



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed August 30, 2023
8:00 am to 10:00 am

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ATTENDING A MEETING

How to Participate

MEETINGS ARE HYBRID

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



COMMUNICATING WITH US



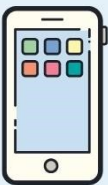
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

ATTENDING ANONYMOUSLY

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



ACCESS INFORMATION



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

QUESTIONS?

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



Public Comment Periods

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



Questions?

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

Our Meetings

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





LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

August 30, 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. Resolution No. 895—Revision to Cash Handling Policy in Administrative Code Title 2—Fiscal Management Policies
 - B. Resolution No. 896—Revision to Certain Sections of Administrative Code Title 2—Fiscal Management Policies
 - C. Proposed Whatcom County Code Amendment Exempting Trail Construction from Lake Whatcom Watershed Overlay Requirements Discussion
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:	August 24, 2023	MEETING DATE:	August 30, 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 08.29.2023****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 7.26.23 Regular Board Meeting
- Minutes for the 8.6.23 Regular Board Meeting
- Payroll for Pay Period #17 (08.05.2023 through 08.18.23) totaling \$46,686.04
- Benefits for Pay Period #17 totaling \$49,484.68
- 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

July 26, 2023

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

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

Also present was Dan Burwell of RH2 Engineering. Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Holland seconded, approval of:

- Payroll for Pay Period #14 (06.24.2023 through 07.07.23) totaling \$48,418.89
- Benefits for Pay Period #14 totaling \$55,507.07
- Accounts Payable Vouchers totaling \$239,560.28
- Payroll for Pay Period #15 (07.08.2023 through 07.21.23) totaling \$49,700.51
- Benefits for Pay Period #15 totaling \$61,727.65
- Accounts Payable Vouchers totaling \$166,842.61

Motion passed.

Amendment No. 3 to the Rocky Ridge and Lakewood Sewer Lift Stations Improvements Project Professional Services Agreement

Clary recalled that as part of the District's long-term capital improvement plan, the Rocky Ridge and Lakewood Sewer Lift Stations, constructed in the late 1970s, are scheduled for renewal or replacement. Both stations are located on the south shoreline of Lake Whatcom between Sudden Valley and Geneva. Following the request for qualifications and consultant selection process, in November 2021 the Board authorized the General Manager to execute a professional services agreement with RH2 Engineering for the initial predesign (Phase 1). Two subsequent minor contract amendments have since been executed to create an accurate survey of all utilities and depict recently identified easements on the site plans.

Design has now progressed to allow for transition to Phase 2 – Design. The scope of work and cost builds upon the findings of the predesign effort and focuses on timely completion of renovations specific to the operability of the two sewer lift stations in a manner that limits cost and schedule impacts.

Total contract costs remain within the project design budget of \$439,000, and the anticipated schedule is to complete design and permitting in fall 2023 to allow for construction bidding during winter 2023/24. Discussion followed.

Action Taken

Knakal moved, Holland seconded, to authorize the general manager to execute Amendment No. 3 to the professional services agreement with RH2 Engineering for design and permitting associated with the Rocky Ridge and Lakewood Sewer Pump Stations Improvements Project, as presented. Motion passed.

District Personnel Policies Manual Update

Clary explained that in tandem with the current agreement with the local chapter of the American Federation of State, County and Municipal Employees (AFSCME) that governs employment practices specific to union-represented employees, the District's personnel policies manual defines the District's philosophy, and employment practices, policies, and benefits provided to all District staff. This manual is revised from time-to-time to keep abreast with current practices and laws. The last revision to the manual was completed in February 2022. Proposed revisions were presented to the board for approval.

Action Taken

Knakal moved, Holland seconded, to approve the revised personnel policies manual, as presented. Motion passed.

Utility Billing Cycle Discussion

Signs reported that during prior Investment Committee meetings, the committee discussed the District's current billing cycle, including the time allowed before pursuit of collection. Staff provided information on the District's current billing cycle, which allows approximately 100 days to pay between billing statement issuance and the date those charges become eligible for shut-off due to non-payment.

The proposed schedule would shorten the due date from 50 days to 25 days, the shutoff time from 100 days to 55 days, and reduce the timeline for assessment of late fees from 55 days to 30 days. Discussion followed, including plans for customer notification and potential effects on accounts in arrears.

Elimination of Cash Handling Policy Discussion

District Administrative Code section 2.12.1 defines current policy regarding the District Petty Cash Fund. The District offers a variety of options for in-person, by phone, and online payment. In 2022, the District processed an average of six cash payments a month or approximately 70 cash payments for the year, accounting for 0.31% of transactions.

Signs reported that following the Board's direction during the June 28, 2023, board meeting, staff contacted multiple agencies across Washington state and the nation to further investigate what other agencies do as it relates to cash handling. Staff discovered a wide range of cash handling policies and recommended that the board consider revision of the District's Administrative Code to 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. However, if the board still wishes to have cash as an acceptable form of payment, staff recommended no change to the current policy. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including ongoing recruitment for the open District Engineer position, hearing examiner and Department of Health review of the District 7 Reservoir project, and a

recent sewer manhole overflow on Lake Louise Rd. Clary commended staff for containing and managing the situation so efficiently and quickly. Discussion followed.

Engineering Department Report

Clary provided an update on District projects, including upcoming water main slip lining at the Little Strawberry Bridge, installation of the long-awaited backup generator at the South Geneva Booster Station, and future work on the ongoing Lake Whatcom Boulevard Cure In Place Piping (CIPP) project.

Finance Department Report

Signs highlighted trends in revenues and expenditures and reported on District investment income and received FEMA funds related to the November 2021 flood event response.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including recent water leaks, completion of standby generator and load testing maintenance, and scheduling for annual asphalt patching work.

With no further business, Citron adjourned the Regular Session at 10:01 a.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope

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

KL.



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

August 9, 2023

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

Attendees: Commissioner Todd Citron (v)	General Manager Justin Clary
Commissioner John Carter (v)	Finance Manager Jenny Signs
Commissioner Jeff Knakal	Operations & Maintenance Manager Jason Dahlstrom
Commissioner David Holland (v)	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

Carter moved, Knakal seconded, approval of:

- Payroll taxes for 2023 Q2 totaling \$12,213.60
- Payroll for Pay Period #16 (07.22.2023 through 08.04.23) totaling \$44,902.02
- Benefits for Pay Period #16 totaling \$49,787.95
- Accounts Payable Vouchers totaling \$153,729.86

Motion passed.

