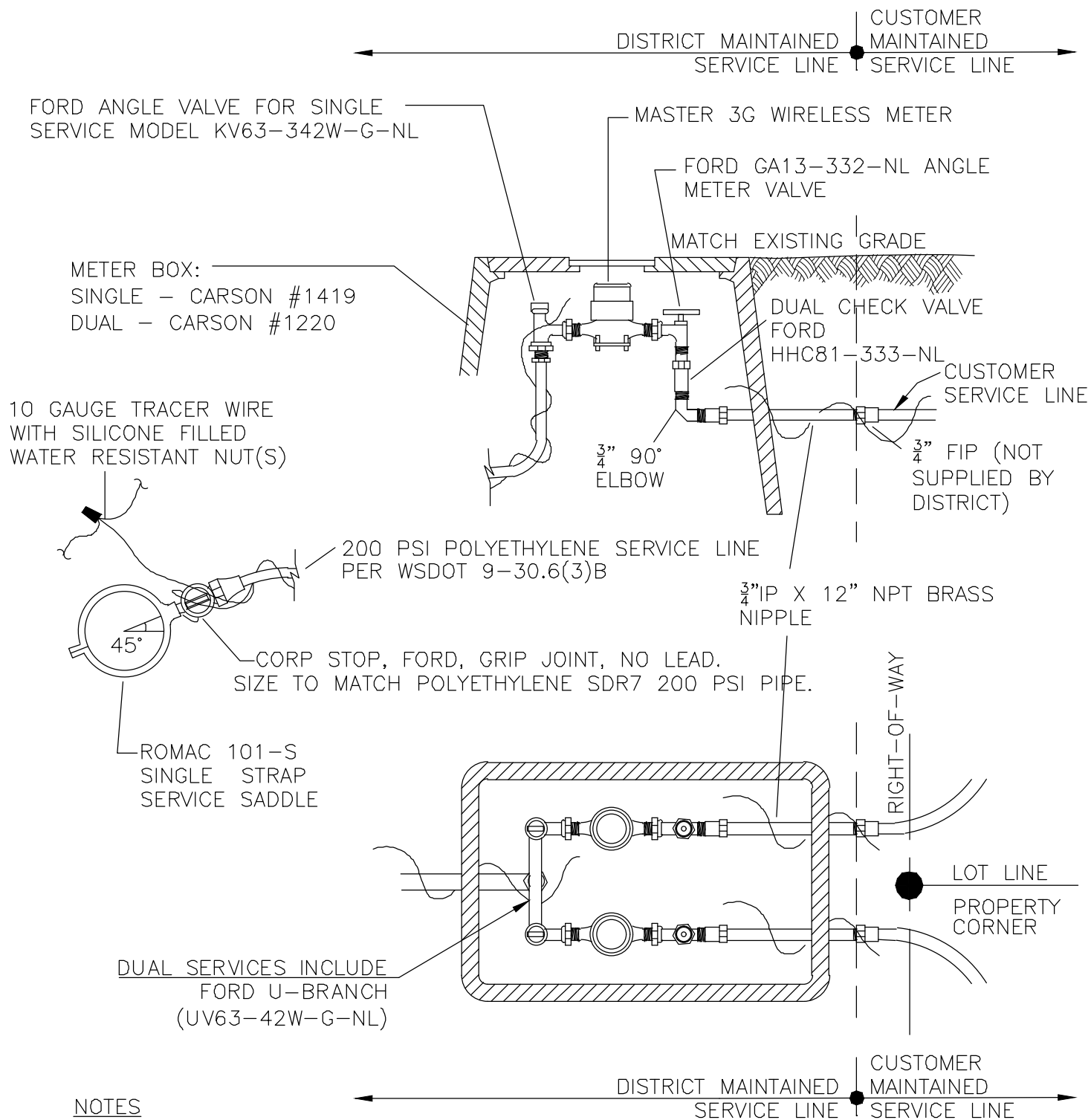


#### CONNECTION TO FORCE MAIN

STANDARD DETAIL

**S15**

Page 25 of 67  
1/26/2021  
3/11/2020



1. Service fittings shall be in accordance with WSDOT 9-30.6 except that PEX-a-tubing is not allowed and only compression (grip joint) fittings on service lines are allowed. All fittings shall be brass.
2. The water service pipe shall have a minimum of 30 inches depth and a maximum of 36 inches depth, including under ditch sections.
3. Meter boxes in traffic areas shall be rated for H-20 loading with a reader lid.
- ~~4. All customer water service lines require District inspection and approval before backfill.~~

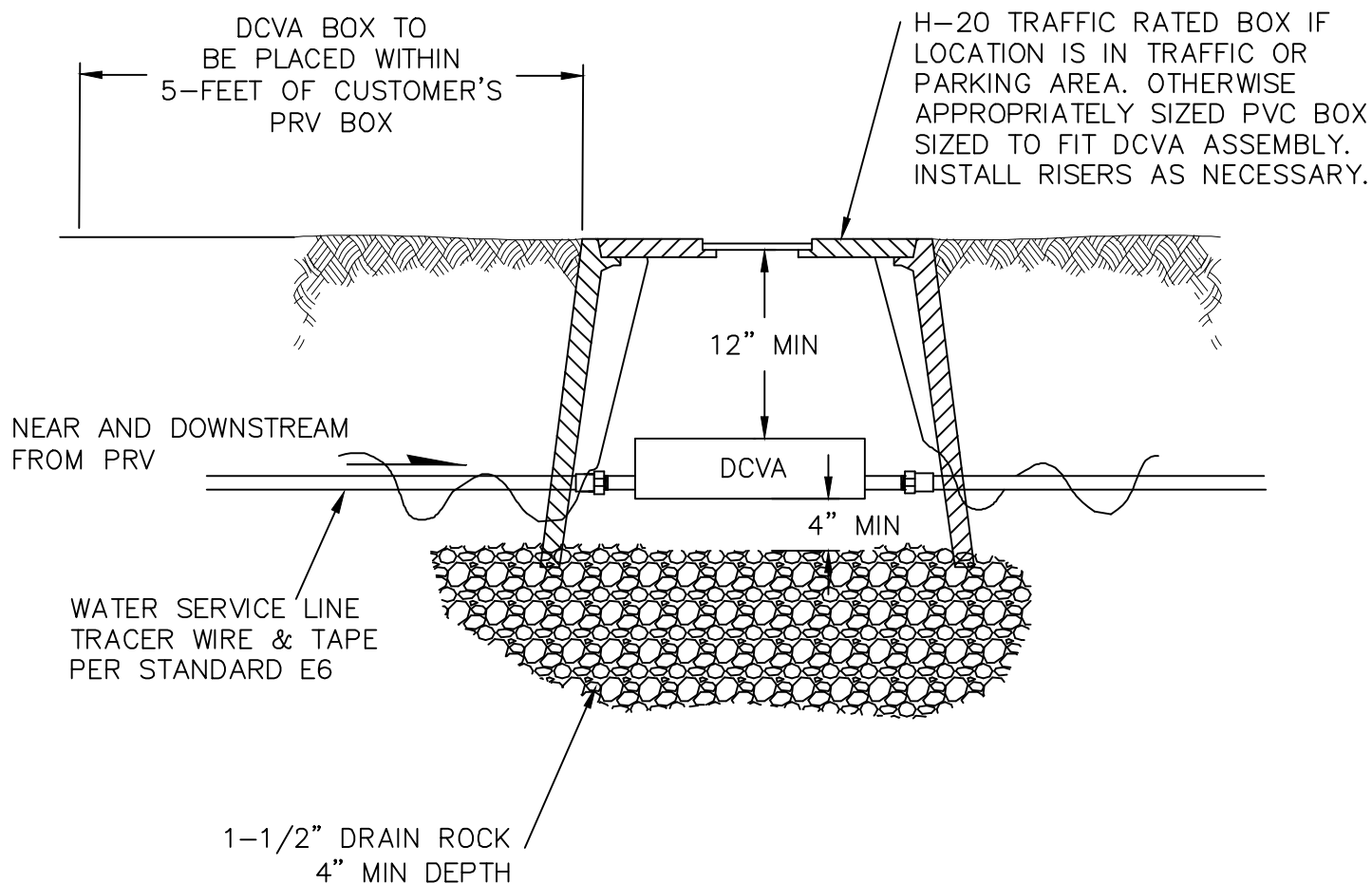


## WATER METER ASSEMBLY

STANDARD DETAIL

# W10

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4/26/2022  
2/23/2022



1. In accordance with the District's Cross Connection Control Program, a double check valve assembly shall be installed by the property owner in accordance with this standard when plumbing or activity present on the property require a double check valve assembly.

