



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

**Wed June 14, 2023
6:30 pm to 8:00 pm**

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ATTENDING A MEETING

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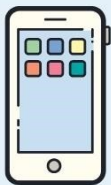
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

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

June 14, 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. Resolution No. 891—Leak Adjustment Policy Revision
 - B. Resolution No. 892—Repeal of COVID-19 Vaccination Mandate
 - C. Washington State Public Works Board Construction Loan Application Authorization
 - D. 2189 Northshore Road Request for Single Side Sewer for Main Resident and Accessory Dwelling Unit Verification
 - E. 2023 Salary Matrix Update Approval
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	June 8, 2023	MEETING DATE:	June 14, 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 6.14.2023****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 5.31.23 Regular Board Meeting
- Payroll for Pay Period #12 (05.27.2023 through 06.09.23) total to be added
- Payroll Benefits for Pay Period #12 total to be added
- Accounts Payable Vouchers total to be added

FISCAL IMPACT

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2023 Budget.

RECOMMENDED BOARD ACTION

Staff recommends the Board approve the Consent Agenda.

PROPOSED MOTION

A recommended motion is:

"I move to approve the Consent Agenda as presented."



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

May 31, 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 Bruce Ford Finance Manager/Treasurer Jenny Signs
Commissioner Jeff Knakal (v) Operations & Maintenance Manager Jason Dahlstrom
Commissioner David Holland (v) Recording Secretary Rachael Hope

Excused Absences: Commissioner John Carter

Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Holland seconded, approval of:

- Minutes for the 5.10.23 Regular Board Meeting
- Payroll for Pay Period #10 (04.29.2023 through 05.12.23) totaling \$48,644.93
- Payroll Benefits for Pay Period #10 totaling \$53,488.96
- Payroll for Pay Period #11 (05.13.2023 through 05.26.23) totaling \$47,572.38
- Payroll Benefits for Pay Period #11 totaling \$53,179.33
- Accounts Payable Vouchers totaling \$202,612.46

Motion passed.

Resolution No. 891 Leak Adjustment Policy Revision

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. Clary recalled that at the April 26, 2023 regular meeting, 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 requested an analysis of customer relief provided by the current policy relative to various other policy considerations, which staff presented.

The Board directed staff to perform an analysis of customer relief provided by the current policy relative to a 50% credit, 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. Following discussion during the May 10 meeting, the Board directed staff to prepare a resolution for its consideration reflecting requested updates to location, term, reduction amount, and policy effective

date for leak adjustments. Staff presented the Board with the proposed draft resolution as well as a summary of all 2023 leaks to-date, with a comparison of the relief/impact to customers of the proposed revisions relative to the current policy. Discussion followed, in which the board directed staff to bring back the resolution amended to a 50/50 split at the next board meeting for adoption.

Retrospective Rating Plan Agreement Approval

Clary explained that the District has participated for several years in the Washington Association of Sewer and Water Districts (WASWD) Retrospective Rating (Retro) Program. The Retro Program offers qualified members a potential cost-saving benefit through the Washington State Department of Labor and Industries (L&I). The program is a risk pool that rewards employers who minimize their industrial insurance losses. Through Program participation, the District has received refunds on L&I premiums when total claims for the pool members are less than the L&I premiums paid by the participants.

The WASWD Retro Program administrator, Archbright, began working with WASWD several months ago to revise the existing agreement between WASWD and each pool member. Clary highlighted included revisions to the Board, and discussion followed.

Action Taken

Ford moved, Knakal seconded, to authorize the General Manager execute the updated Retrospective Rating Program Agreement with the Washington Association of Sewer and Water Districts, as presented. Motion passed.

District Engineer Recruitment Personal Services Agreement Approval

The District Engineer position is an integral member of the District's management team. Bill Hunter, District Engineer, has resigned after 18 years of service. To increase the breadth of reach and facilitate a large pool of qualified candidates, the general manager recommended the use of GMP Consultants, a Washington State-based firm specializing in the recruitment and hiring of public employees, to assist the District throughout the recruitment and hiring process. Discussion followed.

Action Taken

Knakal moved, Ford seconded, to authorize the General Manager execute the personal services agreement with GMP Consultants for recruitment of a District Engineer, as presented. Motion passed.

COVID-19 Vaccination Policy Discussion

Clary recalled that on February 29, 2020, Governor Inslee issued Proclamation No. 20-05, declaring a state of emergency throughout Washington State because of the COVID-19 pandemic. On August 9, 2021, Governor Inslee issued Proclamation No. 21.14, mandating that all State employees become fully vaccinated from COVID-19 by October 18, 2021, unless they qualified for a bona fide medical or religious exemption. On October 13, 2021, the Board adopted a mandatory vaccination policy in the form of Resolution No. 877; mandating COVID-19 vaccinations for District staff, volunteers, and on-site contractors.

Recognizing that on May 5, 2023, the World Health Organization determined that "COVID-19 is now an established and ongoing health issue which no longer constitutes a public health emergency of international concern," Governor Inslee rescinded COVID-19 vaccine requirements for Washington State employees on May 10. With most governmental agencies rescinding vaccination requirements, staff provided this agenda item at the board's request for formal review of the District's associated policy. Discussion followed.

Sewer Lift Station Renovation Program Presentation

The District owns and operates a sewer collection and conveyance system serving the Sudden Valley and Geneva communities, as well as much of the north shore of Lake Whatcom. The system is comprised of approximately 75 miles of sewer mains supported by 27 sewer lift stations that pump wastewater generated by District customers out of the Lake Whatcom watershed to the City of Bellingham's (City) sewer conveyance system for treatment at the City's Post Point wastewater treatment plant.

Much of the sewer system was constructed in the 1970s. While significant operational life of much of the sewer mains remains, the operational life of lift stations is much shorter (approximately 25-30 years). As the lives of the original lift stations began expiring in the late-1990s, the District began planning for systematic renovation of its lift stations. Since the first renovation was completed in 2000, the District has expended significant resources in the renovation of its lift stations, averaging 1-2 improvement projects per year. As the District is now approaching the tail end of the first round of renovations, Clary provided a presentation on the District's lift station renovation program, including anticipated next steps. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including a recent functional exercise with Whatcom County Emergency Management staging an 8.6 magnitude earthquake and walking staff through the steps that would be taken. He also highlighted the upcoming Division 30 Hazard Tree Removal project and progress on the Division 7 Reservoir project. Discussion followed.

Engineering Department Report

Clary provided an update on District projects, including kickoff of the Euclid lift station renovation project in the coming weeks, current projects out to bid, and completion of the Pinto Creek PRV replacement project by District staff.

Finance Department Report

Signs highlighted trends in revenues and expenditures and reported that 60+ day arrearages continue to remain low, as well as touching on upcoming US Treasury notes coming due and recent conversation with the District's investment advisor.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including the crew's excellent safety record, increased usage with seasonal temperatures rising, water main flushing in Sudden Valley, and surveying of sites to update the Firewise facility plan created in 2022. Discussion followed.

With no further business, Citron adjourned the Regular Session at 9:33 a.m.

