



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed June 28, 2023
8:00 am to 10:00 am

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ATTENDING A MEETING

How to Participate

MEETINGS ARE HYBRID

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COMMUNICATING WITH US



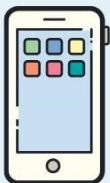
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

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....



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 28, 2023


8:00 a.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name and address prior to making comments, and limit your comments to three minutes. For the sake of time, each public comment period will be limited to 45 minutes.
4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
5. CONSENT AGENDA
6. SPECIFIC ITEMS OF BUSINESS
 - A. Division 30 Booster/Sudden Valley Lift Station PLC/UPS Improvements Contract Award
 - B. Elimination of Cash Handling Policy Discussion
 - C. Per- and Polyfluoroalkyl Substances (PFAS) Overview Presentation
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

| | | | |
|----------------------------|--|---|---|
| DATE SUBMITTED: | June 22, 2023 | MEETING DATE: | June 28, 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 6.27.2023****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 6.28.23 Regular Board Meeting
- Payroll for Pay Period #13 (06.10.2023 through 06.23.23) total to be added
- Benefits for Pay Period #13 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."

KL



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

June 14, 2023

Board President Todd Citron called the Regular Session to order at 6:30 p.m.

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

No public were in attendance. Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Holland moved, Knakal seconded, approval of:

- Minutes for the 5.31.23 Regular Board Meeting
- Payroll for Pay Period #12 (05.27.2023 through 06.09.23) totaling \$49,755.91
- Benefits for Pay Period #12 totaling \$54,466.44
- Accounts Payable Vouchers totaling \$52,226.47

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. 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.

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. After further discussion at the May 31, 2023 regular meeting, the Board directed staff to return with a resolution amending the water leak adjustment policy.

Action Taken

Carter moved, Ford seconded, to adopt Resolution No. 891 as presented. Motion passed.

The meeting was paused for approximately 10 minutes to address technical issues.

Resolution No. 892 – Repeal of the Requirement of COVID-19 Vaccinations

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, 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.

Action Taken

Holland moved, Ford seconded, to adopt Resolution No. 892 as presented. Motion passed.

Division 7 Reservoir Replacement Project Public Works Board Application Authorization

Clary recalled that a 2016 structural analysis by BHC of the Lake Whatcom Water and Sewer District Division 7 Water Reservoir found significant deficiencies in its ability to meet existing earthquake code requirements. Additionally, the 2017 Water System Plan analyzed the capacity of the Division 7 reservoir and found it to be significantly oversized. Following the award of a FEMA Hazard Mitigation Grant, the Board approved Phase I of the project to begin in 2022.

With design and permitting progressing and recognizing significant escalations in the construction industry over the past year, a more current cost estimate was presented to the Board at the March 8, 2023 regular Board Meeting, and the Board formally affirmed its commitment to the Division 7 Reservoir Replacement Project and directed staff to pursue other funding sources. One viable external funding source is a low-interest loan through the Public Works Assistance Account administered by the State Public Works Board.

Action Taken

Ford moved, Knakal seconded, 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. Motion passed.

2189 Northshore Road Request for Single Side Sewer for Main Resident and Accessory Dwelling Unit Verification

Dahlstrom recalled that 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. 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

In accordance with Administrative Code Section 5.4.8, District Management approves installation of a single 6-inch diameter side sewer to serve both the SFR and ADU structures. This approval requires verification by the District Commissioners prior to the construction of such a side sewer.

Action Taken

Holland moved, Knakal seconded, 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. Motion passed.

2023 Salary Matrix Update

Clary explained that since at least 2010, the District has implemented a salary matrix that defines compensation for all staff, excluding the General Manager, whose salary is dictated by the associated employment contract. The salary matrix is a 7-step squared pay schedule program with a 4% spread between each step and 19 pay grades with 5% between each grade.

With the pending departure of the District's current District Engineer/Assistant General Manager, staff have reviewed and revised the position to be more reflective of current District need and recent function. With this revision, a review of salaries of comparable positions within the region was conducted, based upon which staff recommended that the pay schedules associated with Grade 19 be revised downward to a 5% increase from the Grade 18 pay schedules, creating consistency throughout the squared pay schedule program.

Action Taken

Holland moved, Knakal seconded, to adopt the revised 2023 Salary Matrix, as presented, with an effective date of August 1, 2023. Motion passed.

Manager's Report

Clary updated the Board on several topics, including the opening of the watershed land disturbance window, the Division 30 Hazard Tree Removal Project currently underway, recruitment for the District Engineer job vacancy, and the promotion of crew member Greg Soto from Maintenance Worker I to Maintenance Worker II effective June 5.

Commissioner Citron recognized District staff for diligence in providing comprehensive and informative meeting materials to assist the Board in their deliberations and decisions.

With no further business, Citron adjourned the Regular Session at 7:13 p.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**

**Division 30 Water Booster and
Sudden Valley Pump Station
PLC and UPS Improvements
Contract Award**

| | | | |
|----------------------------|---|---|---|
| DATE SUBMITTED: | June 22, 2023 | MEETING DATE: | June 28, 2023 |
| TO: BOARD OF COMMISSIONERS | FROM: Bill Hunter, District Engineer / Assistant General Manager | | |
| GENERAL MANAGER APPROVAL |  | | |
| ATTACHED DOCUMENTS | 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

In June 2017, the Allen Bradley PLC-5 (Programmable Logic Controller) Control System was discontinued by the manufacturer, Rockwell Automation, and is no longer available or supported. Since Rockwell Automation's suspension of supplying replacement parts for these systems, many users are experiencing increased competition for used or surplus parts, which has resulted in making parts hard to find, expensive, and with no manufacturer guaranty. Rockwell is encouraging customers to migrate from the PLC-5 Control System to the ControlLogix/CompactLogix PLC platform, for which hardware components and support are readily available.

The District has several facilities that still use these older style PLCs:

- Sudden Valley Sewer Lift Station
- Division 30 Booster Pump Station
- Opal Booster Pump Station (candidate for replacement with remote i/o module)
- Beecher Booster Pump Station – (candidate for replacement with remote i/o module)
- Scenic PRV and Sewer Flow Meter Station – (candidate for replacement with remote i/o module)

In 2020 the District began a multi-year program to replace discontinued PLCs, as well as make uninterruptable power supply (UPS) improvements for better facility reliability. The District selected RH2 Engineering as the most experienced and qualified firm through an architectural/engineering Request for Qualifications process and entered into a professional services agreement that was executed on June 1, 2020 and expires December

31, 2025. Engineering services are authorized by Task Order under the 5-year master agreement.

In 2021 the PLC and UPS improvements were completed for Beaver and Flat Car Sewer Lift Stations. There was one bidder, QCC Quality Controls Corporation, which completed the construction project for \$66,891.95 including sales tax.

In August 2022 the Board of Commissioners authorized a task order for RH2 Engineering to design the next set of PLC replacements and UPS improvements for Sudden Valley Sewer Lift Station and Division 30 Booster Pump Station. In fall 2022 the conceptual construction cost was estimated at \$130,000 for the PLC and UPS improvements at both sites plus \$20,000 for a temporary control panel for a total construction cost of \$150,000 and was included in the 2023/2024 biennial budget.