**DOUBLE CHECK VALVE ASSEMBLY REQUIREMENTS:**

~~TEMPORARY CONSTRUCTION WATER — CONDITIONS TO TURN ON METER~~

2. ~~1.~~ A Washington State Department of Health approved double check valve assembly (DCVA) is installed a minimum of 12-inches below grade in a box near the property line just beyond the private pressure reducing valve (PRV).
3. ~~2.~~ After installation, installed DCVA shall be tested by a certified backflow assembly tester and the test report submitted to the District's Cross Connection Control Program Manager (crossconnection@lwwsd.org).
- ~~3.~~ ~~Cross Connection Control Program Manager has confirmed receipt of the DCVA test report.~~
- ~~4.~~ ~~Billing for both water and sewer begins when temporary construction water has been turned on by the District.~~

4. Ongoing testing and reporting is required in accordance with the District's Cross Connection Control Program.



SINGLE FAMILY RESIDENCE  
~~TEMPORARY CONSTRUCTION WATER~~  
 PRIVATE DOUBLE CHECK VALVE ASSEMBLY

STANDARD DETAIL

**W13**

4/26/2023  
 Page 27 of 67  
~~2/23/2022~~

**LAKE WHATCOM WATER AND SEWER DISTRICT  
RESOLUTION NO. 890**

A Resolution of the Board of Commissioners  
Updating the Lake Whatcom Water and Sewer District Design & Construction Standards

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

**WHEREAS**, the District owns and operates water treatment, storage, and distribution systems located within its service boundaries; and

**WHEREAS**, the District owns and operates a sewer collection and conveyance system located within its service boundaries; and

**WHEREAS**, the District Board of Commissioners wishes to require that any repairs to or construction of current or future District-owned infrastructure are completed in accordance with current industry standards to ensure the maximum life of its infrastructure; and

**WHEREAS**, design and construction standards of the District are defined in the Lake Whatcom Water and Sewer District Design & Construction Standards, which were most recently updated via adoption of Resolution No. 881 during a regularly scheduled meeting of the Board of Commissioners on February 23, 2022; and

**WHEREAS**, the District wishes to adopt an update to its design and construction standards; and

**WHEREAS**, the District Board of Commissioners finds that it is in the public interest and will benefit the public safety, health, and welfare to have updated design and construction standards; and

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

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

**Section 1.** Lake Whatcom Water and Sewer District Design & Construction Standards that were adopted by Resolution No. 881 on February 23, 2022, are revised by replacing the following individual pages with new pages attached in Exhibit "A.":

- Cover Page
- Standard Detail G2 - General Notes
- Standard Detail S15 - Connection to Force Main
- Standard Detail W10 – Water Meter Assembly
- Standard Detail W13 – Single Family Residence Private Double Check Valve Assembly

- Standard Detail - W14 Temporary Construction Water Outdoor Spigot – No Spigot Connections Permitted (Note this is a brand-new Standard Detail, it does not replace an existing page.)

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

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

**Section 4.** This Resolution shall be effective immediately.

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 26<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Todd Citron, President, Board of Commissioners

ATTEST:

\_\_\_\_\_  
Rachael Hope, Recording Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert Carmichael, District Legal Counsel

**EXHIBIT "A"**

**LAKE WHATCOM WATER AND SEWER DISTRICT**

**NEW REPLACEMENT PAGES  
FOR  
DESIGN & CONSTRUCTION STANDARDS**

**DRAFT**



# DESIGN & CONSTRUCTION STANDARDS

Adopted February 23, 2022  
(Resolution 881)

Revised April 26, 2023  
(Resolution 890)

Lake Whatcom Water and Sewer District  
1220 Lakeway Drive  
Bellingham, WA 98229

(360) 734-9224

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11. All pipe shall be bedded in bedding material meeting the requirements of WSDOT 9-03.12(3). The bedding cross-section shall be blocked with Control Density Fill (CDF) per WSDOT 2-09.3(1)E a minimum of every 800 feet and the trench drained to daylight or to a storm drain in accordance with District Standard Detail G11.

12. Backfill above the pipe zone bedding within County ROW and Sudden Valley, within the roadway section or at driveway crossings shall consist of crushed surfacing top course material meeting the requirements of WSDOT 9-03.9(3). Backfill within private driveways shall consist of material meeting the requirements of WSDOT 9-03.19. Backfill in other areas shall consist of material meeting the requirements of WSDOT 9-03.15, except as shown on the plans or details. Backfilling of trenches shall be in accordance with WSDOT 7.08.3(3).

13. Pea gravel shall not be used for pipe bedding or trench/excavation backfill material. The District may approve limited use of pea gravel where hazardous site conditions exist that pose an immediate threat to workers or public. Pea gravel, if approved for use by the Engineer, shall be a clean mixture free from organic matter meeting the following gradation (passing by weight a US standard sieve); 100% passing 1/2", 95-100% passing 3/8", 0-10% passing #8, and 0-3% passing #200.

14. Backfill shall be compacted to minimum 95% modified Proctor within traffic areas and minimum 90% modified Proctor in landscape and open areas.

15. Tracer wire installation is required on all District owned pipe, electrical conduits and communication lines/conduits. Tracer wire is also required on private side sewers. Install tracer wire per District Standard Detail E6. In addition to tracer wire, install 2-inch wide detectable marking tape 8 to 12 inches below the finish surface. Detectable marking tape shall meet the requirements of WSDOT 9-15.18 and be color coded blue for water, green for sewer, red for electrical and orange for telecommunication.

16. Public water lines and any sanitary sewer line or other non-potable conveyance system shall maintain a minimum of 10-feet horizontal separation (parallel alignment) and a minimum 18-inch vertical separation (parallel alignment and crossings at angles including perpendicular with the sewer line below the water line), measured as the closest distance between outside of pipes, in accordance with the most current editions of the Washington State Department of Health (DOH) Water System Design Manual Section 8.4.4 and the Department of Ecology (DOE) "Criteria for Sewage Works Design" Section C1-9.

When local conditions prevent these separations, with the approval of the District Engineer, installations shall follow the requirements outlined for unusual conditions in the referenced DOH and DOE manuals which includes details for specific pipe materials, pipe segment lengths, joint separation requirements, concrete encasement and/or pipe casings. If a pressure sewer cannot be installed with a minimum 18-inch separation from a water line at a crossing, then the pressure sewer shall be constructed only under the water line with ductile iron pipe or standard sewer pipe in a casing (casing material per the DOE manual) extending at least 10-feet on each side of the crossing.

17. Control Density Fill (CDF), if required, shall meet the requirements of WSDOT 2-09.3(1)E.

18. From the main to the property line, sewer pipes and water pipes shall maintain a minimum horizontal separation of 10-feet. When local conditions prevent the 10-feet separation, separation shall be per District Standard Detail G10, Water Line and Sewer Line Trench Detail, Unusual Conditions. Separation of water service lines and sewer pipes within private property shall be per District Standard Detail G9.



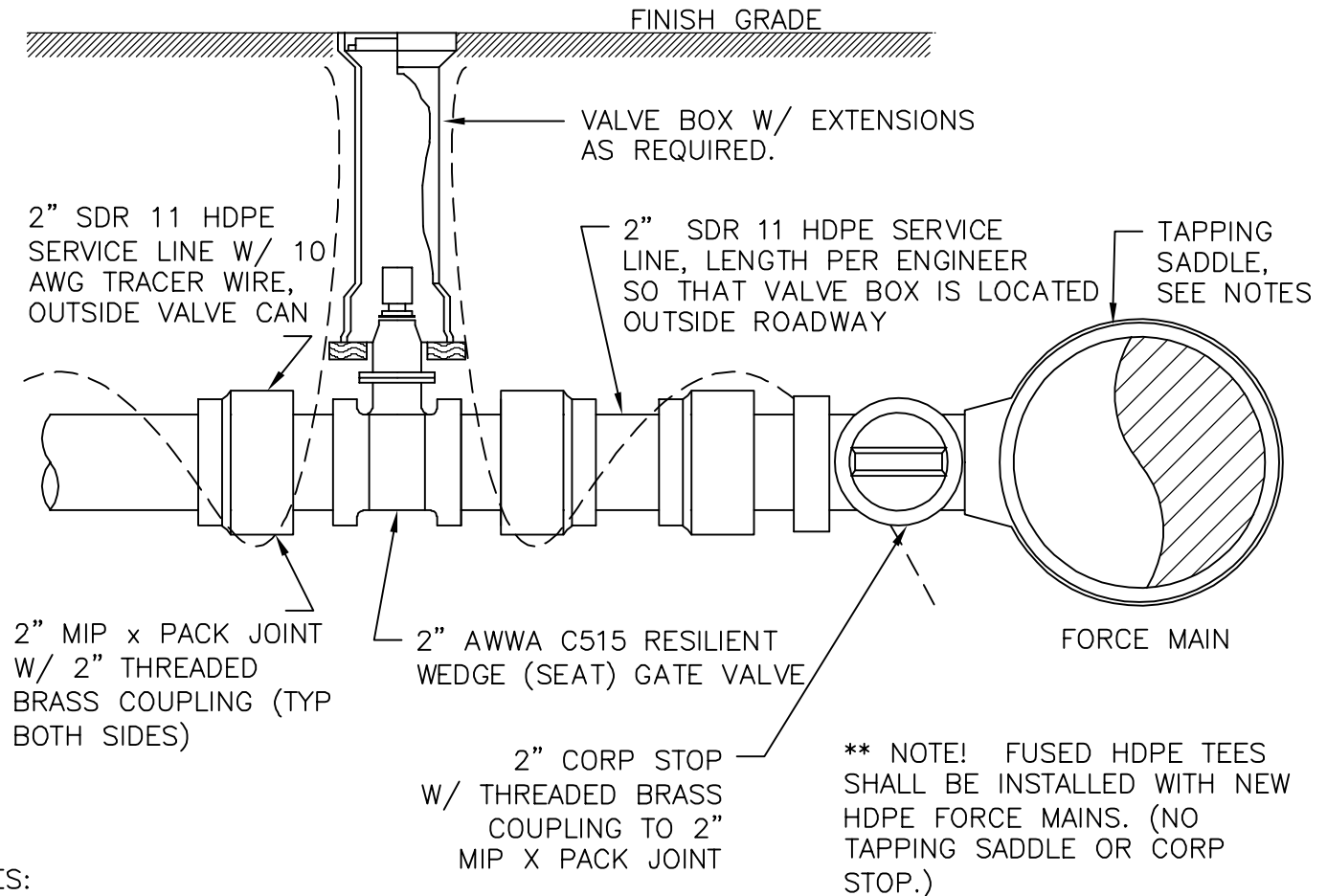
## GENERAL NOTES

STANDARD DETAIL

# G2

Revised 6/2023 of 67





NOTES:

1. HDPE Service Saddles. Saddles for use on SDR 17 HDPE mains shall be epoxy or nylon coated ductile iron tapping saddles with a double stainless steel strapping mechanism specifically recommended by the manufacturer for use on HDPE piping. Saddles shall be Romac style 202N-H or approved equal.
2. PVC Service Saddles. Saddles for use on AWWA C900 PVC mains shall have epoxy or nylon coated ductile iron tapping saddles with a double strap stainless steel strapping mechanism. Service saddles shall be Romac style 202N or approved equal.
3. Ductile Iron Service Saddles. Saddles for use on ductile iron mains shall have epoxy or nylon coated ductile iron tapping saddles with stainless steel tapping mechanism. Service saddles shall be Romac style 101NS or approved equal.
4. Customer Service Shutoff Valves. Shutoff valves shall be resilient wedge type gate valves, in conformance with AWWA C515. Valves shall be suitable for sewage service, class of pipe installed, and be equipped with transition gaskets where needed. Gate valves shall have a non-rising stem and be factory-coated fusion-bonded epoxy coated inside and out meeting AWWA C550. Bolts, nuts and washers shall be ASTM Type 304 stainless-steel. Gate valves shall be M&H AWWA C515, Clow resilient wedge gate valves or approved equal. Gate valve placement shall be outside of travel lanes to a location directed by the Engineer.
5. Valve boxes shall have the word "SEWER" cast into the cover.
6. Fittings. All fittings shall be brass.