Board President, Todd Citron


Attest: _____
Recording Secretary, Rachael Hope

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



**AGENDA
BILL
Item 6.A**

**Resolution No. 891
Water Leak Adjustment
Policy Revision**

DATE SUBMITTED:	May 31, 2023	MEETING DATE:	June 14, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Resolution No. 891		
	2. Analysis of 2023 Leaks Under Proposed Policy		
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 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. The topic was again discussed during the May 31 meeting, during which the Board directed staff to prepare a resolution for its consideration that amends the existing water leak adjustment policy as follows:

- Location. Any unintentional excess use of water on the customer's side with the water meter shall be eligible for relief.
- Term. Customers will be eligible for one adjustment every seven years.
- Reduction Amount. The customer's bill will be reduced by 50% of the excess consumption.
- Policy Effective Date. The effective date of the resolution will be retroactive to January 1, 2023.

To assist the Board in understanding the effect of implementing the proposed revision, attached is a summary of all 2023 leaks to-date, with a comparison of the relief/impact to customers of the proposed revisions relative to the current policy.

FISCAL IMPACT

It is anticipated that the fiscal impact will negatively impact Water Utility revenues; however, the actual impact will vary based upon 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 adoption of Resolution No. 891.

PROPOSED MOTION

A recommended motion is:

“I move to adopt Resolution No. 891 as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 891**

A Resolution of the Board of Commissioners Revising the Leak Adjustment Policy
defined in Administrative Code Title 2, Fiscal Management Policies, Section 10

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

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

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

WHEREAS, Section 2.10.6 of Title 2 of the District Administrative Code defines the District's water leak adjustment policy; and

WHEREAS, the District Board of Commissioners wishes to refine the District's leak adjustment policy to provide greater relief to District customers for any unintentional loss of water beyond historic account consumption while continuing to promote customer maintenance of private water lines; and

WHEREAS, the District Board of Commissioners has reviewed and determined it appropriate to revise Section 2.10.6 of Title 2, Fiscal Management Policies, of the Administrative Code, as reflected in Exhibit A attached hereto for reference purposes only, which identifies specific amendments to Section 2.10.6 with deletions in strikethrough and additions underlined; and

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

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

Section 1. Section 2.10.6 of Title 2 of the District Administrative Code is repealed and replaced with Section 2.10.6 of Title 2 of the Administrative Code, as attached hereto as Exhibit B.

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

Section 3. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would

have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original resolution or resolutions shall be in full force and effect.

Section 4. This Resolution shall be effective retroactive to January 1, 2023.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 31st day of May, 2023.

Todd Citron, President, Board of Commissioners

Attest:

Rachael Hope, Recording Secretary

Approved as to form:

Robert Carmichael, Attorney for the District

EXHIBIT A

2.10.6 Water ~~Leak~~Bill Adjustments

The District will adjust high customer water bills subject to the conditions defined herein~~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 a signed attestation (1) acknowledging that the adjustment is subject to this Water Bill Adjustment policy, (2) stating the reason for the high bill (if known), and (3) confirming that any repairs needed to resolve the issue have been completed (if applicable given the type of loss)~~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~~the quantity basis. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. The adjustment credit shall ~~be 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.
32. Water ~~leak~~bill adjustments are limited to one adjustment per owner during the life of that metered service every seven years. Customers who have experienced leaks should inspect their entire system and ensure that all issues have been remedied. Eligibility for bill adjustment shall reset when a property is acquired by a new owner. When a ~~leak~~high use event 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.
43. The District will set up an incremental payment schedule on the remaining balance of the ~~leak~~bill 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 subject to adjustment will be waived if the customer adheres to the prearranged payment schedule. [Resolution Nos. 821, 861, 870, 891]

EXHIBIT B

2.10.6 Water Bill Adjustments

The District will adjust high customer water bills subject to the conditions defined herein. The adjustment request must be made in writing by the property owner and include a signed attestation (1) acknowledging that the adjustment is subject to this Water Bill Adjustment policy, (2) stating the reason for the high bill (if known), and (3) confirming that any repairs needed to resolve the issue have been completed (if applicable given the type of loss). To calculate the adjustment:

1. Water consumption figures from the same billing period in the previous year are used to calculate the adjustment. If less than one year's usage history exists, the current base rate allowance will be used as the quantity basis. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. The adjustment credit shall be 50 percent of the amount determined to be the excess water usage charge.
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 adjustment credits, water usage over 2,500 cubic feet will be billed at the lower tier rate.
3. Water bill adjustments are limited to one adjustment per metered service every seven years. Customers who have experienced leaks should inspect their entire system and ensure that all issues have been remedied. Eligibility for bill adjustment shall reset when a property is acquired by a new owner. When a high use event 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 adjustment credits.
4. The District will set up an incremental payment schedule on the remaining balance of the bill 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 amount subject to adjustment will be waived if the customer adheres to the prearranged payment schedule. [Resolution Nos. 821, 861, 870, 891]

2023 Adjustments

January Adjustments

1537 Glen Cove Lane		
1.1.2023 High Use Water Bill	\$	1,901.92
1.1.2022 Usage		1,262
High Use Excess		8,504
Customer Relief Under Proposed Policy	\$	951.24
Customer Relief Under Current Policy	\$	951.24
Cost to District if Proposed Policy Adopted		None
4 Valley Crest Way		
1.1.2023 High Use Water Bill	\$	2,233.51
1.1.2022 Usage		2,252
High Use Excess		14,413
Customer Relief Under Proposed Policy	\$	1,078.73
Customer Relief Under Current Policy	\$	1,000.00
Cost to District if Proposed Policy Adopted	\$	78.73

February Adjustments

5 Grand View Lane		
2.1.2023 High Use Water Bill	\$	626.79
2.1.2022 Usage		1,223
High Use Excess		3,637
Customer Relief Under Proposed Policy	\$	271.91
Customer Relief Under Current Policy	\$	271.91
Cost to District if Proposed Policy Adopted		None
4 Whispering Cedars Ct		
2.1.2023 High Use Water Bill	\$	1,823.42
2.1.2022 Usage		1
High Use Excess		13,361
Customer Relief Under Proposed Policy	\$	1,060.95
Customer Relief Under Current Policy	\$	1,000.00
Cost to District if Proposed Policy Adopted	\$	60.95
10 Jasper Ridge Lane		
2.1.2023 High Use Water Bill	\$	1,365.48
2.1.2022 Usage		1,726
High Use Excess		8,662
Customer Relief Under Proposed Policy	\$	725.46
Customer Relief Under Current Policy	\$	725.46
Cost to District if Proposed Policy Adopted	\$	-

March Adjustments

1299 Lowe Ave

3.1.2023 High Use Water Bill	\$	1,683.88
3.1.2022 Usage		667
High Use Excess		11,175
Customer Relief Under Proposed Policy	\$	894.65
Customer Relief Under Current Policy	\$	894.65
Cost to District if Proposed Policy Adopted	\$	-

