



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

**Wed May 10, 2023
6:30 pm to 8:30 pm**

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

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ATTENDING A MEETING

How to Participate

MEETINGS ARE HYBRID

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



COMMUNICATING WITH US



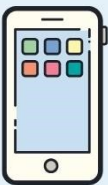
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

ATTENDING ANONYMOUSLY

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



ACCESS INFORMATION



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

QUESTIONS?

If you have questions about attending an upcoming meeting, please contact Administrative Assistant Rachael Hope at rachael.hope@lwwsd.org or 360-734-9224.



Public Comment Periods

Lake Whatcom Water & Sewer District's Board of Commissioners values feedback, questions, and concerns from our constituents. The public comment period is....



Questions?

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

Our Meetings

Regular Meetings of the Board of Commissioners are held on the second Wednesday of each month at 6:30 pm and the last Wednesday of each month at 8:00 am.





LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

May 10, 2023


6:30 p.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name and address prior to making comments, and limit your comments to three minutes. For the sake of time, each public comment period will be limited to 45 minutes.
4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
5. CONSENT AGENDA
6. SPECIFIC ITEMS OF BUSINESS
 - A. Commitment to Excellence Award presented to Kevin Cook by the Washington State Department of Health
 - B. Leak Adjustment Policy Discussion
 - C. Division 30 Reservoir Hazard Tree Removal Contract Award
 - D. Division 7 Reservoir Design Professional Services Agreement Change Order Approval
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	May 4, 2023	MEETING DATE:	May 10, 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 5.10.2023****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 4.26.23 Regular Board Meeting
- Payroll Taxes for 2023 Q1 totaling \$10,046.61
- Payroll for Pay Period #09 (04.15.2023 through 04.28.23) totaling \$46,906.87
- Payroll Benefits for Pay Period #09 totaling \$52,833.48
- 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

April 26, 2023

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

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

Attendees noted with (v) attended the meeting virtually. in attendance was Veronica Garaycoa, District customer (v).

Consent Agenda

Action Taken

Carter moved, Knakal seconded, approval of:

- Minutes for the 03.29.23 Regular Board Meeting
- Minutes for the 04.12.23 Regular Board Meeting
- Payroll for Pay Period #08 (04.01.2023 through 04.14.23) totaling \$48,294.07
- Payroll Benefits for Pay Period #08 totaling \$53,030.06
- Accounts Payable Vouchers totaling \$105,290.56

Motion passed.

Water Leak Adjustment Policy Appeal

Clary recalled that 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 in April of 2021. The leak adjustment policy was also reviewed by the Board during its February 23, 2022, meeting, with the Board ultimately deciding not to revise the policy during that meeting.

Staff provided the Board with correspondence from District customer Veronica Garaycoa, as well as the Administrative Code sections related to water leak adjustments, and examples of leak adjustment policies of neighboring jurisdictions for reference. Ms. Garaycoa made an appeal to the Board encouraging them to consider revising the leak adjustment policy, considering factors such as leak location and volume. Discussion followed, in which the Board decided to discuss the policy further at an upcoming meeting.

Commissioner Holland exited the meeting at 8:40 a.m. due to another engagement.

Resolution No 890 – Design and Construction Standards Update

Hunter explained that the District participates in many private and public projects ranging 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 are periodically refined and updated to comply with state agency standards and construction methods, as well as to define configuration, layout, and installation requirements set by the District. Staff presented the Board with recommended changes. Discussion followed.

Action Taken

Ford moved, Knakal seconded, to adopt Resolution No. 890 as presented. Motion passed.

Generator Maintenance Contract Award

Hunter detailed that the District owns and operates both stationary generators and 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. 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. Staff recommended contracting with 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. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to amend the contract to include an additional 5% contingency to account for additional tools and parts. Motion passed.

Ford moved, Knakal seconded, to authorize the general manager to execute the contract with Pacific Power Products for generator maintenance and load testing, as amended. Motion passed.

Scenic Avenue Intertie Valve Repair Project Contract Closeout

Hunter communicated that 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. 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 to restore the emergency intertie and eliminate redundant valves. The District awarded the construction contract to Premium Services Inc. on November 9, 2022, and the contractor completed all work and contract requirements. Upon completion, staff discovered that the work performed under this project did not repair the leak, which is now known to be located between the City of Bellingham water meter and the new fittings/valves installed by this project. Staff recommended accepting the project as complete and

closing out the public works contract, and are preparing a new separate public works project to replace approximately 40 lineal feet of pipe between the City meter and new fittings. Discussion followed.