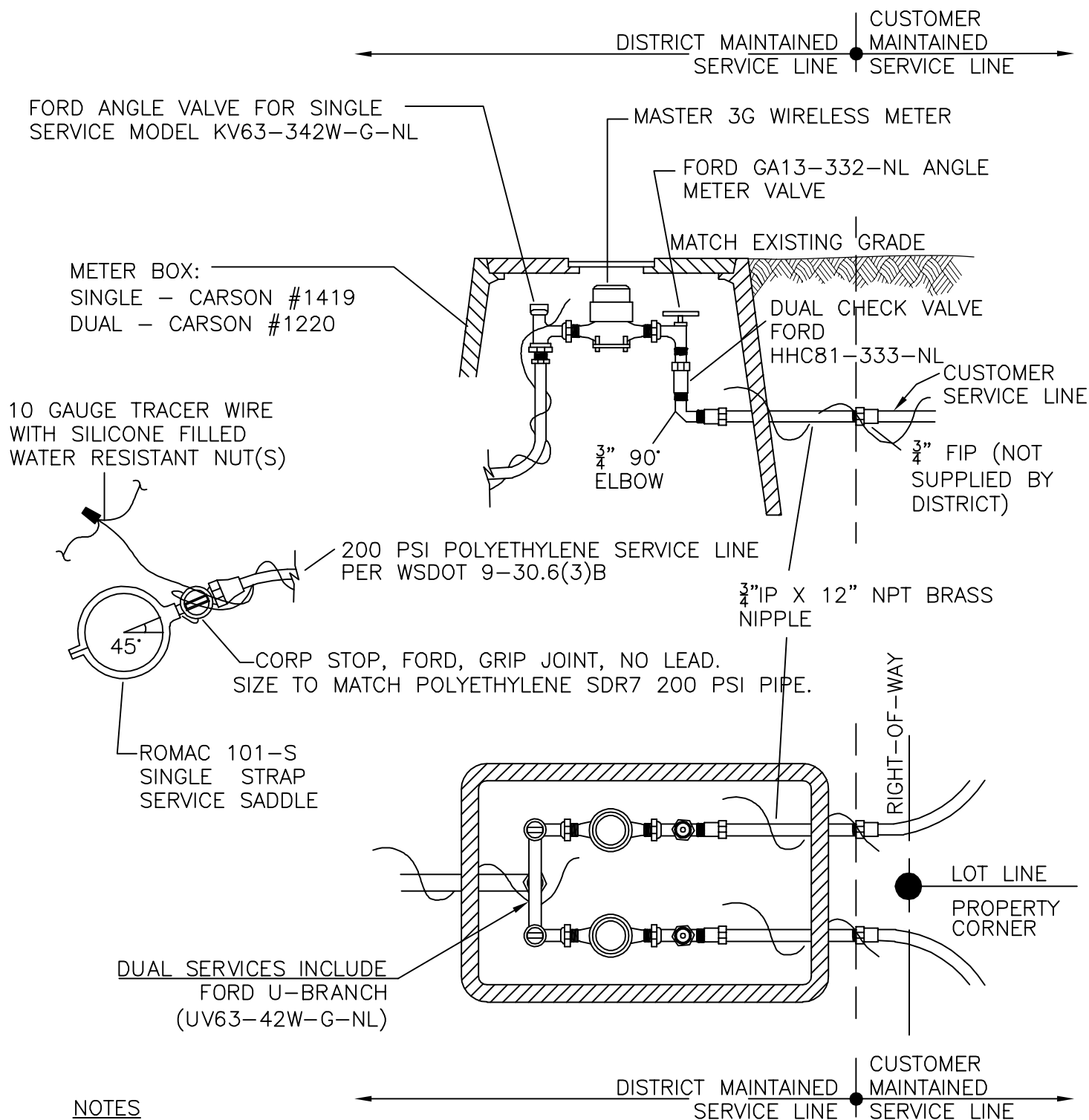


CONNECTION TO FORCE MAIN

STANDARD DETAIL

**S15**

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1. Service fittings shall be in accordance with WSDOT 9-30.6 except that PEX-a-tubing is not allowed and only compression (grip joint) fittings on service lines are allowed. All fittings shall be brass.
2. The water service pipe shall have a minimum of 30 inches depth and a maximum of 36 inches depth, including under ditch sections.
3. Meter boxes in traffic areas shall be rated for H-20 loading with a reader lid.

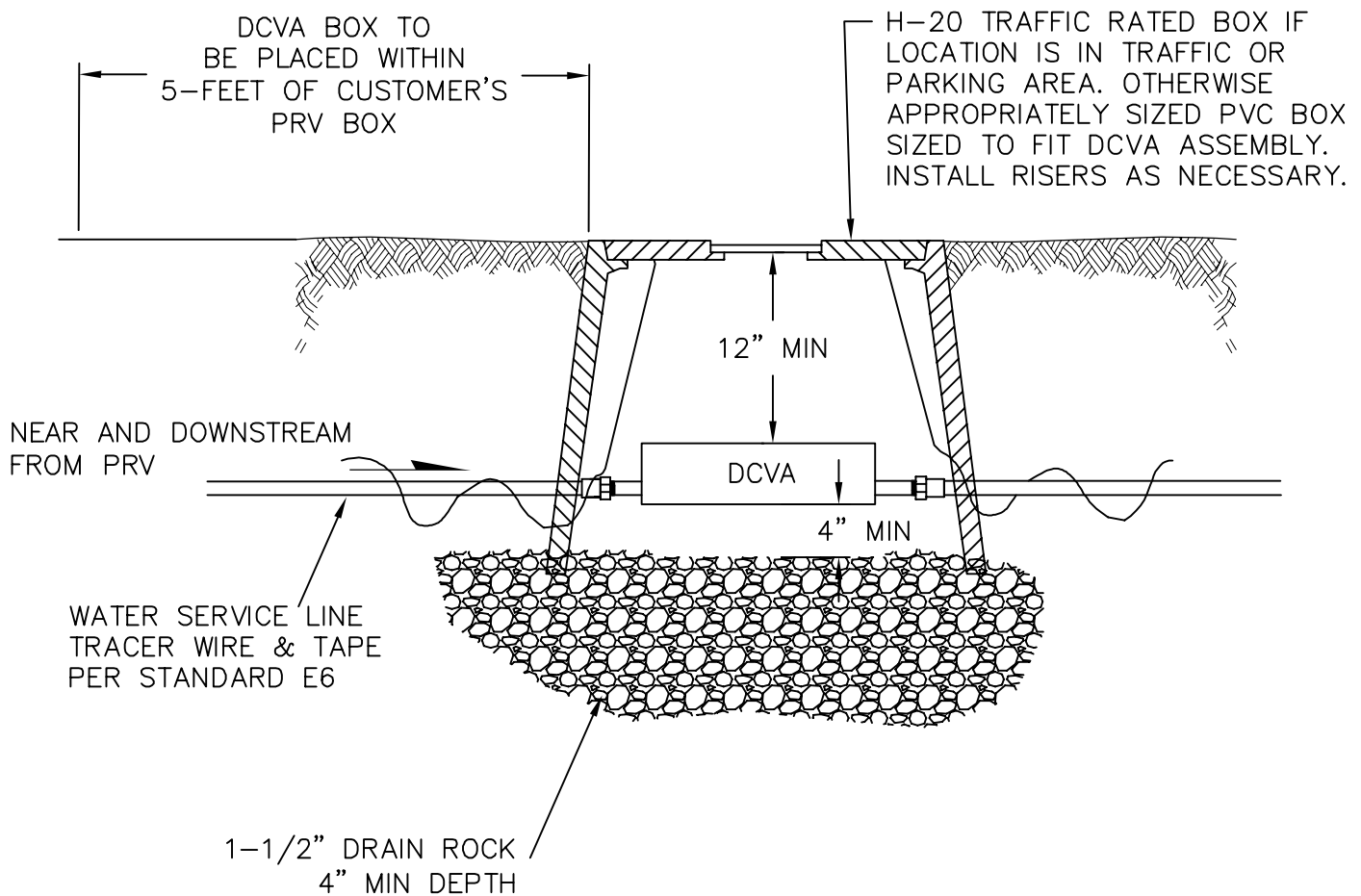


## WATER METER ASSEMBLY

STANDARD DETAIL

# W10

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#### DOUBLE CHECK VALVE ASSEMBLY REQUIREMENTS:

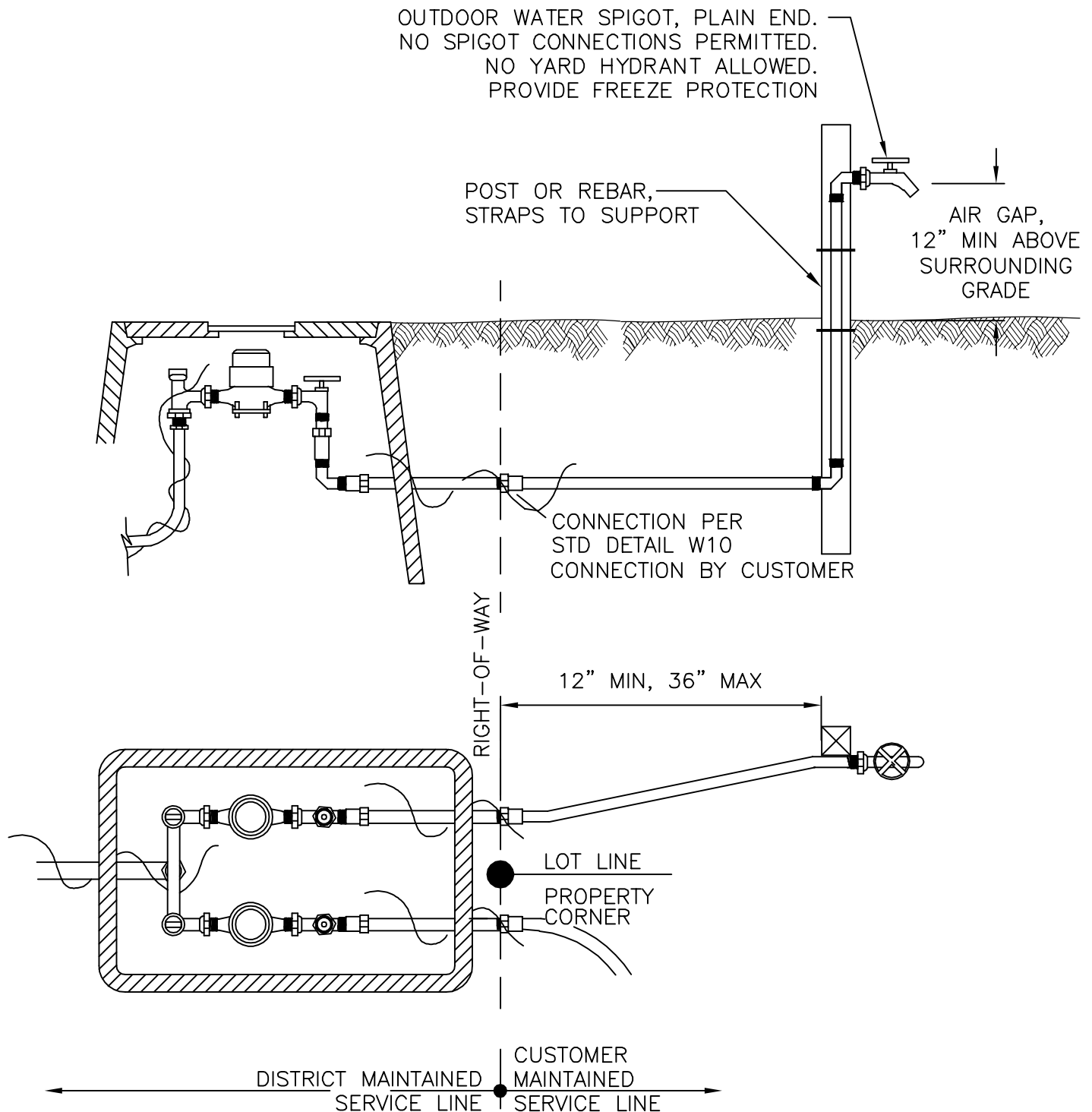
1. In accordance with the District's Cross Connection Control Program, a double check valve assembly shall be installed by the property owner in accordance with this standard detail when plumbing or activity present on the property requires a double check valve assembly.
2. A Washington State Department of Health approved double check valve assembly (DCVA) shall be installed a minimum of 12-inches below grade in a box near the property line just beyond the private pressure reducing valve (PRV).
3. After installation, installed DCVA shall be tested by a certified backflow assembly tester and the test report submitted to the District's Cross Connection Control Program Manager ([crossconnection@lwwsd.org](mailto:crossconnection@lwwsd.org)).
4. Ongoing testing and reporting is required in accordance with the District's Cross Connection Control Program.



#### SINGLE FAMILY RESIDENCE PRIVATE DOUBLE CHECK VALVE ASSEMBLY

STANDARD DETAIL

**W13**



#### TEMPORARY CONSTRUCTION WATER – CONDITIONS TO TURN ON METER

1. Plain end outdoor spigot must be installed as detailed above before the District will turn on water for construction. No spigot connections are permitted.
2. Billing for both water and sewer begins when temporary construction water has been turned on by the District.
3. Remove temporary construction water assembly to install PRV and to complete private water service before occupancy.



TEMPORARY CONSTRUCTION WATER  
OUTDOOR SPIGOT - NO SPIGOT CONNECTIONS PERMITTED

STANDARD DETAIL


**W14**

4/26/2023 Page 30 of 67



**AGENDA  
BILL  
Item 6.C**

**2023 Generator Maintenance  
and Load Testing Contract**

DATE SUBMITTED:	April 19, 2023	MEETING DATE:	April 26, 2023
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer/Assist. GM		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Pacific Power Group Quote		
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 District owns and operates 18 stationary generators and five portable trailer-mounted generators used during emergency operations during power outages. Annual preventative maintenance is performed by either District maintenance staff or through contracted services.

For 2023 service, staff recommends contracting annual preventative maintenance and load testing services for the 18 stationary generators which includes a comprehensive list of annual full-service items, service checks, and 2-hour load tests. In addition to annual preventative maintenance, load testing has historically been conducted about every five years. The last load tests were performed in October 2017.

Attach is a quote and scope of work from Pacific Power Group to perform annual preventative maintenance and load testing of the 18 stationary generators under a Washington State contract.

The remaining five portable trailer-mounted generators will have annual preventative maintenance performed by District maintenance staff in 2023.

In 2024, annual preventative maintenance of all generators is planned to be performed by District maintenance staff.

**FISCAL IMPACT**

The District's 2023/2024 biennium operation and maintenance budget includes approximately \$88,000 for generator maintenance. The quote from Pacific Power Group through the Washington State contract is \$84,099.22 including 8.8% sales tax.

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

Enterprise Resiliency

**RECOMMENDED BOARD ACTION**

Staff recommends the Board approve the generator annual preventative and load testing contract for the 18 stationary generators.

**PROPOSED MOTION**

A recommended motion is:

“I move to authorize the general manager to execute the contract with Pacific Power Products for generator maintenance and load testing, as presented.”

### Generator Service Proposal

To: RICH MUNSON

LAKE WHATCOM WTR/SWR DIST. #108896  
1220 LAKEWAY DRIVE  
BELLINGHAM, WA 98229  
Phone: 360-296-4590  
rich.munson@lwwsd.org

From: MIKE BOURN

PACIFIC POWER GROUP  
1221 29TH STREET NW  
AUBURN, WA 98001  
Office: 253-395-9077  
mbourn@pacificpowergroup.com

STATE CONTRACT 02420/PREV. WAGE

Date: October 10, 2022

Quote #: 73037 Please reference Quote # on  
POs and all correspondence.

Quantity	Description	Price
	Annual Generator Service & 2 Hour Load Bank - Per Schedule A With oil/coolant/fuel samples for lab analysis.	
1	1010-GEN Maintenance MFR: KOHLER MODEL: 80REOZJD KW: 80 S/N: 3018204	\$4,068.00
1	1220-GEN Admin MFR: KOHLER MODEL: 80REOZJD KW: 80 S/N: 2294190	\$4,091.00
1	SPAGA-GEN Agate Bay MFR: BALDOR MODEL: IDLC60 KW: 60 S/N: P1112010007	\$4,033.00

\*Unless itemized above, quoted price does not include tax.

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

Print Name: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_

Contact for Service: \_\_\_\_\_ Phone: \_\_\_\_\_

This transaction is governed by and subject to the Terms and Conditions of Sale and Service (the "Terms and Conditions") of Pacific Power Group ("Seller") that are in effect as of the date of this quote. The Terms and Conditions are available online at [www.pacificpowergroup.com/terms](http://www.pacificpowergroup.com/terms), and they are incorporated in full by this reference and made a part of this transaction. Customer acknowledges that Customer has read the Terms and Conditions. By purchasing goods and/or services from Seller, Customer agrees to be bound by the Terms and Conditions that are set forth on Seller's website; Customer's payment for and acceptance of the products and/or services described in this quote will confirm Customer's acceptance of the Terms and Conditions. Upon Customer's request, Seller will provide Customer with a hard copy of the Terms and Conditions. This quote is valid for 30 days unless otherwise stated. Unless otherwise noted, services are quoted to be performed during normal business hours.

Quantity	Description	Price
1	WPEAG-GEN Eagle Ridge MFR: CUMMINS/ONAN MODEL: 80DGDAL30565A KW: 80 S/N: G890256030	\$4,083.00
1	WPOPA-GEN Opal Terrace MFR: CUMMINS/ONAN MODEL: 20GGDB KW: 20 S/N: E000103581	\$3,625.00
1	AHWTP-GEN Agate Heights MFR: CUMMINS/ONAN MODEL: 20GGDB KW: 20 S/N: E000103582	\$3,625.00
1	SPAIR-GEN  MFR: CUMMINS/ONAN MODEL: GD03C-1818871 KW: 69 S/N: C190527099	\$3,980.00
1	SPSUD-GEN Sudden Valley P/S MFR: CUMMINS/ONAN MODEL: DGFA KW: 150 S/N: C020341983	\$4,560.00
1	SPBEA-GEN Beaver MFR: CUMMINS/ONAN MODEL: DFAC KW: 250 S/N: C020347641	\$5,047.00
1	SPSTC-GEN Strawberry Canyon MFR: CUMMINS/ONAN KW: 25 S/N: D170170496	\$3,728.08

\*Unless itemized above, quoted price does not include tax.