973 Grand Blvd - Doesn't Currently Qualify for Leak Adj. Under Current Policy

3.1.2023 High Use Water Bill	\$	7,132.52
3.1.2022 Usage		1,103
High Use Excess		47,590
Customer Relief Under Proposed Policy	\$	4,170.36
Customer Relief Under Current Policy	\$	-
Cost to District if Proposed Policy Adopted	\$	4,170.36

April Adjustments

1 Mountain Ash Ct

4.1.2023 High Use Water Bill	\$	6,391.10
4.1.2022 Usage		627
High Use Excess		43,150
Customer Relief Under Proposed Policy	\$	3,601.50
Customer Relief Under Current Policy	\$	1,000.00
Cost to District if Proposed Policy Adopted	\$	2,601.50


5 Sigma Circle - Sr. Rates

4.1.2023 High Use Water Bill	\$	6,379.79
4.1.2022 Usage		735
High Use Excess		72,415
Customer Relief Under Proposed Policy	\$	3,810.37
Customer Relief Under Current Policy	\$	1,000.00
Cost to District if Proposed Policy Adopted	\$	2,810.37



**AGENDA
BILL
Item 6.B**

**Resolution No. 892
Mandatory Vaccination of District
Staff, Volunteers and On-site
Contractors Policy Repeal**

DATE SUBMITTED:	May 31, 2023	MEETING DATE:	June 14, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Resolution No. 892		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="checked" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

On February 29, 2020, Governor Inslee issued Proclamation No. 20-05, declaring a state of emergency throughout Washington State as a result of the COVID-19 pandemic. On August 9, 2021, Governor Inslee issued Proclamation No. 21.14, mandating that all State employees become fully vaccinated from COVID-19 by October 18, 2021, unless they qualified for a bona fide medical or religious exemption. Following this proclamation, many local governments (including the City of Bellingham) implemented mandatory vaccination policy for their staff.

The Board discussed adoption of a mandatory vaccination policy during its September 8 and 29, 2021 meetings, ultimately adopting Resolution No. 877 mandating COVID-19 vaccinations for District staff, volunteers, and on-site contractors during a regularly scheduled meeting of the board on October 13, 2021.

Recognizing that on May 5, 2023 the World Health Organization determined that "COVID-19 is now an established and ongoing health issue which no longer constitutes a public health emergency of international concern," Governor Inslee rescinded COVID-19 vaccine requirements for Washington State employees on May 10. With most governmental agencies rescinding vaccination requirements, the Board discussed the District's associated policy during its May 31, 2023 meeting, during which the Board directed staff to develop a resolution repealing the mandate for consideration at a future meeting.

FISCAL IMPACT

No fiscal impacts are anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Enterprise Resiliency

RECOMMENDED BOARD ACTION

Staff recommends adoption of Resolution No. 892.

PROPOSED MOTION

A recommended motion is:

“I move to adopt Resolution No. 892 as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 892**

A Resolution of the Board of Commissioners
Repealing the Requirement of COVID-19 Vaccinations for District Employees,
Volunteers, and On-site Indoor Contractors

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed that a State of Emergency existed in all counties of the State of Washington due to the outbreak of novel coronavirus (COVID-19); and

WHEREAS, on March 10, 2020, the Whatcom County Executive, in coordination with the Whatcom County Health Board, declared a Whatcom County public health emergency to reduce the spread of COVID-19 in the community; and

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

WHEREAS, on March 25, 2020, the District Board of Commissioners ("Board") adopted Resolution No. 863, declaring a local emergency related to the COVID-19 pandemic; and

WHEREAS, COVID-19 vaccinations became available in Whatcom County for certain priority groups since December 2020, and for those over the age of 16 since April 2021, and for those over the age of 12 since May 2021, and are free of charge and widely available; and

WHEREAS, on July 6, 2021, the Office of Legal Counsel of the United States Department of Justice issued a legal opinion stating that federal and state governments were not prohibited by federal law from imposing vaccination mandates, even when the only vaccines available were those authorized under United State Food and Drug Administration ("FDA") Emergency Use Authorizations; and

WHEREAS, on August 9, 2021, the Governor of the State of Washington issued Proclamation 21-14 requiring all employees, on-site independent contractors, volunteers, goods and services providers, and appointees of designated state agencies to be fully vaccinated against COVID-19 on or before October 18, 2021, and encouraged local governments to adopt a vaccine mandate; and

WHEREAS, the President of the United States encouraged private employers and local governments to adopt vaccine mandates; and

WHEREAS, Revised Code of Washington ("RCW") Section 57.08.005 grants powers to the District to employ persons and to contract for provision of services as are necessary to carry out the District's purposes; and

WHEREAS, the District's authority to establish conditions of employment and contract terms for services is "necessary or fairly implied in or incident to the powers expressly granted" in RCW 57.08.005; and

WHEREAS, the operation of utilities is a proprietary function of government, allowing for a broader construction of District powers consistent with its statutory purposes; and

WHEREAS, the District Board adopted Resolution No. 877 mandating the vaccination against COVID-19 of all District employees, volunteers, and on-site indoor contractors during a regularly scheduled meeting held on October 13, 2021; and

WHEREAS, the District has implemented Resolution No. 877 since its adoption; and

WHEREAS, on October 28, 2022, the Governor of the State of Washington rescinded Proclamation 21-14 et seq. and terminated the State of Emergency in all counties of the State of Washington; and

WHEREAS, the District Board adopted Resolution No. 883 concluding the local emergency declaration related to the COVID-19 pandemic during a regularly scheduled meeting held on March 30, 2022; and

WHEREAS, on May 5, 2023, the World Health Organization determined that "COVID-19 is now an established and ongoing health issue which no longer constitutes a public health emergency of international concern;" and

WHEREAS, on May 10, 2023, the Governor of the State of Washington rescinded COVID-19 vaccine requirements for Washington State employees; and

WHEREAS, the foregoing recitals are findings of the Board and 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 Resolution No. 877 is hereby repealed in its entirety.

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 14th day of June, 2023.

Todd Citron, President, Board of Commissioners

Attest:


Rachael Hope, Recording Secretary

Approved as to form:

Robert Carmichael, Attorney for the District



AGENDA Division 7 Reservoir Replacement
BILL Project Public Works Board
Item 6.C Application Authorization

DATE SUBMITTED:	May 31, 2023	MEETING DATE:	June 14, 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 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 237,500 gallon reservoirs.

In 2018, the District submitted a FEMA Hazard Mitigation Grant application to replace the Division 7 Reservoir with two new reservoirs constructed to meet seismic standards, and to implement ShakeAlert (earthquake early warning system) on the new reservoirs. 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).

During its regularly scheduled meeting held on March 8, 2023, the Board formally affirmed its commitment to the Division 7 Reservoir Replacement Project and directed staff to pursue other funding sources to cover the project increase. One viable external funding source is a low-interest loan through Public Works Assistance Account (administered by the State [Public Works Board](#)); though this source would not be a grant, it would allow the District to finance the project costs over a 20-year period at a low interest rate (1.72%).

The Public Works Board officially opened the FY2024 loan cycle during its meeting held on May 5, with applications due on July 7. There is approximately \$222 million available during this loan cycle. The PWB intends to award funds during its August 4 meeting. A requirement of application is that the applicant's governing body formally authorize submittal of a loan application.