Action Taken

Carter moved, Ford seconded, 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. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including his recent quarterly meeting with the City of Bellingham Public Works Department, a future meeting with the new Whatcom County Public Works Director, and other important upcoming dates. Discussion followed.

Engineering Department Report

Hunter provided an update on district projects, including increased construction inquiries ahead of the opening of the watershed work window, and upcoming meeting with FEMA for initial walk-around of the Division 7 Reservoir project site, and ongoing work with easements and projects out to bid. Discussion followed.

Finance Department Report

Signs presented the Board with the District's 2023 First Quarter Financial Report, highlighting received and pending FEMA monies and general operating revenues and expenditures.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including positive results from the recent Department of Health Sanitary Survey, ongoing water line flushing, and completion of the repair of the District's Vector truck.

With no further business, Citron adjourned the Regular Session at 10:04 a.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope

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

2023-1st Qtr Payroll Taxes REGISTER

Time: 09:48:46 Date: 05/01/2023

Page: 1

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.

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:

Approved by motion at _____ Regular _____ Special Board Meeting on _____
Date Approved _____

PAYROLL

CHECK REGISTER

Lake Whatcom W-S District

Time: 14:58:13 Date: 05/01/2023

05/04/2023 To: 05/04/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1313	05/04/2023	Payroll	5	EFT		3,661.70	04/15/2023 - 04/28/2023 PR 9
1314	05/04/2023	Payroll	5	EFT		2,711.89	04/15/2023 - 04/28/2023 PR 9
1315	05/04/2023	Payroll	5	EFT		3,180.58	04/15/2023 - 04/28/2023 PR 9
1316	05/04/2023	Payroll	5	EFT		1,770.11	04/15/2023 - 04/28/2023 PR 9
1318	05/04/2023	Payroll	5	EFT		1,961.96	04/15/2023 - 04/28/2023 PR 9
1319	05/04/2023	Payroll	5	EFT		3,092.64	04/15/2023 - 04/28/2023 PR 9
1320	05/04/2023	Payroll	5	EFT		2,312.13	04/15/2023 - 04/28/2023 PR 9
1321	05/04/2023	Payroll	5	EFT		3,510.53	04/15/2023 - 04/28/2023 PR 9
1322	05/04/2023	Payroll	5	EFT		2,201.22	04/15/2023 - 04/28/2023 PR 9
1323	05/04/2023	Payroll	5	EFT		2,629.01	04/15/2023 - 04/28/2023 PR 9
1324	05/04/2023	Payroll	5	EFT		2,635.79	04/15/2023 - 04/28/2023 PR 9
1325	05/04/2023	Payroll	5	EFT		1,438.28	04/15/2023 - 04/28/2023 PR 9
1326	05/04/2023	Payroll	5	EFT		2,252.34	04/15/2023 - 04/28/2023 PR 9
1327	05/04/2023	Payroll	5	EFT		3,895.31	04/15/2023 - 04/28/2023 PR 9
1328	05/04/2023	Payroll	5	EFT		2,915.49	04/15/2023 - 04/28/2023 PR 9
1329	05/04/2023	Payroll	5	EFT		3,938.09	04/15/2023 - 04/28/2023 PR 9
1312	05/04/2023	Payroll	5	14019		1,309.42	04/15/2023 - 04/28/2023 PR 9
1317	05/04/2023	Payroll	5	14020		1,490.38	04/15/2023 - 04/28/2023 PR 9
401 Water Fund						13,521.46	
402 Sewer Fund						33,385.41	

46,906.87 Payroll: 46,906.87

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 5/1/2023
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: 15:06:19 Date: 05/01/2023