RH2 and staff developed plans and specifications based on the 2020 project specifications and addressed implementation challenges learned on the Beaver and Flat Car project completed in 2021.

The District published an Advertisement for Bids in the Bellingham Herald on April 18, 2023. A non-mandatory pre-bid meeting was held on May 3, 2023. Bids were due on June 14, 2023 with one bid received. The bid tabulation is attached.

In addition to the advertisement in the Bellingham Herald, five plan centers also advertised the project to prospective bidders (WCR, Seattle Daily Journal of Commerce, Contractor Plan Center, Dodge Plan Room, and Builders Exchange). Three system integrators were personally notified of the invitation to bid (Systems Interface, Inc, Quality Controls Corporation, and Technical Systems, Inc.).

The contract time for this project is 280 calendar days (approximately 9 months) to accommodate long lead items such as PLCs and other electronic components. It is anticipated that the actual construction work will occur in spring 2024.

Staff has verified that the low bidder, QCC Quality Controls Corporation, meets mandatory and supplemental bidder responsibility criteria established for the project.

FISCAL IMPACT

The 2023/2024 budget includes:

| | |
|---|------------------|
| RH2 Engineering Task Order (Design, SDC, Programming) | \$94,643.00 |
| Construction | \$130,000.00 |
| <u>Temporary Stand-Alone Control Panel</u> | <u>20,000.00</u> |
| | \$244,643.00 |

Current Estimated Total Projects Costs for the low bid are:

| | |
|--|---------------------|
| RH2 Engineering Task Order (Design, SDC, Programming) | \$94,643.00 |
| <u>QCC Quality Controls Corp. Bid, incl. sales Tax</u> | <u>\$249,133.83</u> |
| | \$343,776.83 |

The single bid received was for \$249,133.83 (including sales tax) and is \$99,133.83 more than the \$150,000 included in 2023/2024 budget for construction.

Staff recommends supplementing the approved project budget with an additional \$50,000 from the Sewer Contingency Reserve Fund (425) which currently has a balance of \$815,000, and \$50,000 from the Water Contingency Reserve Fund (426) which currently has a balance of \$460,000 for a total of an additional \$100,000 of project funding.

RECOMMENDED BOARD ACTION

Staff recommends that the Board award the contract as presented.

PROPOSED MOTION

Recommended motions are:

“I move to allocate \$50,000 from the Sewer Contingency Reserve Fund and \$50,000 from the Water Contingency Reserve Fund towards District Project No. C2203 for a new total project budget of \$344,643.”

“I move to award the Division 30 Booster and Sudden Valley PS PLC and UPS Improvements public works contract to QCC Quality Controls Corporation for a total contract price of \$249,133.83, 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 Booster and Sudden Valley PS PLC and UPS Improvements | C2203 (aka 20-0070) | 6/14/2023 2:05 PM | 1 OF 1 | Lake Whatcom Water and Sewer District 1220 Lakeway Drive Bellingham, WA 98229 (Broadcasted live online via Goto Meeting) |
| NAME OF FIRM | ENGINEER'S ESTIMATE | | QCC Quality Controls Corporation | |

| Item | Description | Quantity | Unit | | Unit Price | Amount | Unit Price | Amount |
|-----------|--|----------|------|--|--------------|---------------|--------------|---------------|
| BASE BID: | | | | | | | | |
| 1 | Mobilization, Demobilization, Site Preparation, and Cleanup | 1 | LS | | \$ 7,500.00 | \$ 7,500.00 | \$ 27,985.00 | \$ 27,985.00 |
| 2 | Division 30 Booster Pump Station Automatic Control | 1 | LS | | \$ 54,000.00 | \$ 54,000.00 | \$ 66,430.00 | \$ 66,430.00 |
| 3 | Sudden Valley Sewer Pump Station Automatic Control | 1 | LS | | \$ 65,000.00 | \$ 65,000.00 | \$ 85,350.00 | \$ 85,350.00 |
| 4 | Temporary Control Panel and Operations | 1 | LS | | \$ 25,000.00 | \$ 25,000.00 | \$ 49,640.00 | \$ 49,640.00 |
| | Total Base Bid (does not include Washington State Sales Tax) | | | | | \$ 151,500.00 | | \$ 229,405.00 |


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

| | |
|----------------|-----|
| Not Applicable | Yes |
| Not Applicable | Yes |



**AGENDA
BILL
Item 6.B**

**Cash Handling Policy
Discussion**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | June 6, 2023 | MEETING DATE: | June 28, 2023 |
| TO: BOARD OF COMMISSIONERS | FROM: Jenny Signs, Finance Manager/Treasurer | | |
| GENERAL MANAGER APPROVAL |  | | |
| ATTACHED DOCUMENTS | 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

District Administrative Code section 2.12.1 defines current policy regarding the District Petty Cash Fund. Cash receipts are the most liquid of all government assets, and arguably the most at risk for misappropriation and loss. Along with this, cash creates a unique situation in the way it is handled and sometimes, in decentralized locations throughout an organization, how many people have access to cash. From a risk standpoint, receiving cash not only opens the District up to a myriad of internal control issues but also safety issues. Although there is no one solution that completely eliminates various risks, taking cash payments does create various opportunities for loss, theft, and safety concerns.

While the District has been fortunate enough to not experience loss from accepting cash, as of late, front office staff have experienced a couple of instances that could have led to an unpleasant and potentially harmful outcome. In one instance, an individual looked like they were preparing to enter the lobby in a manner to disguise their identity at which point staff made eye contact with the individual and he turned quickly and left. In another instance, an individual came into the lobby and asked "Do we keep cash on the premises?" and "Do we have any cash?" and once staff replied that we accept cash for payments on accounts, the individual stated "interesting" and turned and left the building. These types of situations can be stressful and frightening for the individuals placed in these situations on behalf of the District.

Currently, the District offers various ways to accept payment from customers and how those transactions are handled. Customers can come to the District office and pay either by check, credit card, or cash, they can call their payments in, or if they are paying a utility bill, they can log into the Xpress Bill Pay platform to pay their bill with either an Automatic Clearing House (ACH electronic check) debit or by a debit or credit card online. The District does not charge a fee to customers if they pay with a credit/debit card or ACH. Currently, most of our transactions are processed through Xpress Bill Pay by customers either calling in their payments, making them online, or mailing their checks to the Xpress Bill Pay lock box in Utah.

In 2022, the District processed approximately \$7.6 million dollars in payments of which \$6.4 million was processed through Xpress Bill Pay (electronically or via lock box). This accounts for 84% of our customers' payments being processed through this platform. The District collected the remaining

16% of revenue at the District office. It should also be noted that of the remaining 16% of payments collected, 6% was revenue collected for building permits. The remaining 10% of payments made at the District office were for utility accounts either paid by check or cash.

Along with reviewing how payments are processed, staff further identified:

- How many cash payments does the District process in a month and in a year?
- What the dollar amount of cash payments taken in a month and in a year?
- Does it benefit our customers to accept cash as a form of payment?
- If we were to stop taking cash payments, would our customers be heavily impacted?