FISCAL IMPACT

Receipt of PWAA loan would create a debt service obligation for the amount the loan, which would be amortized over a 20-year loan repayment period.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

Infrastructure Strategy and Performance

Enterprise Resiliency

RECOMMENDED BOARD ACTION

Staff recommends that the Board authorize development and submittal of a construction loan application to the Public Works Board for the Division 7 Reservoir Replacement Project.

PROPOSED MOTION


A recommended motion is:

"I move to authorize staff to develop and submit an application to the Washington State Public Works Board for a loan to finance the unfunded portion of the construction of the Division 7 Reservoir Replacement Project."



AGENDA
BILL
Item 6.C

2189 Northshore Rd
Request for Single Side Sewer for
Main Residence and ADU

DATE SUBMITTED:	June 7, 2023	MEETING DATE:	June 14, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jason Dahlstrom, O&M Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Whatcom County Building Permit – ADU (2189 Northshore Rd)		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

On June 7, 2023 the District received an Application for Sewer Permit for service to a detached Accessory Dwelling Unit (ADU) located at 2189 Northshore Rd (Whatcom County Parcel No. 380325 114178 0000). The District previously processed and issued a new construction sewer permit for a Single-Family Residence (SFR) located on the parcel on September 18, 2020.

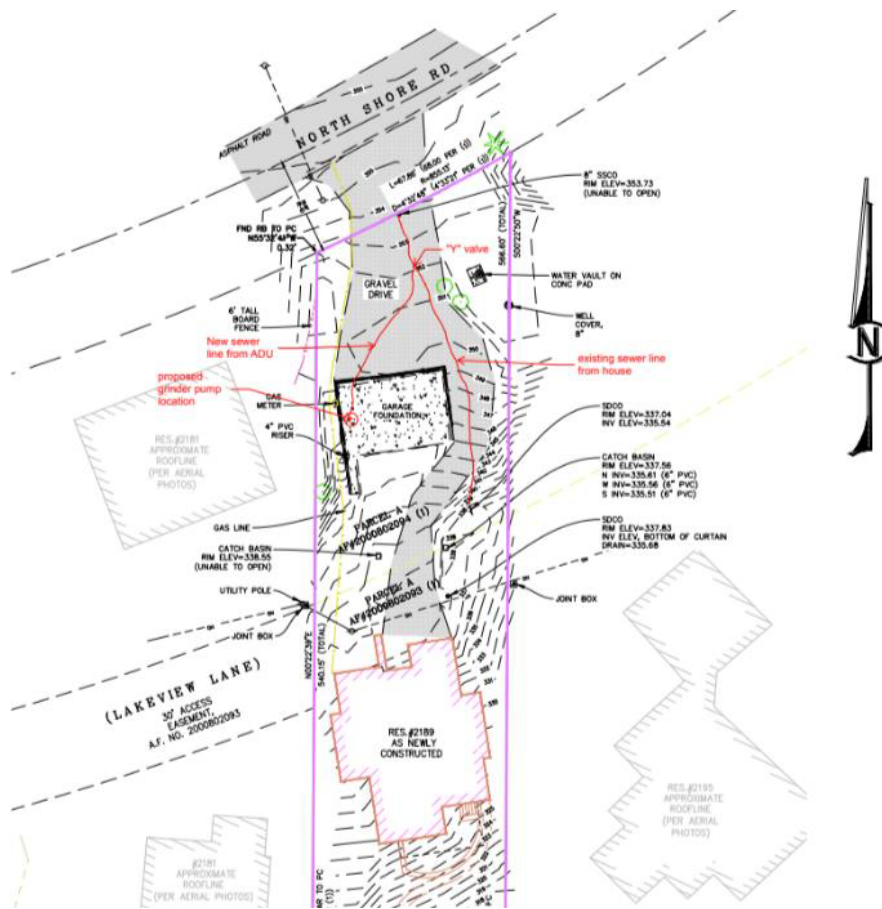
Staff have issued a new sewer permit for the ADU. The ADU sewer permit application proposes installing a grinder pump system adjacent to the new structure and to use the existing pressure side sewer piping to serve both the SFR and ADU structures. The existing pressure line is of sufficient size and material to serve both structures.

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

5.4.8 Side Sewer for Each Building

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

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



FISCAL IMPACT

A sewer connection fee, as well as creation of an ongoing sewer rate revenue, will be created with approval of service to the ADU.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Customer Satisfaction

RECOMMENDED BOARD ACTION

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

PROPOSED MOTION

Recommended motion is:

"I move to verify District 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 2189 Northshore Rd, on Whatcom County Parcel Number 380325 114178 0000."



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

Permit

Permit Status: **Issued**

Permit Number: **SFR2022-00468**

Permit Type: **Building (Residential) SFR**

Single Family Residential Permit

Work Classification: **New Construction**

Issue Date: **03/28/2023**

Location Address

2189 NORTSHORE RD, Bellingham, WA 98226

Parcel Number

3803251141780000

Contacts

Karman & Danielle Tandon

Owner

karmantandon@gmail.com

Andrea Hemley

Applicant

1708 F STREET, BELLINGHAM, WA 98225
(360)527-9445

andrea@avtplanning.com

HIGHLINE CONSTRUCTION

Contractor

1420 MEADOR AVE K105, BELLINGHAM, WA 98229
info@highlineWA.com
HIGHLCL892PC

10/03/2023

Construction Permit Details

Proposed Work: REVISED SCOPE: Construction of the detached structure only. No driveway work proposed.
Detached living structure. Lower Level Garage 797sf, Upper level living 785sf, CvDeck17sf, TotalSF=1599

Bldg. SQ. FT.

New Sq. Footage	1599	Original SF	1567
Total Sq. Footage	1599		

Building Info

Basement	No	Census Code	D-103 New-other type buildings
Foundation	Footing with Stem Wall	Heat Sources	Electric
No. of Stories	2	Number of Bathrooms	1
Number of Bedrooms	1	Number of Units	0
Occupancy Group:	R3/U	Sprinklered	No
Type of Construction:	VB	Type of Use:	RES

Set Back

Setback Front Ft.	20 P/L NORTSHORE RD	Setback Rear Ft.	5 P/L
Setback Side1 Ft.	5 P/L	Setback Side2 Ft.	5 P/L

Site or Approval Info

Capital Facilities Fee	No	New Well Constructed after 1/19/2018	No
Other details:	35 CY	Other details:2	35 CY
Shoreline	Yes		

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Permit Status: **Issued**

Permit Number: **SFR2022-00468**

Permit Type: **Building (Residential) SFR**

Single Family Residential Permit

Work Classification: **New Construction**

Issue Date: **03/28/2023**

Inspections

Inspection Type	Inspection Card (call inspections in the order they appear below)
Standard Inspections	Contractors, please call or schedule your inspection in this order
Pre-Construction (Res)	
Erosion Control (PLBS)	
Pre-Construction (Res)	
Setback & Yard	
Footings	
Stemwall	
Gas Piping & Pressure	
Rough Frame & Roof	
Rough HVAC	
Rough Plumbing	
Insulation - Ceiling	
Insulation - Floors	
Insulation - Walls	
Stormwater Facility	
Final Health - Water	
Final Building	