05/04/2023 To: 05/04/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1330	05/04/2023	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	5,458.50	Pay Cycle(s) 05/04/2023 To 05/04/2023 - DCP
1331	05/04/2023	Payroll	5	EFT	UNITED STATES TREASURY	15,863.56	941 Deposit for Pay Cycle(s) 05/04/2023 - 05/04/2023
1332	05/04/2023	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	8,921.67	Pay Cycle(s) 05/04/2023 To 05/04/2023 - PERS 2
1333	05/04/2023	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,368.09	Pay Cycle(s) 05/04/2023 To 05/04/2023 - PERS 3
1334	05/04/2023	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	814.47	Pay Cycle(s) 05/04/2023 To 05/04/2023 - SUP ENF
1335	05/04/2023	Payroll	5	14021	AFLAC	354.85	Pay Cycle(s) 05/04/2023 To 05/04/2023 - AFLAC Pre-Tax; Pay Cycle(s) 05/04/2023 To 05/04/2023 - AFLAC Post-Tax
1336	05/04/2023	Payroll	5	14022	AFSCME LOCAL	388.55	Pay Cycle(s) 05/04/2023 To 05/04/2023 - Union Dues; Pay Cycle(s) 05/04/2023 To 05/04/2023 - Union Fund
1337	05/04/2023	Payroll	5	14023	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 05/04/2023 To 05/04/2023 - VEBA
1338	05/04/2023	Payroll	5	14024	MISSION SQUARE -306798	100.00	Pay Cycle(s) 05/04/2023 To 05/04/2023 - ICMA
1339	05/04/2023	Payroll	5	14025	WA ST HEALTH CARE AUTHORITY	16,973.79	Pay Cycle(s) 05/04/2023 To 05/04/2023 - PEBB Medical; Pay Cycle(s) 05/04/2023 To 05/04/2023 - PEBB ADD LTD; Pay Cycle(s) 05/04/2023 To 05/04/2023 - PEBB SMK Surcharge; Pay Cycle(s) 05/04/2023 To 05/04
401 Water Fund						38,912.39	
402 Sewer Fund						13,921.09	
						52,833.48	Payroll: 52,833.48

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District


Time: 15:06:19 Date: 05/01/2023

05/04/2023 To: 05/04/2023

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 5/1/2023
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**

**Washington State Department
of Health 2023 Commitment to
Excellence Award**

DATE SUBMITTED:	April 20, 2023	MEETING DATE:	May 10, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

National Drinking Water Week is held during the first full week of May each year (May 7-13 in 2023) to recognize the vital role water plays in our daily lives. To commemorate National Drinking Water Week, each year the Washington State Department of Health recognizes professionals in the water industry through a series of awards (Above and Beyond, Grace Under Pressure, and Lifetime Achievement, to name a few). For 2023, DOH has selected Kevin Cook, District Water Treatment Plant Operator, for receipt of the *Commitment to Excellence* award. DOH staff will formally present the award to Mr. Cook during the May 10 Board of Commissioners meeting.

Following is the nomination that was submitted for Mr. Cook:

Since his 2009 appointment as the Lake Whatcom Water and Sewer District's Water Treatment Plant Operator, Kevin Cook has diligently and proactively operated and maintained the District's three (3) Group A water systems. Through his dedication to ensuring continuity of clean drinking water, Kevin has consistently met all Washington State monitoring and reporting requirements, as well as served as an ambassador to District customers through his (often times same day) responsiveness to questions received regarding the District's water sources and delivered water. Key outcomes of Kevin's commitment include:

- The District's South Shore Water System treatment plant has received the Department of Health's Treatment Optimization Program (TOP) award for a record 21 consecutive years (i.e., since the program's inception).*
- Effective implementation of the District's Water Use Efficiency Plan has resulted in a downward trend in annual water consumption over his 14-year tenure as plant operator, despite system customer growth.*
- In-depth knowledge of the District's water treatment plants and distribution systems enables the timely identification of operational irregularities such as leaks, allowing for rapid corrections/repairs.*
- Contributed significantly to the recent completion of the Sudden Valley Water Treatment Plant Master Plan, which assessed the current plant condition and develops a proactive,*

phased approach over the 20-year planning horizon to strategically and cost effectively complete plant improvements.

- *Only minor recommendations have been identified through recent DOH sanitary surveys of each of the three water systems.*
- *Kevin has an exemplary attendance record and typically remains available throughout weekends and holidays for any questions that may arise for on-call staff operating the treatment plants.*

Kevin's commitment to excellence goes beyond the present day, as he invests significant time in the mentoring of both new operator-in-training staff, as well as experienced staff in the effective operation of the District's three water systems, ensuring that one day when he retires, the next generation of operators will be ready to continue his exemplary operations legacy.