Resolution No. 894 - Utility Bill Payment Period Policy Revision

Signs explained that District Administrative Code Section 2.10.3, Water and Sewer Service Billing, defines District policy regarding the length of the billing cycle, and associated due dates and actions in the case of delinquency. The utility bill payment period policy was reviewed and discussed by the Board of Commissioners during its regularly scheduled meeting held on July 26, 2023. During that meeting, the Board directed staff to revise the policy to reflect a shortened bill payment period from 50 days to 25 days to pay, and reduce the number of days before potential shut-off from about 100 to about 60 days. Staff presented Resolution No. 894 for Board consideration. Discussion followed, including an overview of staff's transition plan and notification methods that will be used to inform customers of the changes over the next four months.

Action Taken

Knakal moved, Holland seconded, to adopt Resolution No. 894 as presented. Motion passed.

Presentation: Overview of District Water Rights

Clary recalled that the Lake Whatcom Water and Sewer District (District) owns and operates three Group A and one Group B water systems. Two of the Group A water systems (South Shore and Agate Heights) rely on District-owned water rights, which are regulated by the Washington State Department of Ecology (Ecology). The District is in Water Resource Inventory Area (WRIA) 1 (commonly referred to as the Nooksack River Basin), which has a long history of disputed water right claims.

In 2020, Ecology identified WRIA 1 as a priority for water right adjudication, which is a process to determine the legality of each water right on a source, how much water may be used under that right, and its priority relative to other rights. With the State Legislature’s subsequent funding of WRIA 1 adjudication, Ecology has initiated the early stages of the adjudication process, which is anticipated to take up to 20 years to complete. Though the most contentious claims in WRIA 1 focus on rights specific to the Nooksack River, the District’s rights in the Lake Whatcom Watershed will also be adjudicated.

Clary and Carmichael provided the Board with an overview of the District’s water rights, anticipated water needs, and its role in the adjudication process. Discussion followed.

Manager’s Report

Clary updated the Board on several topics, including upcoming scheduled interviews for the vacant District Engineer position, progress on the Lake Louise Road Sewer Interceptor repair, and the Euclid Sewer Pump Station Improvements project.

With no further business, Citron adjourned the Regular Session at 8:00 p.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope

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

CHECK REGISTER

PAYROLL

Lake Whatcom W-S District

Time: 10:44:02 Date: 08/21/2023


08/24/2023 To: 08/24/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2504	08/24/2023	Payroll	5	EFT		233.00	08/05/2023 - 08/18/2023 PR 17
2505	08/24/2023	Payroll	5	EFT		233.00	08/05/2023 - 08/18/2023 PR 17
2506	08/24/2023	Payroll	5	EFT		3,624.10	08/05/2023 - 08/18/2023 PR 17
2507	08/24/2023	Payroll	5	EFT		2,693.79	08/05/2023 - 08/18/2023 PR 17
2508	08/24/2023	Payroll	5	EFT		3,156.54	08/05/2023 - 08/18/2023 PR 17
2510	08/24/2023	Payroll	5	EFT		3,007.49	08/05/2023 - 08/18/2023 PR 17
2512	08/24/2023	Payroll	5	EFT		1,937.32	08/05/2023 - 08/18/2023 PR 17
2513	08/24/2023	Payroll	5	EFT		3,067.62	08/05/2023 - 08/18/2023 PR 17
2514	08/24/2023	Payroll	5	EFT		234.48	08/05/2023 - 08/18/2023 PR 17
2515	08/24/2023	Payroll	5	EFT		2,459.56	08/05/2023 - 08/18/2023 PR 17
2516	08/24/2023	Payroll	5	EFT		3,489.51	08/05/2023 - 08/18/2023 PR 17
2517	08/24/2023	Payroll	5	EFT		349.48	08/05/2023 - 08/18/2023 PR 17
2518	08/24/2023	Payroll	5	EFT		2,459.85	08/05/2023 - 08/18/2023 PR 17
2519	08/24/2023	Payroll	5	EFT		2,639.03	08/05/2023 - 08/18/2023 PR 17
2520	08/24/2023	Payroll	5	EFT		1,359.29	08/05/2023 - 08/18/2023 PR 17
2521	08/24/2023	Payroll	5	EFT		2,232.86	08/05/2023 - 08/18/2023 PR 17
2522	08/24/2023	Payroll	5	EFT		4,026.41	08/05/2023 - 08/18/2023 PR 17
2523	08/24/2023	Payroll	5	EFT		2,208.90	08/05/2023 - 08/18/2023 PR 17
2525	08/24/2023	Payroll	5	EFT		2,663.05	08/05/2023 - 08/18/2023 PR 17
2503	08/24/2023	Payroll	5	14372		1,684.27	08/05/2023 - 08/18/2023 PR 17
2509	08/24/2023	Payroll	5	14373		233.00	7/5/2023, 7/26/2023
2511	08/24/2023	Payroll	5	14374		1,471.11	08/05/2023 - 08/18/2023 PR 17
2524	08/24/2023	Payroll	5	14375		1,222.38	08/05/2023 - 08/18/2023 PR 17
401 Water Fund						12,444.79	
402 Sewer Fund						34,241.25	

46,686.04 Payroll: 46,686.04

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 8/21/2023
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

Board President, Todd Citron

Attest : _____
Recording Secretary, Rachael Hope

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

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District


Time: 10:56:14 Date: 08/21/2023

08/01/2023 To: 08/31/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2526	08/24/2023	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	4,308.50	Pay Cycle(s) 08/24/2023 To 08/24/2023 - DCP
2527	08/24/2023	Payroll	5	EFT	UNITED STATES TREASURY	15,796.01	941 Deposit for Pay Cycle(s) 08/24/2023 - 08/24/2023
2528	08/24/2023	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	7,979.48	Pay Cycle(s) 08/24/2023 To 08/24/2023 - PERS 2
2529	08/24/2023	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,193.99	Pay Cycle(s) 08/24/2023 To 08/24/2023 - PERS 3
2530	08/24/2023	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	814.47	Pay Cycle(s) 08/24/2023 To 08/24/2023 - SUP ENF
2531	08/24/2023	Payroll	5	14377	AFLAC	354.85	Pay Cycle(s) 08/24/2023 To 08/24/2023 - AFLAC Pre-Tax; Pay Cycle(s) 08/24/2023 To 08/24/2023 - AFLAC Post-Tax
2532	08/24/2023	Payroll	5	14378	AFSCME LOCAL	356.07	Pay Cycle(s) 08/24/2023 To 08/24/2023 - Union Dues; Pay Cycle(s) 08/24/2023 To 08/24/2023 - Union Fund
2533	08/24/2023	Payroll	5	14379	HRA VEBA TRUST (PAYEE)	550.00	Pay Cycle(s) 08/24/2023 To 08/24/2023 - VEBA
2534	08/24/2023	Payroll	5	14380	WA ST HEALTH CARE AUTHORITY	16,131.31	Pay Cycle(s) 08/24/2023 To 08/24/2023 - PEBB Medical; Pay Cycle(s) 08/24/2023 To 08/24/2023 - PEBB ADD LTD; Pay Cycle(s) 08/24/2023 To 08/24/2023 - PEBB SMK Surcharge; Pay Cycle(s) 08/24/2023 To 08/24/2023
401 Water Fund						35,857.29	
402 Sewer Fund						13,627.39	
						49,484.68	Payroll: 49,484.68

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 8/21/2023
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

Board President, Todd Citron


Attest : _____
Recording Secretary, Rachael Hope

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



**AGENDA
BILL
Item 6.A**

**Resolution No. 895
Revision to Cash Handling Policy
In Administrative Code Title 2
Fiscal Management Policies**

DATE SUBMITTED:	August 16, 2023	MEETING DATE:	August 30, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jenny Signs, Finance Manager/Treasurer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Resolution No. 895		
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

District Administrative Code sections 2.4.4, 2.4.5, 2.12.1, and 2.12.2 define current policies regarding the District's Cash Management, Cash Handling Policy, and the District's 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, accepting cash payments does create various opportunities for loss, theft, and safety concerns.