In 2022, the District processed an average of six cash payments a month or approximately 70 cash payments for the year. On average, the District processes over 1,800 payments a month and in 2022, we processed approximately 22,600 payments. The number of cash payments processed account for 0.31% of transactions and 0.29% of all dollars collected. On average, the District collects approximately \$630,000 a month in which cash accounts for approximately \$1,800 of that.

District Administrative Code in Title 2, Section 12 (Office Petty Cash Fund), Paragraph 1 (Petty Cash – Change Drawers) states:

The District maintains an office petty cash fund of \$600.00 for the purpose of making change for customers who pay for service fees or utility bills in cash. When not in use, the cash is kept in the office safe in two separate cash drawers of \$300.00 each. The Accounting Clerk, Accounts Receivable Clerk and Finance Manager/Treasurer are authorized to make change for customers from the Office Petty Cash Fund. The funds in the cash drawers are counted and reconciled on a daily cash basis, usually at start of the next work day. The Finance Manager/Treasurer acts as the custodian for the Office Petty Cash Fund. [Resolution Nos. 792, 861]

The number of customers that pay with cash is less than one-half a percent of all transactions. Staff recommends that the board consider revision of the District's Administrative Code to remove the above referenced section of the Code and eliminate the option to pay with cash to mitigate potential risk of theft or loss to the District. The cash on hand would be deposited into the District's petty cash checking account.

FISCAL IMPACT

No fiscal impact is anticipated with elimination of cash handling.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Customer Satisfaction
Operational Optimization
Enterprise Resiliency

RECOMMENDED BOARD ACTION

No action is recommended at this time.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 6.C**

**Per- and Polyfluoroalkyl
Substances (PFAS) Overview**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | June 13, 2023 | MEETING DATE: | June 28, 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

The Lake Whatcom Water and Sewer District (District) owns and operates three Group A water systems. Labeled “forever chemicals,” per- and polyfluoroalkyl substances (PFAS) are a prominent topic of concern in today’s health and regulatory conversations. PFAS are a group of manmade chemicals that have been used in a variety of products since the 1940s, but have relatively recently been identified as harmful to human health and the environment. With science surrounding PFAS advancing at a rapid pace, action plans at the state and federal levels are being developed and regulatory limits are being promulgated. With the new regulations will come a requirement of the District to monitor its drinking water sources for PFAS. District staff will provide an overview of PFAS during the board meeting.

FISCAL IMPACT

None.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality
Customer Satisfaction

RECOMMENDED BOARD ACTION

None.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | June 22, 2023 | MEETING DATE: | June 28, 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 28, 2023 – 8:00 a.m.

Important Upcoming Dates

| Lake Whatcom Water & Sewer District | | | |
|--|-------------------|------------|--|
| Regular Board Meeting | Wed Jul 12, 2023 | 6:30 p.m. | Board Room/Hybrid |
| Employee Staff Meeting | Thu Jul 13, 2023 | 8:00 a.m. | Board Room/Hybrid Commissioner Knakal to attend |
| Investment Comm. Meeting | Wed Jul 26, 2023 | 10:00 a.m. | Board Room/Hybrid |
| Safety Committee Meeting | Thur Jul 27, 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 Jul 11, 2023 | 6:00 p.m. | Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA |
| Whatcom Water Districts Caucus Meeting | Wed Jul 19, 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:

- The committee met on June 22; discussion included SCBA training status, AED (SVWTP) order status, and review of job site inspections conducted over the past month.

Investment Committee:

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

Upcoming Board Meeting Topics

- Cash handling policy elimination consideration
- Utility bill payment period policy discussion
- Personnel policy manual update
- 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 attended the WASWD Small Districts meeting (virtual) on June 21.*
- *J Clary is scheduled to attend Whatcom Water Alliance planning meeting on June 27.*

Lake Whatcom Water Quality


Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
No LWMP-related meetings were held during the reporting period.



**AGENDA
BILL
Item 8.B**

**Engineering Department
Report**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | June 22, 2023 | MEETING DATE: | June 28, 2023 |
| TO: BOARD OF COMMISSIONERS | FROM: Bill Hunter, District Engineer | | |
| GENERAL MANAGER APPROVAL |  | | |
| ATTACHED DOCUMENTS | 1. Engineering Department Report | | |
| | 2. Summary of District Projects | | |
| TYPE OF ACTION REQUESTED | RESOLUTION <input type="checkbox"/> | FORMAL ACTION/ MOTION <input type="checkbox"/> | INFORMATIONAL /OTHER <input checked="" type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

Updated information regarding District projects and current priorities in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the June 28, 2023 Board Meeting
Data Compiled 6/22/23 by RH, BH, RM, KH

| Status of Water and System Capacities | | | | |
|---|--------------------------|-------------------------|----------------------------|---------------------------|
| | South Shore ID# 95910 | Eagleridge ID# 08118 | Agate Heights ID# 52957 | Johnson Well ID# 04782 |
| DOH Approved ERUs | ** | 85 | 81 | 2 |
| Connected ERUs | 3951 | 70 | 44 | 2 |
| Remaining Capacity (ERUs) | ** | 15 | 37 | 0 |
| Permitted ERUs Under Construction | 38 | 0 | 1 | 0 |
| Pre-paid Connection Certificates & Expired Permit | 13 | 0 | 4 | 0 |
| Water Availabilities (trailing 12 months) | 59 | 0 | 1 | 0 |
| Subtotal - Commitments not yet connected | 110 | 0 | 5 | 0 |
| Available ERUs | ** | 15 | 31 | 0 |

** Per DOH, water system capacity is sufficient for buildout. Oct 2018

Agate Heights approved ERUs increased from 57 to 81 with DOH approval on August 10, 2021

| Annual Reports | | |
|--|--|---|
| Name Of Report | Deadline | Completed |
| Report Number of Sewer ERUs to City of Bellingham Prepared by: Bill Hunter | January 15 | January 24, 2023 |
| Other Reports | | |
| Name Of Report | Deadline | Last Completed |
| Water Right Permit No. G1-22681 Development Extension | Due Every 5 Years Next Due Feb 15, 2023 | Time Extension Request sent to DOE 1/31/23 |
| Water Right Permit No. S1-25121 Development Extension | Due Every 5 Years Next Due March 30, 2023 | Time Extension Request sent to DOE 1/31/23 |