FISCAL IMPACT

None.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality
Customer Satisfaction
Employee Leadership & Development
Operational Optimization

RECOMMENDED BOARD ACTION

None.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 6.B**

**Water Leak Adjustment
Policy Discussion**

DATE SUBMITTED:	May 3, 2023	MEETING DATE:	May 10, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Bill Adjustment Revision Analysis		
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. 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]*

Ms. Garaycoa's appeal was heard by the Board during its regularly scheduled meeting held on April 26, 2023. The Board discussed the District's current water leak adjustment policy and indicated a general desire to revise the policy to be more supportive of customers. The Board directed staff to include further discussion of the policy on its May 10 meeting agenda, as well as to perform an analysis of customer relief provided by the current policy relative to a 50% credit (similar to the City of Bellingham), as well as the effects of a multiplier on prior billing period charges (200%, 500%, etc. of the same billing period for the prior year) with the remainder of the bill relieved by the District (see attached). As can be seen by the analysis, under current policy, the financial impact of a leak on a privately-owned service line is primarily borne by the customer, while with a blanket 50% reduction (no relief cap) the impacts are evenly shared between the customer and the District. With the multiplier approach, the customer is provided the same relief regardless of leak size, with the impact shifted to the District. With the liability shift to the District, at lower multipliers, the impact to the customer may not incentivize prompt responsiveness (leak repair). As an additional consideration, the multiplier approach may be more difficult for customers to understand than a percentage reduction policy.

For comparison, following is summary of 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.

Water Leak Adjustment Policy Revision Analysis
Lake Whatcom Water and Sewer District

2-month Water Bill		Current Policy ²		50% Reduction ³		200% of Prior Yr Bill		250% of Prior Yr Bill		500% of Prior Yr Bill		750% of Prior Yr Bill		1000% of Prior Yr Bill	
Leak	Prior Year ¹	Amount	Relief	Amount	Relief	Amount	Relief	Amount	Relief	Amount	Relief	Amount	Relief	Amount	Relief
\$ 500.00	\$ 106.61	\$ 303.31	\$ 196.70	\$ 303.31	\$ 196.70	\$ 213.22	\$ 286.78	\$ 266.53	\$ 233.48	\$500	\$ -	\$500	\$ -	\$500	\$ -
\$ 1,000.00	\$ 106.61	\$ 553.31	\$ 446.70	\$ 553.31	\$ 446.70	\$ 213.22	\$ 786.78	\$ 266.53	\$ 733.48	\$ 533.05	\$ 466.95	\$ 799.58	\$ 200.43	\$1,000	\$ -
\$ 2,000.00	\$ 106.61	\$ 1,053.31	\$ 946.70	\$ 1,053.31	\$ 946.70	\$ 213.22	\$ 1,786.78	\$ 266.53	\$ 1,733.48	\$ 533.05	\$ 1,466.95	\$ 799.58	\$ 1,200.43	\$ 1,066.10	\$ 933.90
\$ 3,000.00	\$ 106.61	\$ 2,000.00	\$ 1,000.00	\$ 1,553.31	\$ 1,446.70	\$ 213.22	\$ 2,786.78	\$ 266.53	\$ 2,733.48	\$ 533.05	\$ 2,466.95	\$ 799.58	\$ 2,200.43	\$ 1,066.10	\$ 1,933.90
\$ 4,000.00	\$ 106.61	\$ 3,000.00	\$ 1,000.00	\$ 2,053.31	\$ 1,946.70	\$ 213.22	\$ 3,786.78	\$ 266.53	\$ 3,733.48	\$ 533.05	\$ 3,466.95	\$ 799.58	\$ 3,200.43	\$ 1,066.10	\$ 2,933.90
\$ 5,000.00	\$ 106.61	\$ 4,000.00	\$ 1,000.00	\$ 2,553.31	\$ 2,446.70	\$ 213.22	\$ 4,786.78	\$ 266.53	\$ 4,733.48	\$ 533.05	\$ 4,466.95	\$ 799.58	\$ 4,200.43	\$ 1,066.10	\$ 3,933.90
\$ 6,000.00	\$ 106.61	\$ 5,000.00	\$ 1,000.00	\$ 3,053.31	\$ 2,946.70	\$ 213.22	\$ 5,786.78	\$ 266.53	\$ 5,733.48	\$ 533.05	\$ 5,466.95	\$ 799.58	\$ 5,200.43	\$ 1,066.10	\$ 4,933.90
\$ 7,000.00	\$ 106.61	\$ 6,000.00	\$ 1,000.00	\$ 3,553.31	\$ 3,446.70	\$ 213.22	\$ 6,786.78	\$ 266.53	\$ 6,733.48	\$ 533.05	\$ 6,466.95	\$ 799.58	\$ 6,200.43	\$ 1,066.10	\$ 5,933.90


¹ Based on 800 cubic feet consumption at 2023 rate.

² Credit is \$1,000 or 50% of excess water usage, whichever is less.