While the District has been fortunate to not experience loss from accepting cash, as of late, front office staff have experienced instances that could have led to an unpleasant and potentially harmful outcome. As discussed in previous meetings, these situations gave rise to the topic of no longer accepting cash as a form of payment to increase the safety of the front office staff and reduce the risk exposure to the District.

Currently, the District offers various ways to accept payment from customers. 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.

Previously discussed in District Board meetings, 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.

The District processed an average of six cash payments a month in 2022 (approximately 70 cash payments for the year). On average, the District processes over 1,800 payments per month. 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.

Following the Board's direction during the June 28, 2023, board meeting, staff contacted multiple agencies across Washington state and the nation to further investigate what other agencies do as it relates to cash handling. Staff discovered a wide range of cash handling policies that included no cash accepted, accepting only exact amounts of cash or payment is applied to the account in full and no change given, and cash is accepted with no limitations. Along with this, the only place within Washington that currently has legislation in place in which cash is required as an acceptable form of payment is King County. However, this requirement does not take effect until July of 2025 and businesses may apply for an exemption through the County to not accept cash. Staff also researched if there would be future state legislation requiring cash; at this time there is nothing on the agenda to bring this forward on a state level nor is there a requirement from the State Auditor's Office in which governments must accept cash that staff could find.

Furthermore, many respondents indicated that the only reason they accept cash payments was a direct result of how many customers paid with cash and that if there were less customers to pay with cash, they would consider implementing a no cash policy. Those that responded that they no longer accepted cash indicated that it has significantly reduced workload, increased safety, and reduced their risk exposure. Staff followed up with those agencies that don't accept cash to discuss customer service concerns. Those that responded indicated that it was well received and were in a similar situation as the District in which very few of their customer base paid with cash so the impact was minimal.

During the regular scheduled Board of Commissioners meeting on July 26, 2023, discussion continued regarding alternatives the District may offer their cash paying customers. During that discussion, Commissioner Knakal pointed out that Fred Meyer has the capability to accept payments for the City of Bellingham's water and sewer utility customers. Following that meeting, staff contacted the City of Bellingham's finance department to inquire about the process and steps they took to set this service up for their customers. They indicated that they don't do anything or manage anything with Fred Meyer, that is, it is all strictly done by their customers and Fred Meyer acts like a "bank" for customers to pay cash via a bill payment option. The City of Bellingham's finance staff said they highly encourage their customers to not use this service as it has a significant fee, takes several weeks for them to receive the payment resulting in customers being assessed late fees, and recommend to their customers to either come by their office to pay or purchase a prepaid debit card to make payments that they don't want to make by cash rather than utilizing this service through Fred Meyer.

Outlined in Exhibit A of Resolution No. 895, provides revisions to sections of Title 2 – Fiscal Management Policies, as it relates to cash handling and the elimination of cash within the District.

FISCAL IMPACT

None anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

Enterprise Resiliency

RECOMMENDED BOARD ACTION

Staff recommends adoption of Resolution No. 895.

PROPOSED MOTION

A recommended motion is:

“I move to adopt Resolution No. 895 as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 895**

A Resolution of the Board of Commissioners of the Lake Whatcom Water and Sewer District, Whatcom County, Washington, Amending Policies related to Cash Management, the Cash Handling Policy, and the Office Petty Cash Fund policy Within Administrative Code Title 2, Fiscal Management Policies

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, currently 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, the District Board of Commissioners understands the risks associated with cash handling, petty cash, and cash management; and

WHEREAS, the District Board of Commissioners recognizes that there must be a balance between customer service and employee safety; and

WHEREAS, the District Board of Commissioners has reviewed at length alternatives to various forms of acceptable payment methods; and

WHEREAS, the District Board of Commissioners wishes to revise the District's current Cash Management, Cash Handling, and Office Petty Cash Fund policies; and

WHEREAS, the District Board of Commissioners has considered this matter and determined it appropriate to revise Sections 2.4.4 Cash Management and 2.12 Office Petty Cash Fund of Title 2 of the Administrative Code; and

WHEREAS, the District Board of Commissioners has considered this matter and determined it appropriate to repeal Section 2.4.5 Cash Handling Policy; and

WHEREAS, the contemplated revisions to Sections 2.4.4, 2.4.5 and 2.12 are reflected in **Exhibit A**, attached hereto for reference purposes only, with deletions in strikethrough and additions underlined; and

WHEREAS, the Petty cash in the change drawers will be deposited into the District's Petty Cash Checking Account to eliminate cash being held at the District Administrative Office building; 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. The current Sections 2.4.4, 2.4.5, and 2.12 of Title 2 of the Administrative Code is hereby repealed and replaced with the new Sections 2.4.4 and 2.12 of Title 2 contained in the attached **Exhibit B**, which is fully incorporated herein by reference.

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 30th day of August 2023.

Todd Citron, President, Board of Commissioners

Attest:

Rachael Hope, Recording Secretary

Approved as to form:

Robert Carmichael, Attorney for the District

Resolution No. 895
Page 2 of 2

Adopted August 30, 2023

EXHIBIT A

2.4.4 ~~Cash Management~~ Revenue Management

The Finance Manager/Treasurer will develop, maintain and consistently seek to improve ~~cash the financial~~ management systems which ensure the accurate and timely accounting, investment, and security of all ~~cash assets revenue sources and types~~. All ~~cash revenue~~ received by the District will be deposited with the Finance Department prior to the end of each business day. Only employees who have been trained and certified by the Finance Manager/Treasurer shall accept payments to the District's financial management system. Staff members who receive funds shall:

1. Deposit funds within twenty-four hours of receipt or on the next banking day after receipt unless otherwise authorized by the Finance Manager.
2. Comply with the policies and rules established by the Finance Manager for handling and processing funds, and for the documentation of related records.
3. Notify the Finance Manager of any loss or theft of District money immediately upon discovery.