Summary of District Projects

Report Prepared 6/20/2023

| Project | | Authorized | Spent | Amount | 2023 Schedule | | | | | | | | | | | |
|----------|--|-------------|-------------|-------------|---------------|---|---|---|---|---|---|---|---|---|---|---|
| Number | Project Title / Tasks | Budget | to Date | Remaining | J | F | M | A | M | J | J | A | S | O | N | D |
| C 1802 | Dellesta, Edgewater & Euclid Sewer Pump Stations | \$1,816,583 | \$1,294,754 | \$521,829 | | | | | | | | | | | | |
| C 1802.1 | Euclid | \$834,379 | \$312,550 | \$521,829 | | | | | | | | | | | | |
| G 1802.2 | Dellesta & Edgewater | \$982,204 | \$982,204 | \$0 | | | | | | | | | | | | |
| C 1909 | Little Strawberry Bridge Water Main Slip Line with HDPE | \$20,000 | \$0 | \$20,000 | | | | | | | | | | | | |
| C 2006 | SCADA Telemetry -- Managed Ethernet Switches | \$20,000 | \$16,263 | \$3,737 | | | | | | | | | | | | |
| C 2012 | Austin-Fremont PRV Rebuild | \$10,000 | \$0 | \$10,000 | | | | | | | | | | | | |
| C 2106 | SVWTP to SVPS Telemetry Comm Study, Testing | \$10,000 | \$4,224 | \$5,776 | | | | | | | | | | | | |
| C 2109 | Geneva Res Valve for Emergency Isolation | \$10,000 | \$5,650 | \$4,350 | | | | | | | | | | | | |
| C 2111 | Div 7 Reservoir Replacement | \$1,192,292 | \$298,582 | \$893,710 | | | | | | | | | | | | |
| C 2111.1 | Wilson Design, Esmts & Permitting | \$299,292 | \$298,582 | \$710 | | | | | | | | | | | | |
| C 2111.2 | Construction and SDC (District's match and add'l funding) | \$893,000 | \$0 | \$893,000 | | | | | | | | | | | | |
| C 2112 | Rocky Ridge & Lakewood Sewer Pump Station Improvements | \$2,116,353 | \$146,235 | \$1,970,118 | | | | | | | | | | | | |
| C 2112.1 | RH2 Pre-design, Shoreline Permitting | \$182,353 | \$146,235 | \$36,118 | | | | | | | | | | | | |
| C 2112.2 | RH2 Design & Bidding | \$242,000 | \$0 | \$242,000 | | | | | | | | | | | | |
| C 2112.3 | RR and LW Easements - placeholder budget | \$20,000 | \$0 | \$20,000 | | | | | | | | | | | | |
| C 2112.4 | RR&LW Construction and SDC - 2024 | \$1,672,000 | \$0 | \$1,672,000 | | | | | | | | | | | | |
| C 2113 | Flat Car Reverse Flow to SVPS - Design & Permitting | \$153,000 | \$20,592 | \$132,408 | | | | | | | | | | | | |
| C 2113.1 | Wilson Design & Permitting | \$50,000 | \$20,592 | \$29,408 | | | | | | | | | | | | |
| C 2113.2 | Construction - 2024 | \$103,000 | \$0 | \$103,000 | | | | | | | | | | | | |
| M 2120 | Nov 2021 Flood Event - Emergency Response & Recovery | \$0 | \$211,989 | \$211,989 | | | | | | | | | | | | |
| C 2202 | Replace Sewer Camera Equipment | \$150,000 | \$0 | \$150,000 | | | | | | | | | | | | |
| C 2203 | Div 30 Booster and SVSP PLC and UPS Improvements | \$224,643 | \$39,460 | \$185,183 | | | | | | | | | | | | |
| C 2203.1 | RH2 Design, SDC, Programming | \$94,643 | \$39,460 | \$55,183 | | | | | | | | | | | | |
| C 2203.2 | Construction | \$130,000 | \$0 | \$130,000 | | | | | | | | | | | | |
| M 2207 | UPS and Battery Backup Mods (Various stations) | \$15,000 | \$0 | \$15,000 | | | | | | | | | | | | |
| M 2208 | Tomb SPS Control Panel Mods | \$8,000 | \$0 | \$8,000 | | | | | | | | | | | | |
| A 2210 | Reservoir and WTP Site Security Assessment and Plan | \$50,000 | \$0 | \$50,000 | | | | | | | | | | | | |
| C 2211 | South Geneva Booster Standby Generator and ATS | \$60,000 | \$38,235 | \$21,765 | | | | | | | | | | | | |
| C 2213 | Pinto Creek PRV Replacement (labor by District crew) | \$14,000 | \$13,592 | \$408 | | | | | | | | | | | | |
| A 2214 | Lead Service Line Inventory Planning | \$15,000 | \$0 | \$15,000 | | | | | | | | | | | | |
| C 2216 | Replace Tool Truck | \$75,000 | \$0 | \$75,000 | | | | | | | | | | | | |
| M 2218 | Spare PLC Components | \$20,000 | \$0 | \$20,000 | | | | | | | | | | | | |
| C 2219 | 1000 Gal Diesel Fuel Tank at Shop | \$20,000 | \$0 | \$20,000 | | | | | | | | | | | | |
| M 2226 | Div 30 Reservoir Removal of Hazard Trees | \$20,000 | \$5,923 | \$14,077 | | | | | | | | | | | | |
| A 2228 | Agate Area Wells Exhibits and Mapping | \$5,400 | \$2,414 | \$2,986 | | | | | | | | | | | | |
| M 2230 | Scenic Ave Intertie Valve Repair | \$60,000 | \$53,523 | \$6,477 | | | | | | | | | | | | |
| C 2231 | Stand-alone Temporary Control Panel | \$20,000 | \$0 | \$20,000 | | | | | | | | | | | | |
| C 2301 | LWBI CIPP Renewal Project Priority1 (2023) | \$185,000 | \$405 | \$184,595 | | | | | | | | | | | | |
| C 2302 | Sewer System Rehab and Replacement Projects (2023+2024) | \$232,000 | \$68,574 | \$163,426 | | | | | | | | | | | | |
| C 2303 | SVWTP Alum System Improvements (2023) | \$88,000 | \$0 | \$88,000 | | | | | | | | | | | | |
| C 2304 | Eagleridge Diesel Fuel Tank Replacement (2023) | \$6,000 | \$0 | \$6,000 | | | | | | | | | | | | |
| M 2305 | Stationary Generator Maintenance and Load Testing | \$88,000 | \$0 | \$88,000 | | | | | | | | | | | | |
| C 2306 | Replace Tool Truck (2024) | \$98,000 | \$0 | \$98,000 | | | | | | | | | | | | |
| C 2307 | Eagleridge Replace High Flow Pump Control Panel (2024) | \$116,000 | \$0 | \$116,000 | | | | | | | | | | | | |
| C 2308 | Div30 Reservoir Impressed Current Cathodic Protection (2024) | \$36,000 | \$0 | \$36,000 | | | | | | | | | | | | |
| M 2309 | Reservoir Internal Inspection, Cleaning, Maint (2024) | \$41,000 | \$0 | \$41,000 | | | | | | | | | | | | |
| C 2310 | SVWTP Replace 5 Flow Meters - Filters & Backwash (2024) | \$26,000 | \$0 | \$26,000 | | | | | | | | | | | | |
| C 2311 | Auto Flushers - Wood Rush and Big Leaf (2024) | \$12,000 | \$0 | \$12,000 | | | | | | | | | | | | |
| M 2312 | Electrical On-Call Unit Price Contract | \$0 | \$0 | \$0 | | | | | | | | | | | | |
| A 2313 | Vac Truck and Shop Doors Repairs | \$0 | \$30,625 | \$30,625 | | | | | | | | | | | | |
| M 2314 | Scenic Intertie Water Main Replacement | \$0 | \$0 | \$0 | | | | | | | | | | | | |
| M 2315 | Mitigation Report/Maint at Country Club, Geneva (2023) | \$0 | \$4,531 | \$4,531 | | | | | | | | | | | | |
| C 2316 | SVWTP CCB FEMA Hazard Mitigation Grant Application | \$0 | \$1,593 | \$1,593 | | | | | | | | | | | | |