³ Credit is 50% of excess water usage.



AGENDA **Division 30 Reservoir Hazard Trees**
BILL **Removal Project Public Works**
Item 6.C **Contract Award**

DATE SUBMITTED:	April 27, 2023	MEETING DATE:	May 10, 2023
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer/Assist. GM		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Bid Tabulation		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

During a significant storm event during the Winter of 2021-22, a large Douglas Fir blew down in close proximity to the District's Division 30 water reservoir (located on Loganberry Lane). Had the fir hit the reservoir, damages could have been irreparable, impacting the District's ability to provide water to approximately 370 Sudden Valley homes. Recognizing there are several other sizable trees in close proximity to the reservoir, the District identified and surveyed all trees that pose a risk to the reservoir. The survey effort also included definition of the location of each tree relative to property lines (the reservoir is located within an easement on Sudden Valley Community Association [SVCA] -owned property, while most of the trees are located on the parcel immediately south, which is Whatcom County-owned land associated with the Lookout Mountain Preserve).



Following identification of all hazard trees, the District pursued authorization from the property owners (SVCA and Whatcom County Parks) for removal of those trees. Once authorization was secured, the District engaged with Whatcom County Planning and Development Services (PDS) for permitting. The necessary permit was received from Whatcom County PDS on February 3, 2023 (note that, among other permit conditions,

work is limited to the Lake Whatcom Watershed land disturbance window of June 1 through September 30).

The District published an advertisement for bids (District Project No. M222) in the Bellingham Herald on March 12, 2023. Bids were due on April 20, 2023. Three bids were received with Clearwater Excavation LLC submitting the lowest bid at \$32,200 (not including sales tax). Staff have reviewed mandatory and supplemental bidder responsibility criteria and deemed that Clearwater Excavation LLC is the lowest responsible, responsive bidder.

FISCAL IMPACT

\$14,077 remains in the approved 2023-24 Budget for this project. The low bid amount is \$32,797.20 including 8.6% sales tax. The District 2023-24 Budget also includes \$20,000 in operations for tree removal services that may occur during the biennium. These funds will be used to fund the deficit between the bid amount and the remaining project specific funding.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Enterprise Resiliency

RECOMMENDED BOARD ACTION

Staff recommends that the Board award the contract to Clearwater Excavation LLC.

PROPOSED MOTION

Recommended motion is:

“I move to award the Division 30 Reservoir Hazard Trees Removal Project public works contract to Clearwater Excavation LLC for a total contract price of \$32,797.20, including 8.6% sales tax, and authorize the general manager to execute the contract.”

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



BID TABULATION

PROJECT NAME	PROJECT #	BID OPENING DATE & TIME	PAGE # OF #	LOCATION	
Division 30 Reservoir Hazard Trees Removal Project	M2226	4/20/2023 2:10 PM	1 OF 1	LAKE WHATCOM WATER & SEWER DISTRICT (BOARD ROOM & LIVE BROADCAST VIA GOTO MEETING)	
NAME OF FIRM	Engineer's Estimate		Clearwater Excavation LLC	Primal Tree Service	Precision Tree Service


Item	Description	Quantity	Unit		Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
BASE BID												
1	Mobilization and Demobilization	1	LS		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 10,000.00	\$ 10,000.00	\$ 8,500.00	\$ 8,500.00
2	Traffic Control	1	LS		\$ 1,000.00	\$ 1,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00
3	Temporary Erosion & Sedimentation Control (TESC)	1	LS		\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00
4	Fell Tree, Remove, Haul and Off-Site Disposal	21	EA		\$ 1,200.00	\$ 25,200.00	\$ 850.00	\$ 17,850.00		\$ 20,000.00		\$ 97,600.00
5	Existing Felled Tree – Remove, Haul and Off-Site Disposal	1	EA		\$ 800.00	\$ 800.00	\$ 850.00	\$ 850.00		\$ 2,000.00		\$ 2,500.00
6	Site Restoration	1	LS		\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Subtotal					\$ 33,000.00		\$ 33,200.00		\$ 47,000.00		\$ 120,100.00
7	Credit for Timber Harvested	1	LS		\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ 0.00	\$ 0.00
	Total Base Bid (Subtotal minus Item 7)					\$ 28,000.00		\$ 30,200.00		\$ 42,000.00		\$ 120,100.00