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Single Family Residential Permit

Work Classification: **New Construction**

Issue Date: **03/28/2023**

Condition Name

- 1 BS - IRC/IBC PRE-CONSTRUCTION MTG** A pre-construction meeting is required prior to construction. This requirement may only be waived at the discretion of the Public Service Inspector. It shall be mandatory for the Contractor, Owner/Contractor or Primary Party(s) in charge of the project to attend this meeting. Failure to schedule and/or attend the required meeting is cause for delay or possible cancellation of required progress inspections until further notice from the Public Service Inspector. Call the Whatcom County Planning & Development Services inspection request line (360) -778-5902 to request the pre-construction meeting. Leave a telephone number where you can be reached during business hours. Remember to include project permit number and address. The Public Service Inspector will contact you to discuss your project and/or arrange a time and location for the meeting.
- 2 LDP - CONFORMANCE WITH SITE PLAN** All activity on site shall be done in accordance with the site plan approved by the Whatcom County Planning and Development Land Use Division. Any alterations from the approved site plan will require further review by Planning and Development Services.
- 3 LU Toe Edge of Fill Slope** The toe edge of fill slopes shall be made not nearer to the site boundary line than 1/2 (one-half) the height of the slope with a minimum of 2 (two) feet and a maximum of 20 feet.
- 4 CA - Right to Mineral Resource** The subject property may be on or within five hundred feet of designated Mineral Resource Land upon which a variety of mining related activities may occur that are not compatible with residential development for certain periods of limited duration. Within a Mineral Resource Land designation, an application may be submitted for mining and mining-related activities, including extraction, washing, crushing, stockpiling, blasting, transporting, and recycling of minerals. Whatcom County has determined that the use of real property for mineral operations is a priority use in designated Mineral Resource Lands and will not consider to be a nuisance those inconveniences or discomforts arising from mine operations, if such operations are consistent with commonly accepted best management practices and otherwise comply with local, state, and federal laws. WCC Section 14.06.
- 5 BS - IRC/IBC PLAN, DRAWINGS, DOCS** IRC/IBC - See all Plans Examiners notes and conditions on approved set of plan drawings and documents.
- 6 General Condition** Prior to occupancy, the August 23, 2017 "Agreement To Provide Mitigation For Tree Removal" must be satisfied. MIT2009-00033
- 7 BS - IRC/IBC REQ FOR INSPECTION** Request for inspection is to be filed with Whatcom County Planning and Development Services at least one working day before such inspection is desired. (IRC Section R109.3 / IBC Section 110.5)
- 8 BS - IRC/IBC SURVEY CONDITION** At the Public Service Inspector's request the owner/applicant shall provide an accurate boundary line survey of the proposed site, at the owner/applicant's expense, and as authorized by IRC Section R106.2 and IBC Section 107.2.5. The survey shall be prepared by a Washington State licensed surveyor.
- 9 FM - Address Visibility** Address shall be placed on all new buildings and be plainly visible from the street or road. These numbers shall contrast with their background and be a minimum 4 inches in height. If address cannot be seen on the building from the road, an address post shall be placed at the road and along the driveway as necessary to easily identify the location of the building.
- 10 Natural Resources-Archaeology** Should archaeological resources (e.g. shell midden, faunal remains, stone tools) be observed during project activities, all work in the immediate vicinity should stop, and the area should be secured. The Washington State Department of Archaeology and Historic Preservation (Local Government Archaeologist 360-586-3088) and the Lummi Nation Tribal Historic Preservation Office (Lena Tso, THPO 360-312-2257; Tamela Smart, Deputy THPO 360-312-2253) should be contacted immediately in order to help assess the situation and to determine how to preserve the resource(s). Compliance with all applicable laws pertaining to archaeological resources is required.
- 11 BS - IRC/IBC CONSTRUCTION APVL** IRC/IBC - The issuing of this permit shall not be construed as approval of any violation of any applicable code or ordinance. The issuance of this permit is based upon review and approval of plans submitted and shall not prevent the Building Official or appointed deputies from thereafter requiring the correction of errors.
- 12 General Condition** Final Occupancy shall not be granted prior to completion of the driveway work permitted as part of SHX2022-00044.
- 13 BS - IRC/IBC Temporary Structures** Temporary structures are structures which are erected or placed for a period not exceeding 180 days per IBC Sections 108 & 3103. Any structure which is not temporary and which is not exempt from permit per IBC Section 105.2 / IRC Section R105.2 is considered permanent and requires a building permit.
- 14 MIT As-Built** Prior to occupancy, the mitigation must be installed. An as-built plan shall be submitted to the County for approval within 30 days of installation. The as-built shall include photographs of the mitigation area, nursery plant receipts, a site plan showing the location of the mitigation, and a brief narrative of the installation. It shall be approved in conjunction with an on-site as-built inspection. Please refer to the County website for this form. <http://www.co.whatcom.wa.us/DocumentCenter/View/28923>
- 15 RS - Seasonal Exposed Soil** Exposed soils exceeding 500 square feet shall not be permitted from October 1st through May 31st.
- 16 WET HCA Disposal of Waste** All debris from construction and operations shall be disposed of at an approved terrestrial disposal facility, outside of regulated areas.
- 17 FM - Residential Access Roads** Residential Fire Access Roads shall be constructed in accordance with Whatcom County Development Standards and Whatcom County Code, Title 15.