NOTATION LEGEND


A___ Administrative Project
 C___ Capital Project
 M___ Maintenance Project
 Sewer Project (Green Font)
 Water Project (Blue Font)
 Sewer and Water Project (Black Font)

p Planned (labor not started)
 a Active (labor underway)
 c Completed (no further labor needed)
 t Target Completion



**AGENDA
BILL
Item 8.C**

**Finance Department
Report**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | June 12, 2023 | MEETING DATE: | June 28, 2023 |
| TO: BOARD OF COMMISSIONERS | FROM: Jennifer Signs, Finance Manager | | |
| GENERAL MANAGER APPROVAL |  | | |
| ATTACHED DOCUMENTS | 1. May 2023 Financial and Cash 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 regarding District finances in advance of the Board meeting.

FISCAL IMPACT

None

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

2023 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:15:30 Date: 06/12/2023

Page: 1

401 Water Fund

| Revenues | Amt Budgeted | May | YTD | Remaining | |
|----------|--------------|-----|-----|-----------|--|
|----------|--------------|-----|-----|-----------|--|

330 State Generated Revenues

| | | | | | | |
|------------------------------|----------------|--------------|------|------|--------------|--------|
| 331 97 10 00 | Federal Awards | 2,564,750.00 | 0.00 | 0.00 | 2,564,750.00 | 100.0% |
| 330 State Generated Revenues | | 2,564,750.00 | 0.00 | 0.00 | 2,564,750.00 | 100.0% |

340 Charges For Services

| | | | | | | |
|--------------------------|------------------------------------|--------------|------------|--------------|--------------|-------|
| 343 40 10 00 | Water Sales Metered | 3,025,251.00 | 244,756.74 | 1,204,024.41 | 1,821,226.59 | 60.2% |
| 343 40 20 01 | DEA Permits - Water | 0.00 | 5,000.00 | 11,050.00 | (11,050.00) | 0.0% |
| 343 41 10 01 | General Facilities Charges - Water | 101,520.00 | 10,206.58 | 38,868.16 | 62,651.84 | 61.7% |
| 340 Charges For Services | | 3,126,771.00 | 259,963.32 | 1,253,942.57 | 1,872,828.43 | 59.9% |

350 Fines & Forfeitures

| | | | | | | |
|-------------------------|---------------|-----------|-----------|-----------|-----------|-------|
| 359 81 10 00 | Combined Fees | 8,500.00 | 9,368.37 | 4,947.93 | 3,552.07 | 41.8% |
| 359 90 00 00 | Late Fees | 60,000.00 | 3,227.13 | 26,644.57 | 33,355.43 | 55.6% |
| 350 Fines & Forfeitures | | 68,500.00 | 12,595.50 | 31,592.50 | 36,907.50 | 53.9% |

360 Misc Revenues

| | | | | | | |
|-------------------|---------------------|-----------|----------|-----------|-----------|-------|
| 361 11 00 00 | Investment Interest | 31,713.00 | 6,951.23 | 15,737.76 | 15,975.24 | 50.4% |
| 369 91 01 00 | Miscellaneous | 1,000.00 | 325.06 | 325.06 | 674.94 | 67.5% |
| 360 Misc Revenues | | 32,713.00 | 7,276.29 | 16,062.82 | 16,650.18 | 50.9% |

390 Other Revenues

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

| | | | | | |
|-----------------------|---------------------|-------------------|---------------------|---------------------|--------------|
| Fund Revenues: | 5,792,734.00 | 279,835.11 | 1,311,345.47 | 4,481,388.53 | 77.4% |
|-----------------------|---------------------|-------------------|---------------------|---------------------|--------------|

| Expenditures | Amt Budgeted | May | YTD | Remaining | |
|--------------|--------------|-----|-----|-----------|--|
|--------------|--------------|-----|-----|-----------|--|

534 Water Utilities

| | | | | | | |
|--------------|--------------------------------------|------------|-----------|------------|------------|--------|
| 534 10 10 00 | Water - Gen Admin Payroll | 358,585.00 | 27,350.05 | 139,376.88 | 219,208.12 | 61.1% |
| 534 10 20 00 | Water - Gen Admin Personnel Benefits | 183,579.00 | 12,038.65 | 60,022.74 | 123,556.26 | 67.3% |
| 534 10 31 00 | Water - Gen Admin Supplies | 12,000.00 | 765.10 | 4,283.55 | 7,716.45 | 64.3% |
| 534 10 31 01 | Water - Meetings/Team building | 2,000.00 | 55.70 | 1,494.72 | 505.28 | 25.3% |
| 534 10 40 00 | Water - Merchant Serivces Fees | 13,800.00 | 967.08 | 6,036.46 | 7,763.54 | 56.3% |
| 534 10 40 01 | Water - Bank Fees | 1,400.00 | 51.30 | 134.48 | 1,265.52 | 90.4% |
| 534 10 41 00 | Water - Quality Assurance Programs | 74,500.00 | 0.00 | 0.00 | 74,500.00 | 100.0% |
| 534 10 41 01 | Water - Gen Admin Prof Srvc | 92,325.00 | 3,743.89 | 53,697.56 | 38,627.44 | 41.8% |
| 534 10 41 02 | Water- Engineering Srvc | 14,000.00 | 186.00 | 4,524.76 | 9,475.24 | 67.7% |
| 534 10 41 03 | Water - Legal Srvc | 31,000.00 | 510.75 | 6,531.25 | 24,468.75 | 78.9% |
| 534 10 41 04 | Water - DEA Expenditures | 0.00 | 645.00 | 767.46 | (767.46) | 0.0% |
| 534 10 42 00 | Water - Admin Communication | 33,000.00 | 2,741.15 | 13,210.26 | 19,789.74 | 60.0% |
| 534 10 43 00 | Water - Software/IT Subscriptions | 41,150.00 | 18,292.36 | 41,899.24 | (749.24) | 0.0% |
| 534 10 45 00 | Water - Gen Admin Lease | 5,500.00 | 0.00 | 0.00 | 5,500.00 | 100.0% |
| 534 10 46 00 | Water - Gen Admin Insurance | 108,700.00 | 0.00 | 25.00 | 108,675.00 | 100.0% |

2023 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:15:30 Date: 06/12/2023