BID GUARANTEE FOR PROJECTS OVER \$35,000? (YES OR NO)		N/A	Y	Y
ADDENDUM 1 ACKNOWLEDGED? (YES OR NO)		Y	Y	Y



**AGENDA
BILL
Item 6.D**

**Division 7 Reservoir Seismic Upgrade &
Shake Alert Implementation Project
Professional Services Agreement
Amendment 3**

DATE SUBMITTED:	May 3, 2023	MEETING DATE:	May 10, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Professional Services Agreement Amendment No. 3 with Wilson Engineering LLC		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

A 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 (BHC report, December 2016). The 2017 Water System Plan also analyzed the capacity of the Division 7 reservoir and found it to be significantly oversized. Technical memoranda prepared by Wilson Engineering LLC (dated February 8, 2018, and December 28, 2020) provided alternatives analyses that investigated several options associated with future use of the reservoir or replacement. The recommended alternative replaces the existing welded steel 1-million gallon reservoir with two smaller concrete reservoirs. The current design is for two new 237,900-gallon concrete reservoirs, approximately 32-feet in diameter and 46-feet tall.

In 2018, the District submitted a FEMA Hazard Mitigation Grant application to replace the Division 7 Reservoir with two new reservoirs constructed to meet seismic standards, and to implement ShakeAlert (earthquake early warning system) on the new reservoirs. The grant application was developed in conjunction with Washington State Emergency Management Division (WA-EMD) of the Washington State Military Department and the Federal Emergency Management Agency (FEMA) as a Hazard Mitigation project. Hazard Mitigation Grant cost sharing is typically as follows: FEMA 75%, WA-EMD 12.5%, and local agency 12.5%.

Though the grant application was submitted in 2018, the project did not proceed for a few years due to varying circumstances (e.g., grant administrator staffing issues, the COVID-19 pandemic). As a result, the project did not start in earnest until 2021, which culminated in the Board approving a grant agreement for the first phase of work during its February 2, 2022 meeting (the project was split into two phases: Phase I – Design and Permitting; and Phase II – Construction). At the time of approval of Phase I, the total project cost was

estimated at \$2,281,000 (FEMA at \$1,710,750, WA-EMD at \$285,125, and the District at \$285,125).

With design and permitting progressing, and recognizing significant escalations in the construction industry over the past year, a more current cost estimate for the entire project was recently prepared. The October 2022 estimate is \$2,950,000 (\$669,000 beyond the FEMA-approved grant agreement). Recognizing the significant increase, the District requested additional funding from FEMA. The District was recently notified by WA-EMD staff that there are no additional federal funds that may be allocated toward the project, and that if the District wishes to proceed, it will have to finance the estimated additional \$669,000 (in addition to the District's grant commitment of \$285,125).

On March 8, 2023, the Board passed a motion affirming the District's commitment to fund any financial obligations associated with the Division 7 Reservoir Replacement Project beyond the \$1,995,875 provided through federal hazard mitigation grant funding and direct staff to continue pursuit of other external funding opportunities. Staff have been in regular communication with Congressman Larsen's office regarding an FY2024 community funding project award (earmark) to cover the additional project cost. Other viable external funding options include pursuit of low-interest loans through Public Works Assistance Account (administered by the State Public Works Board) or Drinking Water State Revolving Fund (administered by the State Department of Health); though neither of these sources would be a grant, it would allow the District to finance the project costs over a 20-year period at a low interest rate. Should pursuit of external funding be unsuccessful, the District could use Contingency Fund Reserves to cover a significant portion of the costs, and reorganize the District's six-year water utility capital improvement program to accommodate the project.

Over the last 6 months of project design, permitting, and development staff and Wilson Engineering LLC (Wilson) have encountered unanticipated level-of-effort and additional scope of work tasks required to keep the project moving forward. The summary of those tasks is shown below. The additional level-of-effort and scope cost increase is \$56,212.

Task 1: Project Management (PM)/Meetings/Coordination. Additional scope items included: (1) Two board meeting presentations and meeting with South Whatcom Fire Authority; (2) Preparation/review of letter to FEMA requesting additional funding and time extension, and coordination with District; (3) 10% overhead for PM tasks related to additional scope items.

Task 3: Tank Sizing, Design, and Project Report. Working with District staff and commissioners to obtain tank sizing consensus which involved coordination of multiple discussions and associated analysis/calculations.

Task 4: Permitting and Public Outreach. Addressing Whatcom County Notice Of Additional Requirements (NOAR) for Conditional Use Permit and responding to SEPA public comments and questions.