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Permit

Permit Status: **Issued**

Permit Number: **SFR2022-00468**

Permit Type: **Building (Residential) SFR**

Single Family Residential Permit

Work Classification: **New Construction**

Issue Date: **03/28/2023**

- 18 BS - IRC/IBC PLANS & INSP RECORD** Approved plans shall be kept on the building or work site at all times during which the work authorized thereby is in progress. Work requiring a permit shall not be commenced until the Inspection Record Card is posted or otherwise made available in a convenient location. (IRC Sections R105.7 & R106.3.1 / IBC Sections 105.7 & 107.3.1)
- 19 WET HCA Invasive Species** All invasive and introduced species listed by County and State codes shall be managed according to contemporary protocols, with guidance and notification of Whatcom County Public Works Natural Resources Department and Washington State Invasive Species Council.
- 20 WET HCA Wetland** This site contains REGULATED WETLANDS AND BUFFER AREAS. The width of the protective buffer has been determined based on the category of wetland, wildlife habitat function score, intensity of land use, and the existing condition of the protective buffer. No disturbance or alteration of vegetation or soils is permitted within the wetland or buffer except as indicated in an approved Mitigation Plan on file with Whatcom County Planning and Development Services.
- 21 WET HCA BMP** Applicable protective measures and Best Management Practices (BMP) shall be implemented prior to the beginning of work, and through completion of the construction, in order to minimize potential for adverse impacts to the natural environment.
- 22 BS - IRC/IBC APPV TO CONSTRUCT** IRC/IBC - Approved to construct, subject to field inspections, special inspections, corrections and provisions of plan review.
- 23 RS - Documentation of Design** Prior to Final Occupancy issuance, documentation from the Engineer or Geologist of record (or his/her designee) shall be provided to stormwater staff indicating that all elements of the approved Stormwater System plan (approved 11/7/22) were installed according to said design.
- 24 WET HCA Habitat Conservation Area** This site contains a REGULATED WILDLIFE HABITAT CONSERVATION AREA (HCA). No disturbance or alteration of vegetation or soils is permitted within the HCA, or its buffer except as specifically indicated in an approved Habitat Management Plan on file with Whatcom County Planning and Development Services.
- 25 CA - Right to Practice Forestry** The subject property may be within or near designated FORESTRY lands on which a variety of commercial activities may occur. The legally permissible amounts of noise, dust, smoke, traffic and fumes which may be generated by activities on forest land may exceed those levels conducive to a tranquil residential environment. While the application by spraying or other means of forest chemicals may be legally permitted on forest lands, the persons making such applications and the owners of properties where such applications are being made, may be liable for loss and damages which are caused by the migration of forest chemicals from the site of the approved application. Whatcom County has determined that the use of real property for forestry operations is a high priority and favored use and will not consider to be a nuisance those inconveniences or discomforts arising from legally permitted forest practices, if such operations are consistent with commonly accepted best management practices and otherwise comply with local, state and federal laws. WCC Section 14.04.
- 26 MIT Vegetation Changes** Please consult with Whatcom County PDS Critical Areas staff if there are questions or substitutions of specified plant material. Non-native plant material are not permitted for mitigation within critical areas or associated buffers.
- 27 MIT Monitoring 5Years** Following the as-built report approval, a mitigation monitoring report is required for a period of five years on the 1st, 2nd, 3rd and 5th year after installation showing that mitigation is meeting its approved criteria. Funds will be released from the surety with the approval of each monitoring report. Please refer to the County website for this form. <http://www.co.whatcom.wa.us/DocumentCenter/View/33014>
- 28 Driveway construction Condition** The scope of approved work is limited to the construction of the Detached structure only. No earthwork associated with the construction of the driveway is permitted through this permit.
- 29 RS - ESC Installed** Erosion and Sediment Control is required to be installed at the time of or immediately after clearing activity occurs and maintained for the duration of the project. Periodic inspections will occur. For structures, initial ESC inspection shall occur prior to footings inspection. Footings inspection will be denied until ESC is signed off on Inspection Record.
- 30 LDP - NOTIFY OF ADD FILL/GRADE** Notify Whatcom County Planning and Development Services, Land Use Division - Development Inspector at (360) 778-5900 or (360) 380-8100 of any additional Fill and / or Grading to be included.
- 31 WET HCA Lake** This site contains REGULATED LAKE AND BUFFER AREAS. The regulated buffer area is 100 feet measured from the ordinary high-watermark. No disturbance or alteration of vegetation or soils is permitted within the lake or 100 -foot buffer except as indicated in an approved Mitigation Plan on file with Whatcom County Planning and Development.
- 32 BS - ZONE - EAVES** Eaves shall not extend beyond 18 (eighteen) inches into side or rear yard setbacks.
- 33 FM - Emergency Access Restrictions** If any security gate or other emergency access restriction is installed, a separate Fire Marshal's permit is required prior to installation.
- 34 BS - IRC/IBC ENERGY CODE COMPLY** IRC/IBC - This structure shall comply with the current adopted edition of the Washington State Energy Code (WSEC).
- 35 RS - NATURAL DRAINAGE PATTERNS** Natural drainage patterns shall be maintained and discharges from the site shall occur at the natural location, unless it can be shown that relocation will have no significant adverse impact to either built or natural systems as a result of the relocation. (WCC20.80.634(1)(e))
- 36 BS - ZONE - STRUCTURAL COMPLIANCE** All structures constructed on the lot(s) are required to comply with all Whatcom County Planning and Development Services Zoning Regulations, Setback Requirements, Lot Coverage, and Height Restrictions.

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Phone 360-778-5900
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Permit

Permit Status: **Issued**

Permit Number: **SFR2022-00468**

Permit Type: **Building (Residential) SFR**

Single Family Residential Permit

Work Classification: **New Construction**

Issue Date: **03/28/2023**

- 37 WET HCA Change of Plans** Any changes to the submitted documents shall require additional Critical Area Review and may be subject to additional fees.
- 38 BS - IRC/IBC ANY DEVIATION** IRC/IBC - Any deviation in construction from approved plans requires prior review and approval by Whatcom County Planning and Development Building Services and Land Use Departments.
- 39 BS - IRC/IBC OCC CERT REQUIRED** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided herein. (IRC Section R110 / IBC Section 111)
- 40 CA - Right to Farm** The subject property may be within or near designated agriculture lands on which a variety of commercial activities may occur that are not compatible with residential development for certain periods of limited duration. You may be subject to inconveniences or discomforts arising from such operations, including but not limited to noise, odors, flies, fumes, dust, smoke, the operation of machinery of any kind during any 24-hour period (including aircraft), the storage and application of manure, and the application by spraying or otherwise of chemical fertilizers, soil amendments, herbicides and pesticides. Whatcom County has determined that the use of real property for agricultural operations is a high priority and favored use and will not consider to be a nuisance those inconveniences or discomforts arising from farm operations, if such operations are consistent with commonly accepted good management practices and otherwise comply with local, state, and federal laws. WCC Section 14.02.
- 41 WET HCA Temporary Impacts** All temporary disturbances within regulated areas depicted on site plan will be restored to natural conditions or better ecologically in a timely manner upon completion of construction. This restoration shall be accomplished with plants native to the Pacific Northwest. An as-built inspection shall occur for mitigation and all disturbed areas. All open space shall be restored prior to temporary occupancy.
- 42 LDP - OTHER AGENCY CONDITION** OBTAINING A COUNTY PERMIT DOES NOT SUPERCEDE OTHER LOCAL, STATE OR FEDERAL STATUTES AND REGULATIONS THAT MAY APPLY TO THIS PERMIT. ANY WETLAND OR STREAM IMPACTS REQUIRE NOTIFYING THE U.S. ARMY CORPS OF ENGINEERS (RANDALL PERRY 206-764-6985) AND WASHINGTON STATE DEPARTMENT OF ECOLOGY (SUSAN MEYER 425-649-7168). ANY IN STREAM ACTIVITY REQUIRES REVIEW BY THE WASHINGTON DEPARTMENT OF FISH AND WILDLIFE (PETE CASTLE 360-466-4345 EXT. 272) AND ACTIVITY THAT INCLUDES CLASS II, III OR IV FOREST PRACTICES AS DEFINED IN WAC 222-16-050 MAY REQUIRE A FOREST PRACTICES APPLICATION / NOTIFICATION FROM THE WASHINGTON DEPARTMENT OF NATURAL
- 43 LDP - TOP OF CUT SLOPE** The top of cut slopes shall not be made nearer to a site boundary line than 1/5 (one fifth) of the vertical height of cut with a minimum of 2 (two) feet or 610 mm and a maximum of 10 (ten) feet or 6096 mm.