Quantity	Description	Price
1	SPCAB-GEN Cable Street MFR: KOHLER MODEL: 150REOZJE KW: 155 S/N: 2302343	\$4,490.00
1	SPGEN-GEN Geniva MFR: MTU-OE MODEL: MTU 4R0113 DS40 KW: 40 S/N: 9050152340	\$4,138.00
1	MARTOMB-GEN Martomb MFR: CUMMINS/ONAN MODEL: DSGAA-1639523 KW: 100 S/N: I60992722	\$4,125.00
1	SPNOR-GEN North Point MODEL: D150P1 KW: 150 S/N: OLY00000CNAT01673	\$4,475.00
1	SPFLA2-GEN FlatCar MFR: CUMMINS/ONAN MODEL: DFAB KW: 230 S/N: C020347642	\$4,888.00
1	WPD30-GEN Division MFR: CUMMINS/ONAN MODEL: DGDK KW: 125 S/N: G030517487	\$4,314.00
1	SPRAN-GEN Ranch House MFR: KOHLER MODEL: 125REOZJD KW: 125 S/N: 2300156	\$4,398.00
1	SVWTP-GEN Sudden Valley WTP MFR: CUMMINS/ONAN	\$5,629.00

\*Unless itemized above, quoted price does not include tax.

Quantity	Description	Price
	<p>MODEL: 450 DFEJ KW: 450 S/N: J130571860</p> <p>For all above listed generators, this quote to perform annual full pm service per schedule A scope of work with two hour resistive load bank test. Work quoted to be done during dayshift hours.</p> <p>Price includes Prevailing Wage filing fee.</p> <p>Price includes electrical permits for connection of load banks as required by Washington State L&amp;I and load bank connections to be performed by Pacific Power Group licensed electricians as required by Washington state law.</p> <p>Work to be done under Washington state contract #02420.</p> <p>Pacific Power Group reserves the right to adjust our pricing for services if our cost of materials or Prevailing Wage labor increase by 10% or more after the date of our proposal. Pacific Power Group will notify client not less than 30 days prior to performing services if a price adjustment is required due to cost increases.</p>	
	<p>SUBTOTAL</p> <p>SALES TAX</p> <p>TOTAL</p>	<p>\$77,297.08</p> <p>\$0.00</p> <p>\$77,297.08</p>

\*Unless itemized above, quoted price does not include tax.

## Pacific Power Group Clarifications To Our Proposal

Unless stated otherwise in our proposal, the following clarifications apply:

### General:

- Pricing assumes all work is performed during dayshift hours. Additional charges may apply for afterhours work.
- It is the client's responsibility to understand State and Federal Prevailing Wage requirements and to communicate those requirements to Pacific Power Group. Pricing does not include Prevailing Wage labor unless specifically noted. If Prevailing Wage requirements become known after the completion of work, additional labor charges will apply.
- It is the client's responsibility to understand applicable compliance requirements related to services to their generator(s), including but not limited to NFPA-110, and to communicate those requirements to Pacific Power Group. Only the Authority Having Jurisdiction can specify or define what services are required for compliance.
- Pricing assumes the award of all quoted work. Pacific Power Group reserves the right to requote pricing if award is for a lesser volume of work.
- Pricing assumes reasonable access to power generation equipment, and parking for our service vehicles adjacent to work site. Additional charges may apply for difficult access (roof top installations, ladders required to access equipment, distant parking from work site, etc.).
- Pricing does not include costs for parking permits. Parking permits, if required, may be billed additional.
- Pacific Power Group reserves the right to requote work if our cost of materials or labor increases after 30 days of the date quoted.
- All work performed will be governed by Pacific Power Group Standard Terms and Conditions. If a client-provided contract is required, additional charges may apply for contract review.
- Any additional needed work discovered during the course of performing quoted work will be noted and quoted to be performed at additional cost.
- Any site-specific training or certifications required to perform work may be billed additional.
- Any additional charges or fees related to invoicing or filing through a third party, including filing fees, registration fees, permit costs, etc., may be billed additional, and may include related administrative charges.
- Any applicable taxes will be billed additional and are not included in quoted price.
- Service reports will be provided on Pacific Power Group standardized reports. Any client-required specialized or custom reports may be billed additional.
- Pacific Power Group does not mandate vaccinations for our employees. Site or client specific vaccination requirements for vendor personnel may cause delays in scheduling and performing of services. Pacific Power Group is not responsible for delays in services due to site or client vaccination requirements.

### Load Bank Testing:

- Pricing for load bank testing in Washington state includes the cost of electrical permits as required by Washington State Department of Labor and Industries for connection of load banks.
- Load bank connections in Washington state will be performed by Pacific Power Group licensed electricians as required by Washington state law.
- Pricing for load bank testing assumes access for our load bank within 50' of connection point, with free air flow and free of overhead fire sprinkler heads or other heat sensitive equipment. Additional charges may apply for longer cable runs.
- Pricing for load bank testing assumes a direct line of sight exists between generator controller and load bank controller. Additional charges may apply for a second technician if a direct line of sight does not exist.
- Load bank testing is performed at time of annual PM services or other services and does not include travel for a dedicated trip.
- Load bank testing will be performed using resistive load banks. Reactive load bank testing can be performed at additional cost upon request.

### Limitations on Scope of Work:

- Alarms and shutdowns will be tested/ inspected to the extent possible without removal of sensors. Testing of some alarms and shutdowns is not possible on some newer electronic engines.
- Level switches, transfer pumps and controls will be tested/ inspected to the extent possible without removing level switches or manipulating fluid levels.
- Coolant flushes (if included) are limited to one water flush only. If additional flushing and/or chemical flush is required due to conditions of cooling system, additional charges may apply.
- Fluid sampling and lab analysis of fluids (lube oil, coolant, and fuel) can be provided upon request but is not included unless specifically noted.
- Fluids for top off will be billed additional.

### Transfer Switches/ Electrical Gear:

- Any electrical cabinets that require arc flash protection greater than 40 Cal will not be opened by Pacific Power Group technicians while energized. De-energizing of transfer switches and electrical gear is by others.
- Performing load transfer tests will disrupt power to the load and requires owner authorization.
- If load transfer tests must be performed after hours additional overtime labor charges may apply.

### Travel and Standby Time:

- Standby time beyond our control in excess of 15 minutes may be invoiced additional at our current labor rates. Travel expenses related to standby time may be billed additional.
- Pacific Power Group cannot be responsible for delays in our response time beyond our control, including but not limited to traffic delays, weather events, and acts of God.
- Pricing includes one way travel and assumes work can be scheduled at Pacific Power Group's discretion to be combined with other work in the area for shared travel costs. Additional travel charges may apply if a dedicated trip is required to perform work.

## GENERATOR PM SCOPE OF WORK

### ANNUAL FULL SERVICE

1. Replace Engine lube oil and lube oil filters
2. Replace Engine diesel fuel filters and fuel/water separator filters
3. Replace coolant filter(s) (where applicable)
4. Obtain oil, coolant, and fuel sample for lab analysis

### SERVICE CHECKS

1. Check oil level
2. Check and adjust engine block heater operation
3. Visual inspection of engine before and after test run
4. Check turbocharger rubber sleeves for cracking, damage, and leaks
5. Inspect charge air cooler and condensate drains for coolant discharge
6. Check Ignition system (points, plugs, condenser, cap, rotor, coil, and wiring where applicable/gaseous engines)
7. Test run engine listen for unusual noise and check for vibration
8. Check and record oil pressure, coolant temp and RPM
9. Check exhaust and turbo for signs of wet stacking
10. Check air louvers and air flow duct operation (where applicable)
11. Check exhaust piping and condensation trap
12. Check fuel system hoses and supply tank level
13. Check air filters (advise on replacement)
14. Check for leaks (fuel, water, and oil)
15. Check radiator hoses
16. Check fan belt condition and tension
17. Check coolant freeze points
18. Check and Verify controls are cleared of alarms
19. Check and adjust battery charger rate and operation
20. Check specific gravity and load test batteries, clean as required
21. Check seismic vibration isolator mounts
22. Check governor operation
23. Check engine alternator and DC charge rate
24. Check gauges and meters for operation
25. Check and Test automatic shutdown protections, alarms, and fault lamps (where applicable)
26. Check automatic transfer switch for dust and debris.
27. Check and Test time delay for engine start, load transfer and retransfer (authorization required)
28. Check and Test emergency system operation with load transfer (authorization required)
29. Check generator output voltage
30. Check voltage frequency
31. Check for rodent infestation
32. Update onsite maintenance records
33. Reset switches to auto and reset breakers
34. Clean work area
35. Submit service reports and advise on any abnormalities or repairs needed

Note: Any fluids required for top off will be billed additional.

## **TWO HOUR LOAD TEST SCOPE OF WORK**


- Check lube oil level prior to testing
- Check air filter prior to testing
- Check coolant level prior to testing
- Check fuel system and day tank prior to testing
- Check fuel quality (visual analysis)
- Check charging and starting system
- Check exhaust system
- Check for fluid leaks
- Check for control faults
- Check AC voltage and frequency
- Check instruments and lamps
- Commence testing as required
- Record data at 15 minute intervals
- Top off all fluids after engine run
- Reset switches to auto and reset breaker
- Submit load test / inspection report and advise on any abnormalities or repairs needed
- *Pacific Power Group, LLC will purchase and provide electrical permit for connection of load bank as required by WAC 296-46B-901 (Washington state only)*
- *Load bank connections will be performed by Pacific Power Group, LLC licensed electrician as required by RCW 19.28 19.28.041 and RCW 19.28.061 (Washington state only)*
- *Load bank and cabling will be UL listed and labeled or third party listed and labeled as required by WAC 296-46B-010 (Washington state only)*

Please note: Any fluids required for top off will be billed additional.