Task 5: Design Development. Design of unanticipated elements included: stormwater design nuances related with ridgeline topography with two drainage basins and runoff from the existing reservoir site demolition/restoration, temporary stockpiling plan and logistics, detailed construction schedule drafting and discussions, coordination with nearby cell tower contractor, gravity rock wall design, and additional survey LIDAR data for base map.

Task 6: Easement Support. Additional work included review and development of easement acquisition agreement, easement and exhibits, meetings with District to develop easement agreement and reviewing multiple existing easements, and preparation of Temporary Construction Easement for temporary stockpiling of excavated materials.

FISCAL IMPACT

The cost of proposed Professional Services Agreement Amendment 3 is \$56,212. This results in the District's portion of project funding increasing from \$669,000 to about \$725,000.

The **Professional Services Agreement** with Wilson Engineering for Phase 1 – Design and Permitting, is summarized as follows:

Phase 1 – Design & Permitting <i>(Limited Total Price to \$47,000 until grant funding secured)</i>	\$ 47,000.00
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Amendment No. 1 <i>(Authorize remaining Phase 1 funds to complete Phase 1 scope)</i>	\$ 154,080.00
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Amendment No. 2 <i>(SVWTP Operations Analysis and Evergreen Coating Engineers Sampling And Disposal Specifications)</i>	\$ 16,531.70
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Proposed Amendment No. 3 <i>(Additional Scope of Work)</i>	\$ 56,212.00
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Proposed Total Price incl. Amend #3	\$ 273,823.70
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APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy and Performance
Community Sustainability
Enterprise Resiliency

RECOMMENDED BOARD ACTION

Staff recommends that the Board authorize the General Manager to execute the amendment to the professional services agreement with Wilson Engineering, LLC as presented.

PROPOSED MOTION

Recommended motion is:

“I move to authorize the General Manager execute Amendment No. 3 to the Professional Services Agreement for Division 7 Reservoir Seismic Upgrade and Shake Alert Implementation Project with Wilson Engineering, LLC as presented.”

**AMENDMENT 3
TO
PROFESSIONAL SERVICES AGREEMENT
FOR
DIVISION 7 RESERVOIR SEISMIC UPGRADE AND
SHAKE ALERT IMPLEMENTATION PROJECT**

AN AGREEMENT, was made and entered into by and between Lake Whatcom Water and Sewer District, Whatcom County, Washington, hereinafter referred to as "District", and **Wilson Engineering, LLC** ("Consultant"), a corporation with a place of business at **805 Dupont Street, Suite 7, Bellingham, WA 98225**, collectively referred to as "Parties", effective **December 20, 2021**.

WHEREAS, the District solicited for professional services as required by RCW 39.80; and

WHEREAS, the District authorized the full scope of work defined in the original agreement, but limited the initial Total Price to \$47,000, until FEMA grant funding has been secured; and

WHEREAS, the District executed a Hazard Mitigation Grant Agreement with the Washington State Military Department, effective March 8, 2022 with an initial Total Federal Award Amount of \$337,456.50 which executed a March 30, 2022 for Phase 1 of the project that includes design and permitting activities; and

WHEREAS, the District has secured grant funding for the project and desires amend the Total Price with the Consultant to the total cost estimate for the Consultant to complete the full scope of Phase 1 Design and Permitting work as defined in the original agreement; and

WHEREAS, the Consultant has reviewed the District's grant agreement and can incorporate the conditions listed within the current budget, with the possible exception of Section A.31 (pending review of FEMA-specific NEPA instructions when they are available); and

WHEREAS, the scope was previously amended to include additional work related to approval of grant funding, Sudden Valley Water Treatment Plant Operations in preparation for when the proposed reservoirs come online, and existing Division 7 Reservoir coating sampling for lead content and development of disposal specifications; and

WHEREAS, the scope is amended is to accommodate unanticipated additional work as outlined in Exhibit A – Contract Amendment #3, Additional Scope.

The Parties amend the original Agreement as follows:

SECTION 8: COMPENSATION

The Total Price is amended to **Two Hundred Seventy-Three Thousand Eight Hundred Twenty-Three DOLLARS and Seventy CENTS (\$273,823.70).**

Phase 1 – Design & Permitting <i>(Limited Total Price to \$47,000 until grant funding secured)</i>	\$ 47,000.00
Amendment No. 1 – <i>(Authorize remaining Phase 1 funds to complete Phase 1 scope)</i>	\$ 154,080.00
Amendment No. 2 – <i>(SVWTP Operations Analysis and Evergreen Coating Engineers Coating Sampling and Disposal Specifications)</i>	\$ 16,531.70
Amendment No. 3 – <i>(Additional Scope of Work)</i>	\$ 56,212.00
Total Price	\$ 273,823.70

EXHIBITS

Exhibit A – Contract Amendment #3, Additional Scope dated March 29, 2023.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to the Agreement to be executed by their respective authorized officers or representatives as of the day and year written below.