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**AGENDA
BILL
Item 6.E**

2023 Salary Matrix Update

DATE SUBMITTED:	June 8, 2023	MEETING DATE:	June 14, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Revised District Engineer Position Description		
	2. District Engineer Salary Survey Results		
	3. Revised 2023 Salary Matrix		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Since at least 2010 the District has implemented a salary matrix that defines the compensation for all staff (except for the General Manager whose salary is dictated by the associated employment contract) based upon position and tenure. The salary matrix is a seven (7) step squared pay schedule program with a 4% spread between each *step* and nineteen (19) pay *grades* with 5% between each grade (the sole exception being that the Grade 19 salary representing the District Engineer/Assistant General Manager position is 8% greater than Grade 18). Each District position has been placed at the *grade* at which that position's description best aligned with comparable positions of similar agencies through the most recent salary survey (completed in 2018; the next salary survey is budgeted for 2024 in preparation for negotiation of a successor AFSCME agreement). An employee advances up a step (4% salary increase) on their anniversary of employment with the District until they reach the top step (Step 7). The salary matrix is revised annually to reflect a cost-of-living-adjustment (COLA) defined in the current AFSCME agreement.

With the pending departure of the District's longtime District Engineer/Assistant General Manager, the General Manager has, following input for the management team and Engineering Department staff, revised the associated position to be more reflective of current District need and recent function (revised job description is attached). Revisions have included removal of the Assistant GM title and changes that better reflect the position's role on the management team (which includes the Finance Manager/Treasurer and Operations & Maintenance Manager). With revision to the position, a review of salaries of comparable positions within the region was conducted (attached). Based on the findings, it is recommended that the pay schedules associated with Grade 19 be revised downward to a 5% increase from the Grade 18 pay schedules, which will also create

consistency throughout the squared pay schedule program. The revised salary matrix is attached.

FISCAL IMPACT

Actual fiscal impact will be dependent upon the step at which the next District Engineer is hired into. Regardless, recognizing that the current position is paid at Step 7 of the current Grade 19 schedule, the District will likely realize savings in the salary for the next District Engineer.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

Employee & Leadership Development

RECOMMENDED BOARD ACTION

Staff recommends that the Board adopt the revised 2023 Salary Matrix.

PROPOSED MOTION

A recommended motion is:

“I move to adopt the revised 2023 Salary Matrix, as presented, with an effective date of August 1, 2023.”



Lake Whatcom Water & Sewer District Job Description

Job Title: Engineering Manager/District Engineer

FLSA Status: Exempt

Reports To: General Manager

Revision Date: May 31, 2023

POSITION PURPOSE:

Responsible for managing and directing all engineering activities in the design and construction of District and developer-funded projects. Oversees and manages complex capital projects, engineering planning studies and engineering contracts including preparation of permits, design, and construction drawings and specifications; and is responsible for capital project construction inspection and asset management system development and maintenance. Responds to citizen concerns related to projects, permits, and other issues related to the District. Assists the General Manager in the development and implementation of District policies and procedures.

REPORTING RELATIONSHIPS:

Reports to the General Manager and supervises Engineering Department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Serves as an integral member of the District's management team;
- Responsible for personnel functions of staff supervised including organizational plans, staffing, employee training and professional development, performance appraisals, disciplinary actions and final selection of employees;
- Applies and/or interprets District policy, weighs risks to District, and determines and recommends best solution or action;
- Identifies, develops, prioritizes, and manages design and construction of the District's capital improvement projects; develops initial project scope, cost estimates, priority, and provides engineering and construction administration decisions;
- Ensures District compliance with public bid laws and District procurement policies for the design, permitting, and construction of District capital and developer-funded projects;
- Coordinates and reviews water and sewer plans submitted by developers and consulting engineers for compliance with District standards; applies and/or interprets District policy and determines developer project requirements;
- Responds to inquiries from contractors, engineers, developers and homeowners for information and technical assistance in proposed developments in a timely manner; researches and provides information regarding existing water and sewer facilities and collaborates with outside consulting engineers in resolving complex problems;
- Oversees application process for state and county permits and agency approvals for construction;
- Identifies and coordinates multiple funding sources for the programs of the District; prepares and/or oversees development of grant applications and coordinates with federal, state, and local funding agencies;
- Guides the preparation and update of comprehensive plans, capital improvement plans, policies, reports, budgets, and other documents;
- Responds to and addresses citizen complaints; makes oral and written presentations to multiple audiences including citizen groups, neighborhood associations, boards and commissions;
- Manages water/sewer permitting process for water meter applications, side sewer permits, and proposed short plats; provides input on water and sewer availability, utility extensions, and connection charges;

- Manages and maintains the District's SCADA system;
- Manages and maintains the District's GIS-based asset management system;
- Assists in the preparation of the District budget;
- Researches and stays up to date on issues pertinent to the District;
- Participates in the District's Safety Committee to review, update, and establish safety programs and procedures, including coordinating safety training and meetings, and performing internal safety audits; and
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Supervisory theories, principles and practices;
- Project management principles and techniques including project lifecycle and resource and budget allocation skills;
- Civil engineering techniques, principles and practices including analysis, design, development, implementation, maintenance, documentation and training procedures and practices;
- Public works construction contract administration principles;
- Relevant District operating systems, policies, and procedures;
- Principles and practices of management planning, organization and administration; knowledge of organization structure, staffing patterns, and job design; and
- Budget development, evaluation and administration.

Skill in:

- Operating a personal computer using Microsoft Office suite, AutoCAD drafting software, and ArcGIS geographic information system software;
- Reading, understanding, using, and enforcing construction drawings and technical specifications;
- Analysis, planning, and organization;
- Interpersonal and written communication and ability to work effectively at all levels in a collaborative team environment;
- Motivating others to initiate action to meet the goals and objectives of the District and engineering projects;
- Working with multiple complex, highly visible and politically sensitive engineering projects;
- Organizing resources and establishing priorities;
- Budget preparation and fiscal management; and
- Workflow analysis and management.

Ability to:

- Identify and assess business needs and coordinate effective operating and engineering solutions; and
- Lead and manage multiple highly visible engineering projects requiring integration of multiple stakeholder perspectives, and coordinate the work of multiple projects with multiple sub-projects.

Experience/Education:

Any equivalent combination of education and experience that provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of progressively responsible experience in engineering and project management in a public utility or water and sewer district, including three years of supervisory experience.

Education: Bachelor's degree in civil engineering, construction management or related field.