2.4.5 ~~Cash Handling Policy~~

~~Only employees who have been trained and certified by the Finance Manager/Treasurer shall handle cash on a regular basis. Staff members who handle cash shall:~~

- ~~1. Deposit funds within twenty four hours of receipt or on the next banking day after receipt unless otherwise authorized by the Finance Manager.~~
- ~~2. Comply with the policies and rules established by the Finance Manager for handling and processing cash, and for the documentation of related records.~~
- ~~3. Notify the Finance Manager of any loss or theft of District money immediately upon discovery.~~
~~[Resolution Nos. 727, 861, 870]~~

2.12 Office Petty Cash Fund

2.12.1 ~~Petty Cash – Change Drawers~~

~~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]~~

2.12.21 ~~Petty Cash – Checking Account~~

The District maintains a Petty Cash Fund in the form of a checking account for the purpose of handling minor miscellaneous expenditures associated with the District's business. All purchases require a corresponding receipt. Whenever practicable payments are to be made to a third party, however, reimbursements to staff members or commissioners for qualifying out of pocket expenses are also allowed. The Petty Cash account may also be used for meals served during meetings or for employees working overtime during an emergency. Checks require two signatures from staff members who are

registered signatories on the account. The Petty Cash Fund carries a balance of \$~~1,000.00~~1,600.00. The Finance Manager/Treasurer acts as the custodian for the Petty Cash Fund. [Resolution Nos. 487, 666]

2.12.32 Use of District Credit Cards for Travel Expenses and Purchases

District employees and commissioners may purchase goods and services for District use, and may pay travel expenses related to District business, using a District credit card, subject to the following conditions:

1. The credit limit for each card shall be \$5,000.00
2. The credit card may be used for the purchase of items or travel expenses approved in the current District fiscal year budget, and for no other purpose.
3. Cash advances on any District credit card are prohibited.
4. The purchase of alcoholic beverages on any District credit card is prohibited.
5. For travel expenses, an itemized travel expense voucher shall be submitted to the District within thirty (30) days of expenses incurred pursuant to RCW 42.24.115.
6. There shall be six credit cards. A credit card user agreement shall be kept on file for each employee specifically identified below, and any other District employee to whom a card may be disbursed:
 - a. General Manager
 - b. Finance Manager/Treasurer
 - c. Assistant General Manager
 - d. Operations & Maintenance Manager
 - e. Two credit cards for staff and commissioners will be dispersed by the Finance Manager/Treasurer for authorized short-term use. These two cards shall be promptly returned and remain in the possession of the Finance Manager/Treasurer when not in use. [Resolution Nos. 850, 861]

EXHIBIT B

2.4.4 Revenue Management

The Finance Manager/Treasurer will develop, maintain and consistently seek to improve the financial management systems which ensure the accurate and timely accounting, investment, and security of all revenue sources and types. All revenue received by the District will be deposited with the Finance Department prior to the end of each business day. Only employees who have been trained and certified by the Finance Manager/Treasurer shall accept payments to the District's financial management system. Staff members who receive funds shall:

1. Deposit funds within twenty-four hours of receipt or on the next banking day after receipt unless otherwise authorized by the Finance Manager.
2. Comply with the policies and rules established by the Finance Manager for handling and processing funds, and for the documentation of related records.
3. Notify the Finance Manager of any loss or theft of District money immediately upon discovery.

2.12 Office Petty Cash Fund

2.12.1 Petty Cash – Checking Account

The District maintains a Petty Cash Fund in the form of a checking account for the purpose of handling minor miscellaneous expenditures associated with the District's business. All purchases require a corresponding receipt. Whenever practicable payments are to be made to a third party, however, reimbursements to staff members or commissioners for qualifying out of pocket expenses are also allowed. The Petty Cash account may also be used for meals served during meetings or for employees working overtime during an emergency. Checks require two signatures from staff members who are registered signatories on the account. The Petty Cash Fund carries a balance of \$1,600.00. The Finance Manager/Treasurer acts as the custodian for the Petty Cash Fund. [Resolution Nos. 487, 666]

2.12.2 Use of District Credit Cards for Travel Expenses and Purchases

District employees and commissioners may purchase goods and services for District use, and may pay travel expenses related to District business, using a District credit card, subject to the following conditions:

1. The credit limit for each card shall be \$5,000.00
2. The credit card may be used for the purchase of items or travel expenses approved in the current District fiscal year budget, and for no other purpose.
3. Cash advances on any District credit card are prohibited.
4. The purchase of alcoholic beverages on any District credit card is prohibited.
5. For travel expenses, an itemized travel expense voucher shall be submitted to the District within thirty (30) days of expenses incurred pursuant to RCW 42.24.115.


6. There shall be six credit cards. A credit card user agreement shall be kept on file for each employee specifically identified below, and any other District employee to whom a card may be disbursed:

- a. General Manager
- b. Finance Manager/Treasurer
- c. Assistant General Manager
- d. Operations & Maintenance Manager
- e. Two credit cards for staff and commissioners will be dispersed by the Finance Manager/Treasurer for authorized short-term use. These two cards shall be promptly returned and remain in the possession of the Finance Manager/Treasurer when not in use. [Resolution Nos. 850, 861]



**AGENDA
BILL
Item 6.B**

**Resolution No. 896
Revision to Certain Sections of
Administrative Code Title 2
Fiscal Management Policies**

DATE SUBMITTED:	August 16, 2023	MEETING DATE:	August 30, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jenny Signs, Finance Manager/Treasurer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Resolution No. 896		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

District Administrative Code Title 2, Fiscal Management Policies, defines the District's financial management and structure set previously and codified by the District's Board of Commissioners to ensure long-term fiscal health and effective management of the District's resources. Financial policies are central to a strategic, long-term approach to financial management and organizational stability. Financial policies institutionalize good financial management practices that promote transparency, stability, and continuity and should be reviewed on a regular basis to keep with current industry standards, applicable laws, and internal changes. A comprehensive review has been conducted of Title 2 and it is recommended that sections be revised to create consistency and readability throughout the title. Those suggested revisions are outlined in Exhibit A of Draft Resolution No. 896 that mainly consist of editorial updates.

However, along with editorial updates, noteworthy items of suggested revisions include:

- Updating job titles and roles that align with recent changes.
- Moving the Credit Card Purchase Policy from the Office Petty Cash Fund section to Section 17 Other Purchase Procedures.
- The way financial data is reported to the District's Board of Commissioners during regular scheduled board meetings (i.e., reporting within the monthly Finance Department Report rather than in the Consent Agenda).
- Revisions reviewed and suggested by the District's Investment Committee regarding the annual review of the Investment of Excess District Monies (Investment Policy) conducted at the quarterly Investment Committee meeting on July 26, 2023.
- Revising and raising the limit in which management must issue an internal purchase order as a result of inflationary impacts on ongoing and everyday supplies purchased for the daily operation of the District's water and sewer systems.