**AGENDA  
BILL  
Item 6.D**

**Scenic Avenue Intertie Valve  
Repair Project  
Public Works Contract Close Out**

DATE SUBMITTED:	April 17, 2023	MEETING DATE:	April 26, 2023
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer / Assistant General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The Scenic Avenue Intertie Valve Repair Project is located along Lakeway Drive at the intersection with Scenic Avenue, just outside the City of Bellingham limits in Whatcom County. Record drawings show that the current system intertie and valving was installed in 1988 (the intertie now serves as an emergency intertie per an interlocal agreement between the City and the District executed in 2020). On September 5, 2022, the District was notified of significant surface water on Lakeway Drive near the intertie valve cluster. In coordination with the City of Bellingham it was determined the water was from a leaking District valve at the intertie. This leaking valve was isolated between the intertie's City water meter and an adjacent District valve.

This project consisted of the replacement of existing piping, valve and fittings on the 8-inch ductile iron water main to restore the emergency intertie and eliminated redundant valves. Work also included traffic control, asphalt paving replacement and striping. Project improvements were coordinated with input from the City of Bellingham.

The District awarded the construction contract to Premium Services Inc. on November 9, 2022. The contractor completed all work and contract requirements. Staff recommends accepting the project as complete and closing out the public works contract.

As reported to the Board of Commissioners at a previous meeting, upon completion of this project, the work performed under this project did not repair the leak. The leak is located between the City of Bellingham water meter and the new fittings/valves installed by this project. Staff is preparing a new separate public works project to replace approximately 40 lineal feet of pipe between the city meter and new fittings located at the edge of the eastbound traffic lane of Lakeway Drive.

**FISCAL IMPACT**

The contractor completed the work for the original contract amount of \$53,575.64 (including 8.6% sales tax). Two no-cost time extension change orders were issued to accommodate typical asphalt plant shutdown during cold winter months.

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

Operational Optimization

Infrastructure Strategy and Performance

**RECOMMENDED BOARD ACTION**

Staff recommends accepting the project as complete and closing out the public works contract.

**PROPOSED MOTION**


Recommended motion is:

“I move to accept the Scenic Avenue Intertie Valve Repair Project public works contract performed by Premium Services Inc. as complete and authorize staff to close out the public work contract.”



**AGENDA  
BILL  
Item 8.A**

**General Manager's  
Report**

DATE SUBMITTED:	April 20, 2023	MEETING DATE:	April 26, 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, April 26, 2023 – 8:00 a.m.

#### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed May 10, 2023	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu May 11, 2023	8:00 a.m.	Board Room/Hybrid Commissioner Holland 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	March 2024	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue May 9, 2023	6:00 p.m.	Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed May 17, 2023	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed May 10, 2022	3:00 p.m.	Council of Governments Offices 314 E Champion Street/Hybrid

#### Committee Meeting Reports

##### Safety Committee:

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

##### Investment Committee:

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

#### Upcoming Board Meeting Topics

- DOH Commitment to Excellence award presentation to Kevin Cook
- Division 30 hazard tree removal contract award
- Utility bill payment period policy discussion
- Division 30 water booster/Sudden Valley sewer lift station PLC replacement contract award
- Sewer lift station renovation program status presentation
- PFAS regulation overview presentation

## 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).  
*J Clary is in the process of scheduling calls with other local government managers that have implemented performance management processes to gain lessons learned prior to initiating the District's analysis.*

#### 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; registered to participate in the NW Public Works Institution program; 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. Signed interlocal agreement for purchase of preferred system sent to WISPC; 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 field exercise is scheduled for May 17 (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), March 29 (Commissioner Abele's resignation), and April 13 (Commissioner Holland's appointment).*

#### Intergovernmental Relations

- *J Clary (virtually) presented the Public Works Board report at the WASWD spring conference on April 14.*
- *J Clary chaired the Whatcom Water Alliance meeting, including a tour of the Lynden water treatment plant, on April 18.*
- *J Clary attended the Public Works Board "lunch and learn" webinar on April 19 regarding the upcoming loan cycle.*
- *J Clary attended a quarterly meeting with City of Bellingham Public Works Department management on April 19.*

### **Lake Whatcom Water Quality**


#### Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary attended the data team meeting on April 13, responded to a WWU student newspaper inquiry on April 17, and attended the interjurisdictional coordinating team meeting on April 20.*



**AGENDA  
BILL  
Item 8.B**

**Engineering Department  
Report**

DATE SUBMITTED:	April 20, 2023	MEETING DATE:	April 26, 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 April 26, 2023 Board Meeting  
Data Compiled 4/20/23 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	3951	70	44	2
Remaining Capacity (ERUs)	**	15	37	0
Permitted ERUs Under Construction	37	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	104	0	5	0
<b>Available ERUs</b>	<b>**</b>	<b>15</b>	<b>31</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 4/19/2023

Project Number	Project Title / Tasks	Authorized Budget	Spent to Date	Amount Remaining	2023 Schedule											
					J	F	M	A	M	J	J	A	S	O	N	D
C 1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$1,816,583	\$1,135,751	\$680,832												
C 1802.1	Euclid	\$834,379	\$153,547	\$680,832												
G 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	\$237,177	\$898,903												
C 2111.1	Wilson Design, Esmts & Permitting	\$243,080	\$237,177	\$5,903												
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 Pre-design, 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	\$20,592	\$132,408												
C 2113.1	Wilson Design & Permitting	\$50,000	\$20,592	\$29,408												
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	\$53,523	\$6,477												
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	\$64,884	\$167,116												
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 2315	Stationary Generator Maintenance and Load Testing	\$88,000	\$0	\$88,000												
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	\$30,625	\$30,625												
M 2314	Scenic Intertie Water Main Replacement	\$0	\$0	\$0												
M 2305	Mitigation Report/Maint at Country Club, Geneva (2023)	\$0	\$0	\$0												
C 2316	SVWTP CCB FEMA Hazard Mitigation Grant Application	\$0	\$1,593	\$1,593												

## 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:	April 5, 2023	MEETING DATE:	April 26, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. First Quarter 2023 Financial Report		
	2. March 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



## **Quarterly Financial Report First Quarter 2023**

Lake Whatcom Water and Sewer District  
Bellingham, Washington



## Summary

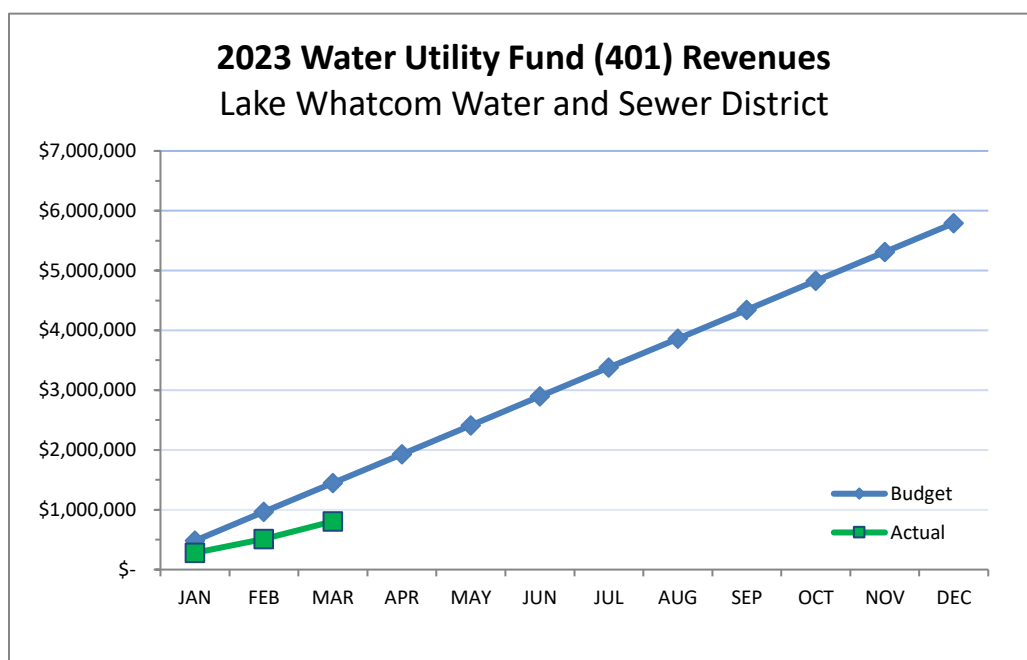
Lake Whatcom Water and Sewer District's (District) adherence to its conservative fiscal policies has allowed it to enter 2023 with stable fund balances and revenue projections that are anticipated to fully fund operations and contingency reserves throughout 2023. The District has two funds that serve as the primary operational funds for the District's water and sewer utilities. The Water Utility Fund (Fund 401) revenue lagged projections in the first quarter of 2023. This is largely due to revenue budgeted for federal awards through the Department of Homeland Security (FEMA) that hasn't been received or requested but have been approved through the adopted 2023-2024 Biennial Budget (budget). Sewer Utility Fund (Fund 402) revenue largely followed financial projections reflected in the budget through the first quarter of 2023. Operating expenditures for both the Water and Sewer Utility funds largely followed budgeted projections while overall expenditures lagged slightly due to capital expenditures not yet realized associated with budgeted projects that will take place later in the year.