Lake Whatcom Water and Sewer District

Wilson Engineering, LLC

By: _____
Justin Clary, General Manager

By: _____

Printed Name: _____

Title: _____

Dated: _____

Dated: _____

EXHIBIT A

LAKE WHATCOM WATER AND SEWER DISTRICT

Division 7 Reservoir Seismic Upgrade and Shake Alert Implementation Project

Contract Amendment #3, Additional Scope

Prepared by: Curt Schoenfelder, P.E., Wilson Engineering LLC

Project No.: 2021-130


Date: March 29, 2023

Item/Task	Description	Estimates/Assumptions	\$ Total Amount
Task 1: PM/Meetings/Coordination/QAQC	1) Additional meetings; a) Two Board Meeting presentations. b) South Whatcom Fire Authority. 2) Initial draft of funding and timeline letter to FEMA, meeting with District to discuss. 3) 10% overhead for PM tasks related to additional scope items.	1) a) $2 \times \$180 + 6 \times (\$174 + \$164) = \$2,388$ each x 2 meetings = \$4,776 b) $4 \times \$174 = \696 2) $6 \times \$174 = \$1,044$ 3) 10% x Total all additional scope	\$ 6,516 \$ 5,110
Task 3: Tank Sizing, Design and Project Report	Tank sizing consensus, discussions, coordination, and analysis/calculations.	$8 \times \$180 + 16 \times \$174 + 20 \times \$164 + 24 \times \$128 = \$10,576$	\$ 10,576
Task 4: Permitting and Public Outreach	Unanticipated design challenges to get through permitting, addressing County NOAR.	$4 \times \$180 + 32 \times \$174 + 24 \times \$140 + 16 \times \$128 + 16 \times \$114 = \$13,520$	\$ 13,520
Task 5: Design Development	Unanticipated design elements including: stormwater design challenges, temporary stockpiling plan and logistics, detailed construction schedule drafting and discussions, coordinating with nearby Tower contractor, gravity rock wall design, additional survey LIDAR data for base map.	$8 \times \$180 + 30 \times \$174 + 24 \times \$140 + 30 \times \$128 + 24 \times \$114 + 4 \times \$174 + 4 \times \$126 = \$17,796$	\$ 17,796
Task 6: Easement Support	a) Overall Agreement (encompassing the easements) review. b) District easement meeting to discuss Agreement and addressing multiple existing easements. c) Temporary Construction Easement preparation (for stockpiling material).	$4 \times \$180 + 3 \times \$174 + 4 \times \$174 + 6 \times \$126 = \$2,694$	\$ 2,694
Total			\$ 56,212



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	May 4, 2023	MEETING DATE:	May 10, 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, May 10, 2023 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed May 31, 2023	8:00 a.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 Jul 26, 2023	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Wed May 25, 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:

- The Safety Committee met on April 27. Discussion included status on installation of fall protection anchors at select sewer lift stations, recent worksite inspection results, administrative building safety improvement considerations, and safety program review.

Investment Committee:

- The Investment Committee met on April 26. Discussion included review of current investments and planned investment strategy, and proposed revisions and timing of the utility bill payment period for board consideration.

Upcoming Board Meeting Topics

- Sewer lift station renovation program presentation
- Division 30 water booster/Sudden Valley sewer lift station PLC replacement contract award
- Retrospective Rating Plan Agreement approval
- 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. Executed interlocal agreement for purchase of preferred system 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 three (3) programs (hand & power tools, flagging & traffic control, and securing loads program) and is reviewing the accident/incident investigation 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) attended the WASWD quarterly general managers' meeting on May 3.*
- *J Clary attended Washington State Public Works Board meetings in Spokane on May 4-5.*
- *J Clary is scheduled to meet (virtually) on May 8 with a city manager regarding performance management process analyses the city underwent.*
- *J Clary is scheduled to attend the Public Works Board loan application workshop on May 10.*
- *J Clary is scheduled to attend the Bellingham Schools Foundation luncheon on May 10.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
No LWMP-related meetings have been held since the last board meeting.