FISCAL IMPACT

None anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

RECOMMENDED BOARD ACTION

Staff recommends adoption of Resolution No. 896.

PROPOSED MOTION

A recommended motion is:

“I move to adopt Resolution No. 896 as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 896**

A Resolution of the Board of Commissioners
Incorporating Clarifying Language and Revisions within Certain Sections of
Administrative Code Title 2, Fiscal Management Policies

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, the District Board of Commissioners wishes to revise certain portions of Title 2 to provide greater clarity for consistent policy implementation; and

WHEREAS, the District Board of Commissioners wishes to make editorial revisions to portions of Title 2 to enhance consistency and readability throughout the title; and

WHEREAS, the District Board of Commissioners has reviewed and determined it appropriate to revise Sections 2.4.2, 2.6, 2.8, 2.11, 2.12, 2.13.3.1, 2.13.3.2, 2.13.6, 2.13.9, 2.13.10, 2.15.4, 2.15.9, 2.16.3 1, 2.16.4.3, 2.16.5 g 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 those specific sections of Title 2 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. Sections of 2.4.2, 2.6, 2.8, 2.11, 2.12, 2.13.3.1, 2.13.3.2, 2.13.6, 2.13.9, 2.13.10, 2.15.4, 2.15.9, 2.16.3 1, 2.16.4.3, 2.16.5 g Title 2 of the District Administrative Code are repealed and replaced with Sections 2.4.2, 2.6, 2.8, 2.11,, 2.13.3.1, 2.13.3.2, 2.13.6, 2.13.9, 2.13.10, 2.15.4, 2.15.9, 2.16.3 1, 2.16.4.3, 2.16.5 g, 2.17.2 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 immediately.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 30th Day of August 2023.

Todd Citron, President, Board of Commissioners

Attest:

Rachael Hope, Recording Secretary

Approved as to form:

Robert Carmichael, Attorney for the District

EXHIBIT A

2.4.2 Auditing

The State Auditor will, at a minimum, ~~bi-annually~~biennially perform the District's financial and compliance audit. Results of each audit will be provided to the Board in a timely manner. An annual financial report shall be prepared in accordance with generally accepted accounting principles and shall be distributed to any interested party.

2.6 Auditing Officer

The General Manager of the District shall be the auditing officer of the District, and the ~~Assistant General Manager~~/District Engineer/Engineering Manager of the District shall be the auditing officer of the District in the absence of the General Manager. [Resolution No. 785]

2.8 Fees / Charges Adjustment Authority

The District has established fees and charges which it applies on a uniform basis and the payment of its rates, fees and charges are required by law to reflect the cost of service. The District permits the waiving of late charges and allows the District to not shut off service, place a lien against property, and pursue collection under certain circumstances, where a customer adheres to a payment plan approved by the Finance Manager. Payment plans may be developed at the discretion of the Finance Manager/Treasurer, but should typically be structured in a manner that evenly divides the outstanding balance into monthly payments over the term of the plan. The payment plan term shall not exceed 12 months. Failure to meet the terms of the payment plan shall result in shut-off of service and accrual of applicable fees and charges.

The cost-efficient and fair administration of such fees and charges and timely response to District customers is facilitated by delegating to the General Manager authority to adjust certain fees and charges or to dismiss same under very limited circumstances listed below:

1. Applications to dismiss or adjust fees or charges shall be referred to the District's Finance Manager for investigation.
2. The Finance Manager shall make a written recommendation regarding an application for adjustment to the General Manager after completing his/her investigation.
3. The General Manager is authorized to make adjustments and write-offs of fees or charges where investigation reveals that a fee or charge was erroneously imposed by the District.
4. The General Manager is authorized to reduce a single fee or charge, or a combination of fees or charges based upon the recommendation of the Finance Manager, the policies underlying adoption of a fee or charge for the conduct in question, and any mitigating circumstances presented by the applicant.
5. Additionally, in accordance with the existing ~~Leak Adjustment Policy, defined in Section 2-10-8~~Water Bill Adjustment Policy, defined in Section 2.10.6, either the General Manager or the

Finance Manager may waive late charges on the leak amount if the customer adheres to a prearranged payment schedule.

6. The General Manager's decision on such applications shall be the final decision of the District, unless appealed in writing to the Board of Commissioners within 30 days following receipt of the decision on the application.
7. A written report of all said adjustments and write-offs will be presented to the Board of Commissioners once a month ~~with the Consent Agenda~~ for informational purposes.
8. This title does not permit the General Manager to write off ULID assessments or forgive debts due to the District in contravention of State law. [Resolution Nos. 766, 870]

2.11 Payment Methods

~~2.11.1 Credit and Debit Cards~~

The District will accept checks, credit and debit cards, and electronic checks (ACH) for payment of utility billing, water and/or sewer permits, and all other fees and charges imposed by the District. The District will accept VISA, Discover, and MASTERCARD. Online payment is available via the District's website using a credit card, debit card or checking account.

[Reference Resolution Nos. 693, 778, 861]

~~2.12.23 Use of District Credit Cards for Travel Expenses and Purchases~~

~~District employees and commissioners may purchase goods and services for District use, and may pay travel expenses related to District business, using a District credit card, subject to the following conditions:~~

- ~~1. The credit limit for each card shall be \$5,000.00~~
- ~~2. The credit card may be used for the purchase of items or travel expenses approved in the current District fiscal year budget, and for no other purpose.~~
- ~~3. Cash advances on any District credit card are prohibited.~~
- ~~4. The purchase of alcoholic beverages on any District credit card is prohibited.~~
- ~~5. For travel expenses, an itemized travel expense voucher shall be submitted to the District within thirty (30) days of expenses incurred pursuant to RCW 42.24.115.~~
- ~~6. There shall be six credit cards. A credit card user agreement shall be kept on file for each employee specifically identified below, and any other District employee to whom a card may be disbursed:~~

- ~~a. General Manager~~
- ~~b. Finance Manager/Treasurer~~
- ~~c. Assistant General Manager~~
- ~~d. Operations & Maintenance Manager~~
- ~~e. Two credit cards for staff and commissioners will be dispersed by the Finance Manager/Treasurer for authorized short term use. These two cards shall be promptly returned and remain in the possession of the Finance Manager/Treasurer when not in use. [Resolution Nos. 850, 861]~~

2.13.3 General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

2.13.3.1 Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

1. Credit Risk. The District will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the types of securities listed in Section 2.13.5.
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the District will do business in accordance with Section 2.13.4.
 - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any individual issuer will be minimized.
2. Interest Rate Risk. The District will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
 - Structuring the investment portfolio so that securities mature to meet needed cash requirements for ongoing operations and capital projects, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

2.13.3.2 Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same day or 24-hour liquidity for short-term funds.