Page: 2

401 Water Fund

| Expenditures | | Amt Budgeted | May | YTD | Remaining | |
|--------------------------|--|--------------|------------|--------------|--------------|--------|
| 534 Water Utilities | | | | | | |
| 534 10 49 00 | Water - Gen Admin Misc | 200.00 | 0.00 | 25.00 | 175.00 | 87.5% |
| 534 10 49 01 | Water- Memberships/Dues/Permits | 20,000.00 | 814.75 | 14,928.34 | 5,071.66 | 25.4% |
| 534 10 49 02 | Water - Taxes | 157,986.00 | 10,883.28 | 62,507.39 | 95,478.61 | 60.4% |
| 534 40 43 00 | Water - Admin Training &Travel | 13,000.00 | 515.15 | 6,127.77 | 6,872.23 | 52.9% |
| 534 40 43 01 | Water- Tuition Reimbursement | 500.00 | 0.00 | 0.00 | 500.00 | 100.0% |
| 534 50 31 00 | Water - Maintenance Supplies | 115,000.00 | 9,308.59 | 47,410.15 | 67,589.85 | 58.8% |
| 534 50 31 01 | Water- Small Assets | 45,000.00 | 8,861.37 | 19,289.52 | 25,710.48 | 57.1% |
| 534 50 48 00 | Water - Repair & Maint | 115,000.00 | 5,173.90 | 35,451.38 | 79,548.62 | 69.2% |
| 534 50 49 00 | Water - Insurance Claims | 2,500.00 | 0.00 | 3,417.75 | (917.75) | 0.0% |
| 534 60 41 00 | Water - Operations Contracted (Edge Analytical) | 12,000.00 | 1,439.00 | 3,841.62 | 8,158.38 | 68.0% |
| 534 60 47 00 | Water - City of Bellingham | 57,200.00 | 3,125.57 | 15,495.69 | 41,704.31 | 72.9% |
| 534 80 10 00 | Water - Operations Payroll | 669,866.00 | 49,396.45 | 247,721.03 | 422,144.97 | 63.0% |
| 534 80 20 00 | Water - Operations Personnel Benefits | 287,136.00 | 22,916.78 | 108,354.35 | 178,781.65 | 62.3% |
| 534 80 32 00 | Water - Operations Fuel | 25,200.00 | 2,753.98 | 11,493.28 | 13,706.72 | 54.4% |
| 534 80 35 00 | Water - Safety Supplies | 10,000.00 | 102.78 | 1,834.12 | 8,165.88 | 81.7% |
| 534 80 35 01 | Water - Safety Boots | 1,400.00 | 0.00 | 102.81 | 1,297.19 | 92.7% |
| 534 80 35 02 | Water - Emergency Preparedness | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 100.0% |
| 534 80 43 00 | Water - Operation Training/Travel/Certifications | 13,000.00 | 1,454.17 | 6,561.53 | 6,438.47 | 49.5% |
| 534 80 47 00 | Water - Ops Utilities | 134,140.00 | 29,406.46 | 71,109.96 | 63,030.04 | 47.0% |
| 534 80 49 00 | Water - Operations Laundry | 2,000.00 | 121.62 | 600.15 | 1,399.85 | 70.0% |
| 534 Water Utilities | | 2,655,667.00 | 213,620.88 | 988,276.20 | 1,667,390.80 | 62.8% |
| 580 Non Expenditures | | | | | | |
| 589 99 99 99 | Payroll Benefit Liabilities | 0.00 | 2,597.11 | 818.33 | (818.33) | 0.0% |
| 580 Non Expenditures | | 0.00 | 2,597.11 | 818.33 | (818.33) | 0.0% |
| 591 Debt Service | | | | | | |
| 591 34 77 01 | Geneva AC Mains Principal | 119,938.00 | 0.00 | 0.00 | 119,938.00 | 100.0% |
| 591 34 77 02 | Div 22 Reservoir Principal | 65,475.00 | 0.00 | 0.00 | 65,475.00 | 100.0% |
| 591 34 80 01 | Water Debt Lease Payment | 0.00 | 49.55 | 263.25 | (263.25) | 0.0% |
| 592 34 83 01 | Geneva AC Mains Interest | 23,388.00 | 0.00 | 0.00 | 23,388.00 | 100.0% |
| 592 34 83 02 | Div 22 Reservoir Interest | 14,732.00 | 0.00 | 0.00 | 14,732.00 | 100.0% |
| 591 Debt Service | | 223,533.00 | 49.55 | 263.25 | 223,269.75 | 99.9% |
| 594 Capital Expenditures | | | | | | |
| 594 34 60 01 | Capital Outlay - Budget Only | 3,368,181.00 | 0.00 | 0.00 | 3,368,181.00 | 100.0% |
| 594 34 62 01 | Capital Projects - Water Structures | 0.00 | 16,360.39 | 138,739.52 | (138,739.52) | 0.0% |
| 594 34 63 01 | Capital Projects - Water System | 0.00 | 52,669.22 | 106,009.04 | (106,009.04) | 0.0% |
| 594 34 64 01 | Capital Outlay - Water Equipment | 0.00 | 0.00 | 2,125.69 | (2,125.69) | 0.0% |
| 594 34 70 01 | Capital Outlay - Water Installment Purchase Payments | 0.00 | 421.61 | 2,215.22 | (2,215.22) | 0.0% |
| 594 Capital Expenditures | | 3,368,181.00 | 69,451.22 | 249,089.47 | 3,119,091.53 | 92.6% |
| Fund Expenditures: | | 6,247,381.00 | 285,718.76 | 1,238,447.25 | 5,008,933.75 | 80.2% |

2023 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:15:30 Date: 06/12/2023

Page: 3

401 Water Fund

| | | | |
|-------------------------------|---------------------|-------------------|------------------|
| Fund Excess/(Deficit): | (454,647.00) | (5,883.65) | 72,898.22 |
|-------------------------------|---------------------|-------------------|------------------|

2023 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:15:30 Date: 06/12/2023

Page: 4

402 Sewer Fund

| Revenues | Amt Budgeted | May | YTD | Remaining | |
|----------|--------------|-----|-----|-----------|--|
|----------|--------------|-----|-----|-----------|--|

330 State Generated Revenues

| | | | | | | |
|------------------------------|----------------|------------|------|------|------------|--------|
| 331 97 10 02 | Federal Awards | 130,000.00 | 0.00 | 0.00 | 130,000.00 | 100.0% |
| 330 State Generated Revenues | | 130,000.00 | 0.00 | 0.00 | 130,000.00 | 100.0% |

340 Charges For Services

| | | | | | | |
|--------------------------|------------------------------------|--------------|------------|--------------|--------------|-------|
| 343 50 11 00 | Sewer Service Residential | 4,591,264.00 | 425,633.32 | 2,008,391.42 | 2,582,872.58 | 56.3% |
| 343 50 19 00 | Sewer Service Other | 5,340.00 | 248.10 | 1,640.58 | 3,699.42 | 69.3% |
| 343 51 10 02 | General Facilities Charges - Sewer | 119,340.00 | 13,222.00 | 47,153.29 | 72,186.71 | 60.5% |
| 340 Charges For Services | | 4,715,944.00 | 439,103.42 | 2,057,185.29 | 2,658,758.71 | 56.4% |