The District currently has two active grants with FEMA, one for disaster recovery from the November 2021 flood event and one for the Division 7 reservoir replacement. The District received \$123,000 from FEMA in the last quarter of 2022 with more anticipated in 2023 as a result of the November 2021 flood event, which is projected to be approximately \$1.1 million in total. Revenue associated with the hazard mitigation grant for the Division 7 reservoir replacement is expected to be \$337,000 for the first phase and approximately \$1.6 million for the second phase. As such, the District is anticipating a single audit for 2023 (required when more than \$750,000 is expended in federal award funds). Since the November 2021 flood event, the District has expended approximately \$430,000 in federal funds for recovery from the flood event.

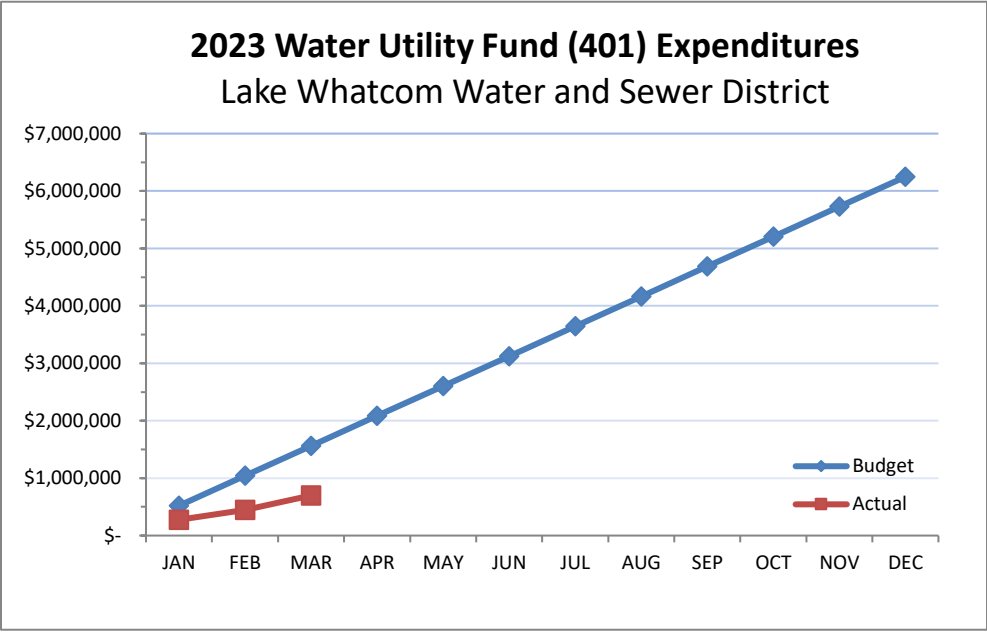
As inflation continues to be at the highest it's been in decades, the District remains diligent in monitoring the market closely as rising costs continue to impact the District's operating costs and exacerbate supply chain issues. Along with monitoring inflation, the District has taken advantage of rising interest rates and strategically invested funds in short-term liquid investments through Washington State's Local Government Investment Pool (LGIP) to maintain and maximize reserve funds that can be accessed quickly if needed. During the first quarter of 2023, the District invested an additional \$500,000 in LGIP along with investing \$1 million from the maturity of a long-term investment. As the market continues to change, the District will monitor options for both short-term and long-term investment strategies throughout 2023.

## Water Utility Fund (Fund 401)

As of March 31, 2023, Water Utility Fund revenues were approximately \$806,000, which is less than projected for the first quarter (\$1.4 million). This is a result of grant funding that hasn't been received through FEMA to date but is anticipated throughout 2023. It should be noted that service revenue in the water fund is tracking with projections (\$778,929 actual vs. \$781,693 budget). Another item of note, as a result of strategic investing, the District earned investment interest in the Water Utility fund of nearly \$23,000 in the first quarter of 2023. However, due to a long-term investment maturing in the first quarter that was bought at a premium, the offsetting interest revenue lagged projections in the first quarter. Nevertheless, it is anticipated that by year-end the District's investment interest will far exceed the annual budgeted amount of \$31,713 and the District will be able to recoup the costs within the second quarter of 2023. The revenue from these investments and premium cost of the long-term investment is recognized in both the Water Utility and Sewer Utility Funds equally to represent the proportion of resources contributed by each fund.



Water Utility Fund expenditures were also under budgeted projections as of March 31, 2023 (\$697,993 actual vs. \$1,561,845 budget). This follows past trends and remains a result of large capital improvement projects scheduled to be completed later in the year and debt service obligations that are also paid later in the year. That said, operating expenditures in the Water Utility Fund were approximately \$67,000 less than budgeted (\$597,130 actual vs. \$663,917 budgeted). However, as the

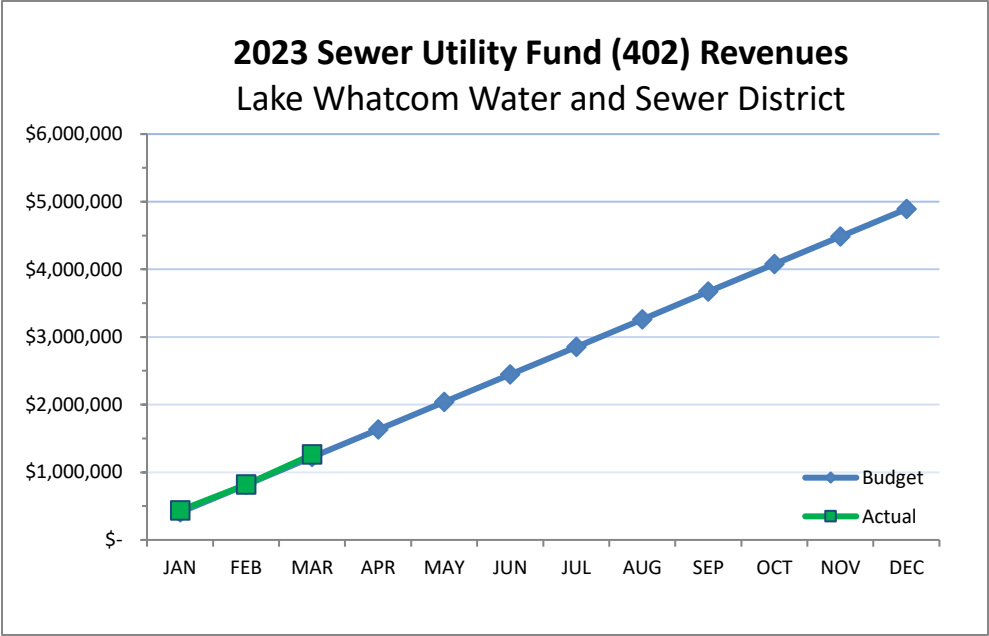


year progresses, it is anticipated that operating expenditures will track more closely with budgeted projections as a result of one-time expenditures such as the District’s general liability insurance, dues, and software subscriptions. Also, in accordance with the District’s

adopted 2021 rate schedule, District revenues will continue to outpace expenditures in the coming years as the District prepares for significant capital projects that will require reserves to be built up to mitigate reliance on debt financing.

Sewer Utility Fund (Fund 402)

Sewer Utility Fund revenues largely followed first quarter budgeted projections (\$1,261,278 actual vs. \$1,222,944 budgeted). This remains consistent with prior years as revenues within the Sewer Utility Fund don’t generally fluctuate and are easily projected through the

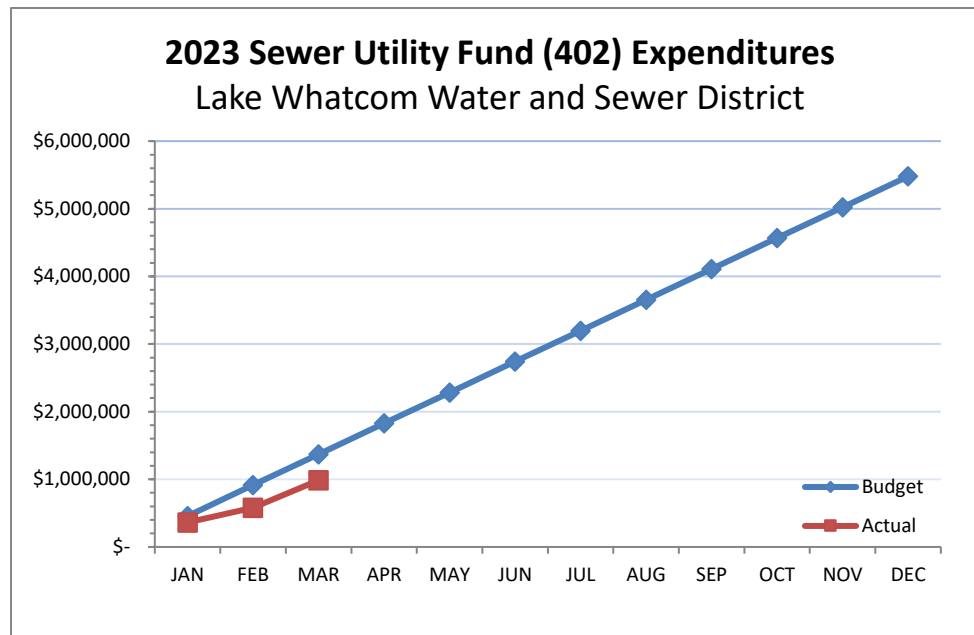


adopted rate schedule. As stated in the Water Utility Fund, as the District continues to follow the adopted 2021 rate schedule, revenues will outpace expenditures in an effort to build reserves for large capital projects in the coming years associated mainly with the City of Bellingham’s wastewater

treatment plant capital improvements. The District may be required to pay for part of these costs as the City of Bellingham treats the wastewater from the District through an interlocal agreement.