2.13.6 Authorized and Suitable Investments

2.13.9 Diversification

The District will diversify its investment by security type and institution. With the exception of the U.S. Treasury Securities and the ~~State-Local Government~~ Investment Pool, no more than fifty percent (50%) of the District's total investment portfolio will be invested in a single security type or with a single financial institution, with the exception of the Local Government Investment Pool, which may from time to time contain over fifty percent (50%) due to maturity of investments or increased fund balances.

2.13.10 Maximum Maturities

To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. Unless matched with a specific cash flow, the District will not directly invest in securities maturing in more than five years from the date of purchase. However, the District may collateralize repurchase agreements using longer dated investments. Reserve or construction in progress funds may be invested in securities exceeding five years at maturity if such investments are made to coincide as nearly as practicable with the expected use of the ~~fund~~funds.

2.15.4 Annual Physical Inventory Plan

The District Finance Manager/Treasurer will coordinate a physical inventory of the Water and/or Sewer Department with the Operations Manager, and will coordinate inventory of the Administrative Office with the ~~Assistant~~ General Manager. Each department will be reviewed for both Fixed and Attractive Assets.

The ~~Assistant~~ General Manager has custody responsibility for the Administration Building and the Operations Manager has custody responsibility for all other locations. The physical inventory sheets will be kept until the Washington State audit for both years is complete or according to the State of Washington records retention schedule, whichever is longer. The sheets will note the following information:

2.15.9 Disposal

To dispose of a surplus asset, the Board must first declare a fixed or attractive asset surplus before it can be sold, or disposed of in any manner. ~~An asset depreciation sheet will be given to the Finance Manager.~~ If the asset is to be sold, it will then be sold in accordance with applicable state law. If the asset is no longer in working order the department manager, along with one other employee will properly dispose of the asset. A list of surplus assets will be forwarded to the Board for a motion to declare them surplus. The list of surplus assets will indicate the description of asset, value and proposed disposal method.

The ~~Finance Manager~~District Engineer/Engineering Manager shall remove the asset from the asset tracking system after Board approval.

2.16.3 Emergency Public Works and Purchases

1. Declaration of Emergency. If an emergency exists, the Board of Commissioners, General Manager, District Engineer/~~Assistant General Manager~~Engineering Manager, Operations Manager, or Finance Manager, will issue a written declaration that an emergency exists, waiving competitive bidding requirements, and award all necessary contracts to address the emergency. If a federal or state emergency has been declared, the Board of Commissioners should pass a resolution acknowledging the declaration.

2.16.4.3 Purchase Orders

Purchase orders shall be used for all purchases greater than ~~\$1,000.00~~\$3,500.00 unless purchase is made by formal written contract. For purchases less than ~~\$1,000.00~~\$3,500.00, a signed receipt must be turned in to the finance department. A District manager may designate a monthly purchase order for vendors with repeated purchases, so long as such purchases from any one vendor, when aggregated on an annual basis, otherwise comply with Section 2.16.4. [Resolution Nos. 833, 857]

2.16.5 Public Works Contracts

g) Alternative Limited Small Works Roster Process for Small Public Works Projects

- a. In lieu of awarding contracts under Sections ~~1 through 6~~2.6.5.4(a) through (f) herein, the District may award a contract for public work estimated to cost less than fifty thousand dollars (\$50,000.00), or such other amount as is authorized by future amendment of state statute (RCW 39.04.155), using the limited public works process provided under this section. Public works projects awarded under this section are exempt from providing a certificate of insurance naming the District as additional insured, and are further exempt from the requirement that contracts be awarded after advertisement as provided under RCW 39.04.010.
- b. For limited public works projects, the District shall solicit electronic or written quotations from a minimum of three (3) contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder. After an award is made, the quotations shall be open to public inspection and available by telephonic or electronic request. The District must equitably distribute opportunities for limited public works projects among contractors willing to perform in the geographic area of work. The District shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four (24) months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded. For limited public works projects, the District may in its discretion waive the payment and performance bond requirements of Chapter 39.08 RCW and may waive the retainage requirements of RCW 60.28.011(1)(a), thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material persons, suppliers, and taxes, increases, and penalties imposed under Titles 50, 51, and 82 RCW that may be due from the contractor for the limited public works project, however the District shall have the right of recovery against the contractor for any payments made on the contractor's behalf. [Resolution Nos. 833, 857, 861]

2.17.2 Use of District Credit Cards for Travel Expenses and Purchases

District employees and commissioners may purchase goods and services for District use, and may pay travel expenses related to District business, using a District credit card, subject to the following conditions:

1. The credit limit for each card shall be \$5,000.00
2. The credit card may be used for the purchase of items or travel expenses approved in the current District fiscal year budget, and for no other purpose.
3. Cash advances on any District credit card are prohibited.
4. The purchase of alcoholic beverages on any District credit card is prohibited.
5. For travel expenses, an itemized travel expense voucher shall be submitted to the District within thirty (30) days of expenses incurred pursuant to RCW 42.24.115.
6. There shall be six credit cards. A credit card user agreement shall be kept on file for each employee specifically identified below, and any other District employee to whom a card may be disbursed:
 - a. General Manager
 - b. Finance Manager/Treasurer
 - c. District Engineer/Engineering Manager
 - d. Operations & Maintenance Manager
 - e. Two credit cards for staff and commissioners will be dispersed by the Finance Manager/Treasurer for authorized short-term use. These two cards shall be promptly returned and remain in the possession of the Finance Manager/Treasurer when not in use. [Resolution Nos. 850, 861]

EXHIBIT B

2.4.2 Auditing

The State Auditor will, at a minimum, biennially perform the District's financial and compliance audit. Results of each audit will be provided to the Board in a timely manner. An annual financial report shall be prepared in accordance with generally accepted accounting principles and shall be distributed to any interested party.

2.6 Auditing Officer

The General Manager of the District shall be the auditing officer of the District, and the District Engineer/Engineering Manager of the District shall be the auditing officer of the District in the absence of the General Manager. [Resolution No. 785]

2.8 Fees / Charges Adjustment Authority

The District has established fees and charges which it applies on a uniform basis and the payment of its rates, fees and charges are required by law to reflect the cost of service. The District permits the waiving of late charges and allows the District to not shut off service, place a lien against property, and pursue collection under certain circumstances, where a customer adheres to a payment plan approved by the Finance Manager. Payment plans may be developed at the discretion of the Finance Manager/Treasurer, but should typically be structured in a manner that evenly divides the outstanding balance into monthly payments over the term of the plan. The payment plan term shall not exceed 12 months. Failure to meet the terms of the payment plan shall result in shut-off of service and accrual of applicable fees and charges.