360 Misc Revenues

| | | | | | | |
|-------------------|----------------------------|-----------|-----------|-----------|-----------|--------|
| 361 11 00 02 | Investment Interest | 31,713.00 | 6,951.22 | 15,737.73 | 15,975.27 | 50.4% |
| 361 40 00 02 | ULID 18 Interest/Penalties | 2,531.00 | 1,109.21 | 1,303.10 | 1,227.90 | 48.5% |
| 368 10 00 02 | ULID 18 Principal Payments | 5,444.00 | 1,810.28 | 2,872.83 | 2,571.17 | 47.2% |
| 369 10 00 02 | Sale Of Surplus | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 100.0% |
| 369 40 00 02 | Project Reimbursement | 4,141.00 | 0.00 | 0.00 | 4,141.00 | 100.0% |
| 369 91 01 02 | Miscellaneous | 1,000.00 | 325.05 | 325.05 | 674.95 | 67.5% |
| 360 Misc Revenues | | 45,829.00 | 10,195.76 | 20,238.71 | 25,590.29 | 55.8% |

390 Other Revenues

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

| | | | | | |
|-----------------------|---------------------|-------------------|---------------------|---------------------|--------------|
| Fund Revenues: | 4,891,773.00 | 449,299.18 | 2,087,171.57 | 2,804,601.43 | 57.3% |
|-----------------------|---------------------|-------------------|---------------------|---------------------|--------------|

| Expenditures | Amt Budgeted | May | YTD | Remaining | |
|--------------|--------------|-----|-----|-----------|--|
|--------------|--------------|-----|-----|-----------|--|

535 Sewer

| | | | | | | |
|--------------|--------------------------------------|------------|-----------|------------|------------|--------|
| 535 10 10 00 | Sewer - Admin Payroll | 358,585.00 | 27,349.96 | 139,376.54 | 219,208.46 | 61.1% |
| 535 10 20 00 | Sewer - Gen Admin Personnel Benefits | 162,646.00 | 12,038.25 | 60,021.72 | 102,624.28 | 63.1% |
| 535 10 31 00 | Sewer - Gen Admin Supplies | 11,000.00 | 765.08 | 4,159.60 | 6,840.40 | 62.2% |
| 535 10 31 01 | Sewer - Meetings/Team Building | 2,000.00 | 55.69 | 1,488.82 | 511.18 | 25.6% |
| 535 10 40 00 | Sewer -Merchant Services Fees | 13,800.00 | 967.08 | 6,036.45 | 7,763.55 | 56.3% |
| 535 10 40 01 | Sewer - Bank Fees | 1,400.00 | 43.30 | 126.49 | 1,273.51 | 91.0% |
| 535 10 41 01 | Sewer - Gen Admin Prof Srvs | 92,325.00 | 3,743.85 | 53,697.34 | 38,627.66 | 41.8% |
| 535 10 41 02 | Sewer - Engineering Srvs | 14,000.00 | 186.00 | 3,368.77 | 10,631.23 | 75.9% |
| 535 10 41 03 | Sewer - Legal Srvs | 31,000.00 | 510.75 | 6,531.25 | 24,468.75 | 78.9% |
| 535 10 41 04 | Sewer - DEA Expenditures | 0.00 | 645.00 | 767.46 | (767.46) | 0.0% |
| 535 10 42 00 | Sewer - Admin Communication | 33,000.00 | 2,741.06 | 13,366.49 | 19,633.51 | 59.5% |
| 535 10 43 00 | Sewer - Software/IT Subscriptions | 41,150.00 | 18,292.34 | 41,899.20 | (749.20) | 0.0% |
| 535 10 45 00 | Sewer - Gen Admin Lease | 5,500.00 | 0.00 | 0.00 | 5,500.00 | 100.0% |
| 535 10 46 00 | Sewer - Gen Admin Insurance | 108,700.00 | 0.00 | 25.00 | 108,675.00 | 100.0% |
| 535 10 49 00 | Sewer - Gen Admin Misc | 200.00 | 0.00 | 0.00 | 200.00 | 100.0% |
| 535 10 49 01 | Sewer - Memberships/Dues/Permits | 14,700.00 | 217.00 | 8,360.19 | 6,339.81 | 43.1% |
| 535 10 49 02 | Sewer - Taxes | 115,000.00 | 8,161.09 | 43,533.03 | 71,466.97 | 62.1% |

2023 BUDGET POSITION

Lake Whatcom W-S District

Time: 10:15:30 Date: 06/12/2023

Page: 5

402 Sewer Fund

| Expenditures | Amt Budgeted | May | YTD | Remaining | |
|---|--------------|------------|--------------|--------------|--------|
| 535 Sewer | | | | | |
| 535 40 43 00 Sewer - Gen Admin TrainIng &Travel | 13,000.00 | 515.13 | 6,131.73 | 6,868.27 | 52.8% |
| 535 40 43 01 Sewer - Tuition Reimbursement | 500.00 | 0.00 | 0.00 | 500.00 | 100.0% |
| 535 50 31 00 Sewer - Maintenance Supplies | 45,000.00 | 4,059.25 | 16,950.11 | 28,049.89 | 62.3% |
| 535 50 31 01 Sewer - Small Assets | 40,000.00 | 1,032.85 | 5,441.30 | 34,558.70 | 86.4% |
| 535 50 48 00 Sewer - Repair & Maint | 135,000.00 | 5,035.33 | 34,659.78 | 100,340.22 | 74.3% |
| 535 50 49 00 Sewer - Insurance Claims | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 100.0% |
| 535 60 47 00 Sewer - City of Bellingham | 897,600.00 | 49,462.40 | 370,791.86 | 526,808.14 | 58.7% |
| 535 80 10 00 Sewer - Operations Payroll | 568,194.00 | 39,857.24 | 200,801.51 | 367,392.49 | 64.7% |
| 535 80 20 00 Sewer - Operations Personnel Benefits | 254,395.00 | 18,376.36 | 87,099.99 | 167,295.01 | 65.8% |
| 535 80 32 00 Sewer - Operations Fuel | 25,200.00 | 2,753.96 | 11,539.02 | 13,660.98 | 54.2% |
| 535 80 35 00 Sewer - Safety Supplies | 10,000.00 | 102.79 | 5,190.51 | 4,809.49 | 48.1% |
| 535 80 35 01 Sewer - Safety Boots | 1,400.00 | 0.00 | 102.81 | 1,297.19 | 92.7% |
| 535 80 35 02 Sewer - Emergency Preparedness | 5,000.00 | 0.00 | 2,257.48 | 2,742.52 | 54.9% |
| 535 80 43 00 Sewer - Operations Training/Travel/Certification | 13,000.00 | 1,454.18 | 4,694.66 | 8,305.34 | 63.9% |
| 535 80 47 00 Sewer - Ops Utilities | 136,602.00 | 9,961.68 | 61,686.41 | 74,915.59 | 54.8% |
| 535 80 49 00 Sewer - Operations Laundry | 2,500.00 | 182.54 | 896.67 | 1,603.33 | 64.1% |
| 535 Sewer | 3,154,897.00 | 208,510.16 | 1,191,002.19 | 1,963,894.81 | 62.2% |