Similar to the Water Utility Fund and past trends, Sewer Utility Fund expenditures lagged projections in the first quarter (\$985,487 actual vs. \$1,369,626 budgeted). This is in large part due to capital projects scheduled to begin later in the year and debt service obligations that will be paid later in the year. It is worth noting that operating expenditures followed projections (\$777,473 actual vs. \$788,724

budgeted). It should also be noted that one-half of annual interest payment for the District's 2016 Bond (\$89,513) was paid in the first quarter. The remaining interest and principal will be due in the fourth quarter of 2023 which equates to \$559,513.



### District Fund Balances

The District manages its monies within five funds: Water Utility Fund (401), Sewer Utility Fund (402), Sewer Contingency Reserve Fund (425), Water Contingency Reserve Fund (426), and Bond Reserve Fund (460). Within the Water Utility and Sewer Utility funds are system reinvestment funds (i.e., funds dedicated to capital projects) and debt service funds associated with the respective utility. The following discussion summarizes the activity associated with each fund during the first quarter of 2023.

### Water Utility Fund (Fund 401)

The Water Utility Fund, which serves as the primary operating fund for the District's water utility, derives most of its revenue from rates charged to water customers. Fund expenditures are comprised of general operating expenses (personnel salary and benefits, professional services, utilities, etc.), payments relative to debt service on past capital improvement projects, and expenditures on water system reinvestment-defined equipment and projects. Also managed within the Water Utility Fund are monies allocated towards an operating reserve, which is equal to the cost of operating the water utility for 90 days (\$664,000). The fund entered 2023 with a balance of \$1,313,778. During the first quarter of the year, the fund balance has increased to \$1,422,218. As discussed earlier, the overall fund

balance is anticipated to continue to increase to build fund balances for significant future capital projects in the coming years. This surplus is identified through the adopted 2021 rate study.

#### Sewer Utility Fund (Fund 402)

Like the Water Utility Fund, the Sewer Utility Fund serves as the primary operating fund for the District's sewer utility. Revenues are comprised primarily of rates charged to sewer customers, and expenditures consist of general operating expenses (personnel salary and benefits, professional services, utilities, etc.), payments relative to debt service on past capital improvement projects, and expenditures on sewer system reinvestment-defined equipment and projects. Also managed within the fund are monies allocated towards an operating reserve, which is equal to the cost of operating the sewer utility for 60 days (\$521,000). The fund entered 2023 with a balance of \$3,108,723. During the first quarter of the year, the fund balance has increased to \$3,384,515. Similar to the Water Utility Fund, the overall fund balance is anticipated to increase in an effort to build fund balances for significant future capital projects in the coming years. This surplus is identified through the adopted 2021 rate study.

#### Sewer Contingency Reserve (Fund 425)

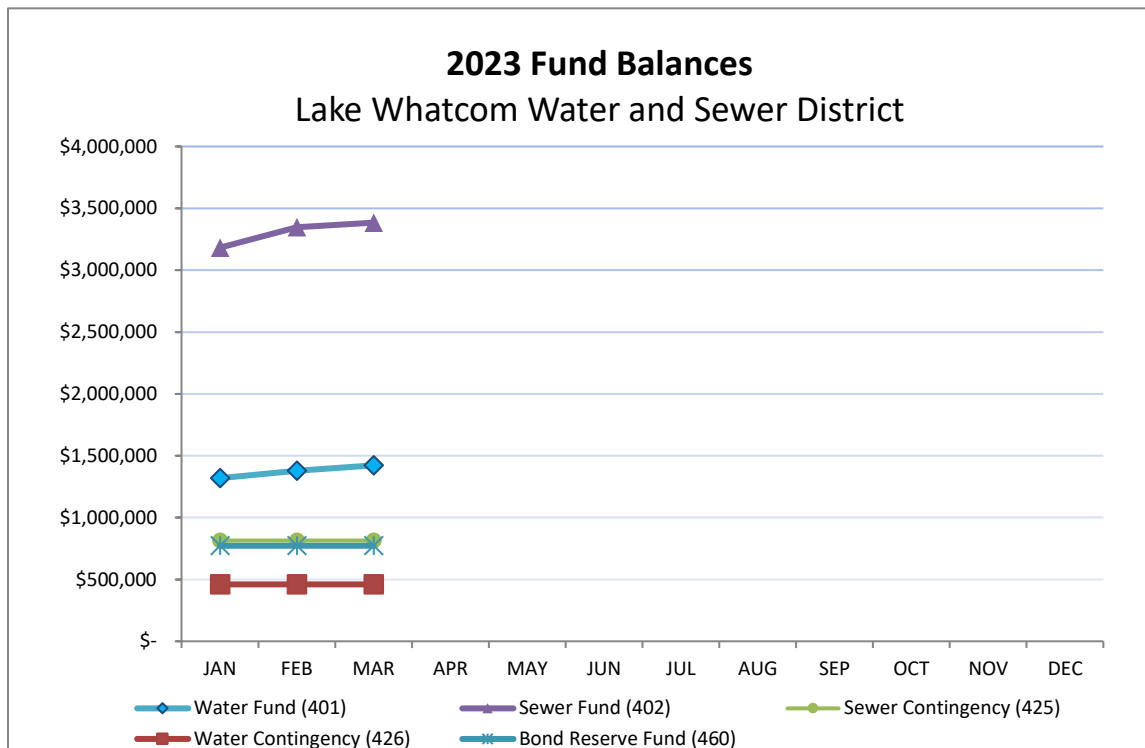
A sewer contingency reserve is maintained in accordance with District financial policies at one percent of the sewer utility infrastructure replacement cost (\$815,000). This fund provides for paying for unanticipated costs that may be incurred by the Sewer Utility. The Sewer Contingency Reserve was fully funded throughout the first quarter.

#### Water Contingency Reserve (Fund 426)

A water contingency reserve is maintained in accordance with District financial policies at one percent of the water utility infrastructure replacement cost (\$460,000). This fund provides for paying for unanticipated costs that may be incurred by the Water Utility. The Water Contingency Reserve was fully funded throughout the first quarter.

#### Bond Reserve Fund (Fund 460)

The District's Bond Reserve Fund is a restricted fund associated with covenants of the 2016 bond sale. It was fully funded at \$772,334 through the first quarter with no revenues or expenditures anticipated through yearend.



## District Investments

In accordance with its financial policies, the District invests its funds in a manner that provides the highest return with maximum security while meeting daily cash flow demands. Attached is the Investment/Cash Summary as of March 31, 2023.



## LAKE WHATCOM WATER AND SEWER

### INVESTMENTS/CASH AS OF 03/31/2023

Petty Cash	\$ 1,600	
Cash	\$ 961,256	
Public Funds Account	\$ 512,707	2.940%
WA Federal	\$ 1,475,563	
Local Gov't Investment Pool	\$ 2,591,377	4.760%

		PRINCIPAL COST		YIELD
US Treasury Note	Non-callable	\$ 498,242	Jun-23	0.25%
FFCB - Pro Equity	Callable	\$ 799,999	Jan-24	0.19%
FANNIE MAE - Pro Equity	Callable	\$ 500,823	Jun-24	0.21%
US Treasury Note	Non-callable	\$ 491,836	Sep-24	0.375%
US Treasury Note	Non-callable	\$ 500,664	Jan-25	1.125%
Discounts, Accrued Interest		(\$4,437)		
US Bank Safekeeping		\$ 2,787,127		
TOTAL		<u>\$ 6,854,067</u>		

#### USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,185,000
Operating Assigned	\$ 3,621,733
	<u>\$ 6,854,067</u>


#### Fund Balance Summary

Water Utility Fund (401)	\$ 1,422,218
Sewer Utility Fund (402)	\$ 3,384,515
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	<u>\$ 6,854,067</u>



**AGENDA  
BILL  
Item 8.D**

**Operations Department  
Report**

DATE SUBMITTED:	April 20, 2023	MEETING DATE:	April 26, 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 April 26, 2023 Board Meeting  
Data Compiled 04/20/23 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	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	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	78%
Field Crew - Staff	89%
Office - Managers	100%
Office - Staff	100%
<b>Overall</b>	<b>95%</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						
4.27.23 (scheduled)						
<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**  
**4/26/2023 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>	
<p><i>Water Treatment Plants</i></p> <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. South Shore sanitary survey report received. No findings, no deficiencies. Minimal observations and recommendations. Staff drafting response.</li> </ol> </li> <li>2. Agate Heights <ol style="list-style-type: none"> <li>a. Plant is operating well</li> </ol> </li> </ol> <p><i>Distribution System</i></p> <ol style="list-style-type: none"> <li>1. Water main flushing started 4/3/23 in Sudden Valley. Hydrants and inline gate valves being exercised.</li> </ol>	
<b>Sewer Utility Activities</b>	
<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> <li>1. North Point <ol style="list-style-type: none"> <li>a. Motor control VFD #1 showing early signs of failure, sourcing replacement</li> </ol> </li> </ol> <p><i>Collection System</i></p> <ol style="list-style-type: none"> <li>1. Continued sewer main inspections using camera equipment</li> <li>2. North Shore flowmeter had blockage that required disassembly, repaired by Operations Staff</li> </ol>	
<b>Fleet</b>	
<p><i>Vehicles</i></p> <ol style="list-style-type: none"> <li>1. VEH47 Service truck undergoing repairs on the emissions system</li> <li>2. VEH55 vactor truck returned from repairs</li> </ol> <p><i>Equipment</i></p> <ol style="list-style-type: none"> <li>1. All equipment is functioning properly</li> </ol>	
<b>Facilities</b>	
<p><i>Shop Building</i></p> <ol style="list-style-type: none"> <li>1. Operations Staff hosted student tour with RH2 Engineering of Cable St pumpstation and Sudden Valley WTP</li> </ol>	
<b>Training</b>	
<ol style="list-style-type: none"> <li>1. Greg tested for Wastewater Collections level 1, results pending</li> <li>2. Jason attended MRSC training for Public Works contracts</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>	