The cost-efficient and fair administration of such fees and charges and timely response to District customers is facilitated by delegating to the General Manager authority to adjust certain fees and charges or to dismiss same under very limited circumstances listed below:

1. Applications to dismiss or adjust fees or charges shall be referred to the District's Finance Manager for investigation.
2. The Finance Manager shall make a written recommendation regarding an application for adjustment to the General Manager after completing his/her investigation.
3. The General Manager is authorized to make adjustments and write-offs of fees or charges where investigation reveals that a fee or charge was erroneously imposed by the District.
4. The General Manager is authorized to reduce a single fee or charge, or a combination of fees or charges based upon the recommendation of the Finance Manager, the policies underlying adoption of a fee or charge for the conduct in question, and any mitigating circumstances presented by the applicant.
5. Additionally, in accordance with the existing Water Bill Adjustment Policy, defined in Section 2.10.6, either the General Manager or the Finance Manager may waive late charges on the leak amount if the customer adheres to a prearranged payment schedule.

6. The General Manager's decision on such applications shall be the final decision of the District, unless appealed in writing to the Board of Commissioners within 30 days following receipt of the decision on the application.
7. A written report of all said adjustments and write-offs will be presented to the Board of Commissioners once a month within the Finance Department report for informational purposes.
8. This title does not permit the General Manager to write off ULID assessments or forgive debts due to the District in contravention of State law. [Resolution Nos. 766, 870]

2.11 Payment Methods

The District will accept checks, credit and debit cards, and electronic checks (ACH) for payment of utility billing, water and/or sewer permits, and all other fees and charges imposed by the District. The District will accept VISA, Discover, and MASTERCARD. Online payment is available via the District's website using a credit card, debit card or checking account.

[Reference Resolution Nos. 693, 778, 861]

2.13.3 General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

2.13.3.1 Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

1. Credit Risk. The District will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the types of securities listed in Section 2.13.5.
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the District will do business in accordance with Section 2.13.4.
 - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any individual issuer will be minimized.
2. Interest Rate Risk. The District will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
 - Structuring the investment portfolio so that securities mature to meet needed cash requirements for ongoing operations and capital projects, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

2.13.3.2 Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same day or 24-hour liquidity for short-term funds.

2.13.6 Authorized and Suitable Investments

2.13.9 Diversification

The District will diversify its investment by security type and institution. With the exception of the U.S. Treasury Securities and the Local Government Investment Pool, no more than fifty percent (50%) of the District's total investment portfolio will be invested in a single security type or with a single financial institution, with the exception of the Local Government Investment Pool, which may from time to time contain over fifty percent (50%) due to maturity of investments or increased fund balances.

2.13.10 Maximum Maturities

To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. Unless matched with a specific cash flow, the District will not directly invest in securities maturing in more than five years from the date of purchase. However, the District may collateralize repurchase agreements using longer dated investments. Reserve or construction in progress funds may be invested in securities exceeding five years at maturity if such investments are made to coincide as nearly as practicable with the expected use of the funds.

2.15.4 Annual Physical Inventory Plan

The District Finance Manager/Treasurer will coordinate a physical inventory of the Water and/or Sewer Department with the Operations Manager, and will coordinate inventory of the Administrative Office with the General Manager. Each department will be reviewed for both Fixed and Attractive Assets.

The General Manager has custody responsibility for the Administration Building and the Operations Manager has custody responsibility for all other locations. The physical inventory sheets will be kept until the Washington State audit for both years is complete or according to the State of Washington records retention schedule, whichever is longer. The sheets will note the following information:

2.15.9 Disposal

To dispose of a surplus asset, the Board must first declare a fixed or attractive asset surplus before it can be sold, or disposed of in any manner. If the asset is to be sold, it will then be sold in accordance with applicable state law. If the asset is no longer in working order the department manager, along with one other employee will properly dispose of the asset. A list of surplus assets will be forwarded to the Board for a motion to declare them surplus. The list of surplus assets will indicate the description of asset, value and proposed disposal method.

The District Engineer/Engineering Manager shall remove the asset from the asset tracking system after Board approval.

2.16.3 Emergency Public Works and Purchases

1. Declaration of Emergency. If an emergency exists, the Board of Commissioners, General Manager, District Engineer/Engineering Manager, Operations Manager, or Finance Manager, will issue a written declaration that an emergency exists, waiving competitive bidding requirements, and award all necessary contracts to address the emergency. If a federal or state emergency has been declared, the Board of Commissioners should pass a resolution acknowledging the declaration.

2.16.4.3 Purchase Orders

Purchase orders shall be used for all purchases greater than \$3,500.00 unless purchase is made by formal written contract. For purchases less than \$3,500.00, a signed receipt must be turned in to the finance department. A District manager may designate a monthly purchase order for vendors with repeated purchases, so long as such purchases from any one vendor, when aggregated on an annual basis, otherwise comply with Section 2.16.4. [Resolution Nos. 833, 857]

2.16.5 Public Works Contracts

g) Alternative Limited Small Works Roster Process for Small Public Works Projects

- a. In lieu of awarding contracts under Sections a through f herein, the District may award a contract for public work estimated to cost less than fifty thousand dollars (\$50,000.00), or such other amount as is authorized by future amendment of state statute (RCW 39.04.155), using the limited public works process provided under this section. Public works projects awarded under this section are exempt from providing a certificate of insurance naming the District as additional insured, and are further exempt from the requirement that contracts be awarded after advertisement as provided under RCW 39.04.010.
- b. For limited public works projects, the District shall solicit electronic or written quotations from a minimum of three (3) contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder. After an award is made, the quotations shall be open to public inspection and available by telephonic or electronic request. The District must equitably distribute opportunities for limited public works projects among contractors willing to perform in the geographic area of work. The District shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four (24) months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded. For limited public works projects, the District may in its discretion waive the payment and performance bond requirements of Chapter 39.08 RCW and may waive the retainage requirements of RCW 60.28.011(1)(a), thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material persons, suppliers, and taxes, increases, and penalties imposed under Titles 50, 51, and 82 RCW that may be due from the contractor for the limited public works project, however the District shall have the right of recovery against the contractor for any payments made on the contractor's behalf. [Resolution Nos. 833, 857, 861]


2.17.2 Use of District Credit Cards for Travel Expenses and Purchases

District employees and commissioners may purchase goods and services for District use, and may pay travel expenses related to District business, using a District credit card, subject to the following conditions:

1. The credit limit for each card shall be \$5,000.00
2. The credit card may be used for the purchase of items or travel expenses approved in the current District fiscal year budget, and for no other purpose.
3. Cash advances on any District credit card are prohibited.
4. The purchase of alcoholic beverages on any District credit card is prohibited.
5. For travel expenses, an itemized travel expense voucher shall be submitted to the District within thirty (30) days of expenses incurred pursuant to RCW 42.24.115.
6. There shall be six credit cards. A credit card user agreement shall be kept on file for each employee specifically identified below, and any other District employee to whom a card may be disbursed:
 - a. General Manager
 - b. Finance Manager/Treasurer
 - c. District Engineer/Engineering Manager
 - d. Operations & Maintenance Manager
 - e. Two credit cards for staff and commissioners will be dispersed by the Finance Manager/Treasurer for authorized short-term use. These two cards shall be promptly returned and remain in the possession of the Finance Manager/Treasurer when not in use. [Resolution Nos. 850, 861]