591 Debt Service

| | | | | | |
|---------------------------------------|------------|-------|-----------|------------|--------|
| 591 35 77 02 Bond 2016 Principal | 470,000.00 | 0.00 | 0.00 | 470,000.00 | 100.0% |
| 591 35 80 02 Sewer Debt Lease Payment | 0.00 | 49.55 | 263.25 | (263.25) | 0.0% |
| 591 35 83 02 Bond 2016 Interest | 179,025.00 | 0.00 | 89,512.50 | 89,512.50 | 50.0% |
| 591 Debt Service | 649,025.00 | 49.55 | 89,775.75 | 559,249.25 | 86.2% |

594 Capital Expenditures

| | | | | | |
|---|--------------|------------|------------|--------------|--------|
| 594 34 70 02 Capital Outlay - Sewer Installment Purchase Payments | 0.00 | 421.61 | 2,215.22 | (2,215.22) | 0.0% |
| 594 35 60 02 Capital Outlay - Budget Only | 1,674,586.00 | 0.00 | 0.00 | 1,674,586.00 | 100.0% |
| 594 35 62 02 Capital Projects - Sewer Structures | 0.00 | 162,579.25 | 183,940.69 | (183,940.69) | 0.0% |
| 594 35 63 02 Capital Projects- Sewer System | 0.00 | 7,410.45 | 107,626.94 | (107,626.94) | 0.0% |
| 594 35 64 02 Capital Outlay - Sewer Equipment | 0.00 | 0.00 | 23,713.80 | (23,713.80) | 0.0% |
| 594 Capital Expenditures | 1,674,586.00 | 170,411.31 | 317,496.65 | 1,357,089.35 | 81.0% |

| | | | | | |
|-------------------------------|---------------------|-------------------|---------------------|---------------------|--------------|
| Fund Expenditures: | 5,478,508.00 | 378,971.02 | 1,598,274.59 | 3,880,233.41 | 70.8% |
| Fund Excess/(Deficit): | (586,735.00) | 70,328.16 | 488,896.98 | | |



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 5.31.2023

| | | | |
|----------------------|----|---------|--------|
| Petty Cash | \$ | 1,600 | |
| Cash | \$ | 862,678 | |
| Public Funds Account | \$ | 515,507 | 2.940% |

| | | |
|------------|----|-----------|
| WA Federal | \$ | 1,379,785 |
|------------|----|-----------|

| | | | |
|-----------------------------|----|-----------|--------|
| Local Gov't Investment Pool | \$ | 2,864,719 | 5.150% |
|-----------------------------|----|-----------|--------|

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

| | | |
|-------|----|------------------|
| TOTAL | \$ | <u>7,031,631</u> |
|-------|----|------------------|

USE OF FUNDS:

| | | |
|---------------------------|----|------------------|
| Bond Reserve - Restricted | \$ | 772,334 |
| Contingency - Assigned | \$ | 1,275,000 |
| Operating Reserves | \$ | 1,185,000 |
| Operating Assigned | \$ | 3,799,297 |
| | \$ | <u>7,031,631</u> |


Fund Balance Summary

| | | |
|------------------------------|----|------------------|
| Water Utility Fund (401) | \$ | 1,386,677 |
| Sewer Utility Fund (402) | \$ | 3,597,620 |
| Sewer Contingency Fund (425) | \$ | 815,000 |
| Water Contingency Fund (426) | \$ | 460,000 |
| Bond Reserve Fund (460) | \$ | <u>772,334</u> |
| | \$ | <u>7,031,631</u> |



**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

| | | | |
|----------------------------|--|--|--|
| DATE SUBMITTED: | June 22, 2023 | MEETING DATE: | June 28, 2023 |
| TO: BOARD OF COMMISSIONERS | FROM: Jason Dahlstrom, Operations & Maintenance Manager | | |
| GENERAL MANAGER APPROVAL |  | | |
| ATTACHED DOCUMENTS | 1. Operations Department 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 regarding District operations in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the June 28, 2023 Board Meeting
Data Compiled 06/22/23 by RH, RM

| State Required Report Status | | | | | | | | | | | | | |
|---|------------------------------------|-------------------|-----|-----|--------|-----|--------|------|-----|----------|-----|-----|-----|
| Monthly Reports | | | | | | | | | | | | | |
| Name Of Report | | Completed | | | | | | | | | | | |
| Chlorination Report Agate Heights Prepared by: Kevin | Postmarked by the 10th of month | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| | | x | x | x | x | x | x | | | | | | |
| Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin | Postmarked by the 10th of month | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| | | x | x | x | x | x | x | | | | | | |
| Annual Reports | | | | | | | | | | | | | |
| Name Of Report | Deadline | Completed | | | | | | | | | | | |
| WA State Cross Connection Report Prepared by: Rich | May | February 22, 2023 | | | | | | | | | | | |
| OSHA 300 Log Prepared by: Rich | February 1 | January 1, 2023 | | | | | | | | | | | |
| Water Use Efficiency Performance Report Prepared by: Kevin | July 1 | | | | | | | | | | | | |
| Community Right to Know (Hazardous Materials) Prepared by: Rich & Brent | March 31 | January 10, 2023 | | | | | | | | | | | |
| Northwest Clean Air Emissions Report | February 1 | January 5, 2023 | | | | | | | | | | | |
| Consumer Confidence Reports Prepared by: Kevin | June 30 | Geneva | | | SV | | EagleR | | | Agate Ht | | | |
| | | 6/6/23 | | | 6/6/23 | | 6/6/23 | | | 6/6/23 | | | |
| Other Reports | | | | | | | | | | | | | |
| Name Of Report | Deadline | Last Completed | | | | | | | | | | | |
| CPR/First Aid Training Coordinated by: Rich | Due Biennially Next Due 2025 | February 23, 2023 | | | | | | | | | | | |
| Flagging Card Training Coordinated by: Rich | Due Triennially Next Due 2025 | May 19, 2022 | | | | | | | | | | | |

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

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

| Dates of Completed Safety Committee Meetings | | | | | | |
|---|---------------|------|------|------|------|------|
| 1.26.23 | 5.25.23 | | | | | |
| 2.23.23 | 6.22.23 | | | | | |
| 3.23.23 | | | | | | |
| 4.27.23 | | | | | | |
| Summary of Work-Related Injuries & Illnesses | | | | | | |
| | Current Month | 2023 | 2022 | 2021 | 2020 | 2019 |
| Total Number of Work Related Injuries | | | | | | |
| Defined as a work related injury or illness that results in: | | | | | | |
| • Death | | | | | | |
| • Medical treatment beyond first aid | | | | | | |
| • Loss of consciousness | | | | | | |
| • Significant injury or illness diagnosed by a licensed health care professional | | | | | | |
| • Days away from work (off work) | | | | | | |
| • Restricted work or job transfer | | | | | | |
| Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction) | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Number of Days Away from Work (at home, in hospital, not at work) | 0 | 0 | 0 | 0 | 0 | 0 |
| Near Misses | 0 | 0 | 0 | 0 | 2 | 2 |
| Safety Coordinator Update | | | | | | |
| | | | | | | |