Licenses and Certifications:

Possess and maintain:

- Professional Engineer License in the State of Washington
- Valid Washington State Driver's License

WORKING CONDITIONS:

Primarily performs duties in an office working at a desk using a computer. When field work is performed there is exposure to varying degrees of weather and hazards of construction sites. This position may require work hours in excess of 8 hours per day or 5 days per week and call-back for emergency situations. Attending meetings after business hours is required as is travel for training purposes and to commute to other government agencies.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, finger dexterity, talking, hearing, seeing and repetitive motions. When working in the field the incumbent is subject to exposure to adverse weather conditions, loud noises and hazards from automobile traffic and construction sites.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: May 31, 2023



Justin Clary, General Manager

2022 Monthly Salary Comparison

District Engineer/Assistant General Manager

Organization	County	Population	Benchmark Position	Agency Job Title	Min. Salary	Max. Salary	Flat Rate
Lake Whatcom WSD*	Whatcom	10,708	-	District Engineer/Assist. GM	\$9,781.20	\$12,376.00	
City of Blaine	Whatcom	6,130	City/County Engineer	Engineering Program Director			\$9,270.00
City of Blaine	Whatcom	6,130	Public Works Director	Public Works Director			\$10,030.00
City of Ferndale	Whatcom	15,970	Public Works Director	Public Works Director			\$11,083.00
City of Lynden	Whatcom	16,150	Public Works Director	Public Work Director	\$8,324.88	\$10,862.08	
City of Anacortes	Skagit	17,880	City/County Engineer	City Engineer/Assist. PW Director	\$9,108.05	\$11,385.07	
City of Anacortes	Skagit	17,880	Public Works Director	Public Works Director	\$10,875.49	\$13,594.37	
City of Sedro-Woolley	Skagit	12,590	City/County Engineer	City Engineer			\$9,085.00
City of Sedro-Woolley	Skagit	12,590	Public Works Director	Public Works Director			\$11,249.00
City of Stanwood	Snohomish	8,405	City/County Engineer	City Engineer/Assist. PW Director	\$10,083.00	\$11,349.00	
City of Stanwood	Snohomish	8,405	Public Works Director	Public Works Director	\$10,503.00	\$11,823.00	
City of Marysville	Snohomish	72,380	City/County Engineer	City Engineer/Assist. PW Director	\$11,389.08	\$14,287.17	
City of Marysville	Snohomish	72,380	Public Works Director	Public Works Director	\$14,503.00	\$18,563.25	
City of Port Townsend	Jefferson	10,306	advertised May 2023	City Engineer/Deputy PW Director	\$10,092.58	\$12,514.83	
Skagit County	Skagit	131,250	Public Works Director	Director of Public Works	\$9,379.00	\$12,479.00	
Whatcom County	Whatcom	231,650	advertised May 2023	Engineering Manager	\$7,794.00	\$11,317.00	
Whatcom County	Whatcom	231,650	City/County Engineer	County Engineer	\$8,192.00	\$11,091.00	
Whatcom County	Whatcom	231,650	Public Works Director	Public Works Director	\$10,483.00	\$14,180.00	

* 2023 Lake Whatcom WSD Grade 19 salary range is:

\$10,074.13 \$12,746.93

2023 Lake Whatcom WSD Grade 19 at 5% rather than 8% increase over Grade 18

\$9,795.24 \$12,394.20



APPENDIX A

2023 LAKE WHATCOM WATER AND SEWER DISTRICT PAY SCHEDULE

JOB CLASSIFICATION	DEPARTMENT	PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
		20							
DISTRICT ENGINEER/ENG. MANAGER	Exempt	19	56.51	58.77	61.12	63.57	66.11	68.75	71.50
		18	53.82	55.97	58.21	60.54	62.96	65.48	68.10
FINANCE MANAGER/TREASURER	Exempt	17	51.26	53.31	55.44	57.66	59.96	62.36	64.85
OPERATIONS/MAINTENANCE MANAGER	Exempt	16	48.81	50.77	52.80	54.91	57.11	59.39	61.77
CONSTRUCTION ENGINEER	Engineering	15	46.49	48.35	50.28	52.30	54.39	56.56	58.82
		14	44.28	46.05	47.89	49.80	51.80	53.87	56.02
		13	42.17	43.85	45.61	47.43	49.33	51.30	53.36
MAINTENANCE ELECTRICIAN	Operations	12	40.16	41.77	43.44	45.17	46.98	48.86	50.82
WATER TREATMENT PLANT OPERATOR	Operations	11	38.25	39.78	41.37	43.02	44.74	46.53	48.40
LEAD MAINTENANCE WORKER	Operations	10	36.43	37.88	39.40	40.97	42.61	44.32	46.09
ENGINEERING TECHNICIAN/SAFETY OFFICER	Engineering	9	34.69	36.08	37.52	39.02	40.58	42.21	43.90
MAINTENANCE WORKER II	Operations	8	33.04	34.36	35.74	37.17	38.65	40.20	41.81
ADMINISTRATIVE ASSISTANT	Administration	7	31.47	32.73	34.03	35.40	36.81	38.28	39.82
ACCOUNTS PAYABLE/PAYROLL TECHNICIAN	Administration	7	31.47	32.73	34.03	35.40	36.81	38.28	39.82
UTILITY SYSTEMS SUPPORT SPECIALIST	Operations	7	31.47	32.73	34.03	35.40	36.81	38.28	39.82
		6	29.97	31.17	32.41	33.71	35.06	36.46	37.92
ACCOUNTS RECEIVABLE TECHNICIAN	Administration	5	28.54	29.68	30.87	32.10	33.39	34.72	36.11
MAINTENANCE WORKER I	Operations	5	28.54	29.68	30.87	32.10	33.39	34.72	36.11
ACCOUNTING CLERK	Administration	4	27.18	28.27	29.40	30.58	31.80	33.07	34.39
		3	25.89	26.92	28.00	29.12	30.28	31.50	32.76
		2	24.65	25.64	26.67	27.73	28.84	30.00	31.20
		1	23.48	24.42	25.40	26.41	27.47	28.57	29.71


NOTES:

1) Squared pay schedule results in 4% between pay steps and 5% between pay grades.



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	June 8, 2023	MEETING DATE:	June 14, 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, June 14, 2023 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jun 28, 2023	8:00 a.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Jun 15, 2023	8:00 a.m.	Board Room/Hybrid Commissioner Ford to attend
Investment Comm. Meeting	Wed Jul 26, 2023	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Wed June 22, 2023	8:00 a.m.	Board Room/Hybrid
Lake Whatcom Management Program			
Policy Group Meeting	Wed Sep 6, 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 Jun 13, 2023	6:00 p.m.	Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Jun 21, 2023	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Oct 11, 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

- PFAS regulation overview presentation
- Division 30 water booster/Sudden Valley sewer lift station PLC replacement contract award
- Cash handling policy elimination discussion
- Utility bill payment period policy discussion
- 2023-24 Budget Amendment No. 1 adoption

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 conducting 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 meetings with FreeDoc consultant were held on May 25 and June 7. Staff is considering project scoping relative to available funding.

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 was conducted 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), April 13 (Commissioner Holland's appointment), and May 11 (Kevin Cook's Commitment to Excellence award).

Intergovernmental Relations

- *J Clary met with the new Whatcom County Public Works Director, Elizabeth Kosa, on June 1 regarding District-County partnerships.*
- *J Clary attended a Water Utility Coordinating Committee meeting on June 6 regarding pending update of the Whatcom County Coordinated Water System Plan.*
- *J Clary is scheduled to attend the WASWD Section III meeting on June 13.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the LWMP Data Group meeting on June 8 and is scheduled to attend the interjurisdictional coordinating team meeting on June 15.