**AGENDA Proposed Whatcom County Code
BILL Amendment to Lake Whatcom
Item 6.C Watershed Overlay**

DATE SUBMITTED:	August 17, 2023	MEETING DATE:	August 30, 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

Since at least the early 1990s, the Lake Whatcom Water and Sewer District (District), City of Bellingham (City), and Whatcom County (County) have partnered in adopting and implementing policies that protect water quality within the Lake Whatcom Watershed. Early coordination efforts culminated in the formation of the Lake Whatcom Management Program in 1998 through an interlocal agreement between the three agencies. Since its creation, the Lake Whatcom Management Program partners have implemented several policies and programs to protect, and as possible, enhance water quality.

As agencies regulating land use in the watershed, both the City and County have enacted land development restrictions to mitigate the potential for impact to the Lake from stormwater runoff during the wet season. [Bellingham Municipal Code section 16.80.120](#) (in city limits) and [Whatcom County Code section 20.51.410](#) (outside city limits) regulate land disturbance (construction) in the Watershed. Specific to District operations and projects (outside city limits), WCC section 20.51.410 prohibits land disturbance greater than 500 square feet in size from October 1 through May 31.

Over the past few decades, mountain biking has increased significantly in popularity in Whatcom County, in large part through the development of an extensive trail system on Galbraith Mountain. Recognized nationally and consistently listed as the top mountain biking destination in Washington State, the Galbraith Mountain trail system is managed and maintained by the Whatcom Mountain Bike Coalition (WMBC). With a portion of the Galbraith Mountain trail network located within the Lake Whatcom Watershed, existing trail maintenance and new trail construction within the watershed must comply with WCC 20.51.410. Recognizing the constraints on trail maintenance/building created by WCC 20.51.410, the WMBC has worked with Whatcom County Councilmember Frazey to place consideration of an exemption of such activities in the watershed on the County Council's docket.

The Lake Whatcom Management Program policy group is scheduled to discuss the WMBC proposal during its September 6 meeting. So that Commissioner Ford may represent the District's position on the topic during the policy group meeting, staff recommends Board discussion.

FISCAL IMPACT

None.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Community Sustainability

Water Resource Sustainability

Stakeholder Understanding & Support

RECOMMENDED BOARD ACTION

None.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	August 24, 2023	MEETING DATE:	August 30, 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, August 30, 2023 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Sep 13, 2023	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Sep 14, 2023	8:00 a.m.	Board Room/Hybrid Commissioner Holland to attend
Investment Comm. Meeting	Wed Nov 29, 2023	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thur Aug 31, 2023	8:00 a.m.	Board Room
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	Thur Sep 21, 2023	7:00 a.m.	WASWD Fall Conference Clearwater Casino Resort
Whatcom Water Districts Caucus Meeting	Wed Sep 20, 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

- Administrative Code Title 3, General, housekeeping revisions
- Administrative Code Title 4, Water, housekeeping revisions
- Administrative Code Title 5, Sewer, housekeeping revisions
- 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 four (4) programs (hand & power tools, flagging & traffic control, securing loads, and accident investigation) and is reviewing the construction equipment 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). Staff attended a meeting on August 16 regarding participating agency status in implementation of the actions defined in the Whatcom County Natural Hazards Mitigation Plan.

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. J Clary met with the District's IT consultant on July 26 to discuss progress on recommendations implementation.

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), May 11 (Kevin Cook's Commitment to Excellence award), and July 20 (Lake Louise Rd forcemain wastewater overflow).

Intergovernmental Relations

- *J Clary met with Whatcom County regarding the Whatcom Water Alliance three-year work plan on August 15.*
- *J Clary met with participating agencies regarding implementation status of the actions defined in the Whatcom County Natural Hazards Mitigation Plan on August 16.*
- *J Clary met with WASWD executive director, Judi Gladstone, regarding a state-funded analysis on utility relocation costs required by transportation projects.*

Lake Whatcom Water Quality


Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the data group meeting on August 10 and the interjurisdictional coordinating team meeting on August 17.



**AGENDA
BILL
Item 8.B**

**Engineering Department
Report**

DATE SUBMITTED:	August 23, 2023	MEETING DATE:	August 30, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
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 August 30, 2023 Board Meeting
Data Compiled August 23, 2023 by RH, RM, KH

Status of Water 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 February 15, 2023	Time Extension Request sent to Ecology January 31, 2023
Water Right Permit No. S1-25121 Development Extension	Due Every 5 Years Next Due March 30, 2023	Time Extension Request sent to Ecology January 31, 2023

Summary of District Projects

Report Prepared 08/23/2023

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	\$1,434,164	\$382,419												
G 1909	Little Strawberry Bridge Water Main Slip Line with HDPE	\$20,000	\$1,101	\$18,899												
G 2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$16,263	\$3,737												
C 2012	Austin-Fremont PRV Rebuild	\$10,000	\$0	\$10,000												
G 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	\$313,938	\$878,354												
C 2112	Rocky Ridge & Lakewood Sewer Pump Station Improvements	\$2,116,353	\$171,650	\$1,944,703												
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting	\$153,000	\$20,592	\$132,408												
M 2120	Nov 2021 Flood Event - Emergency Response & Recovery	\$0	\$271,831	\$271,831												
C 2202	Replace Sewer Camera Equipment	\$150,000	\$0	\$150,000												
C 2203	Div 30 Booster and SVSP PLC and UPS Improvements	\$224,643	\$40,539	\$184,104												
C 2203.1	RH2 Design, SDC, Programming	\$94,643	\$40,539	\$54,104												
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	\$39,836	\$20,164												
G 2213	Pinto Creek PRV Replacement (labor by District crew)	\$14,000	\$16,238	\$2,238												
A 2214	Lead Service Line Inventory Planning	\$15,000	\$0	\$15,000												
G 2216	Replace Tool Truck	\$75,000	\$50,026	\$24,974												
M 2218	Spare PLC Components	\$20,000	\$0	\$20,000												
G 2219	4000-Gal Diesel Fuel Tank at Shop	\$20,000	\$0	\$20,000												
M 2226	Div 30 Reservoir Removal of Hazard Trees	\$20,000	\$34,904	\$14,904												
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	\$68,882	\$163,118												
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	\$84,099	\$3,901												
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	\$1,594	\$1,594												

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:	August 3, 2023	MEETING DATE:	August 30, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. July 2023 Financial Report		
	2. July 2023 Cash & Investment Summary		
	3. July 2023 Utility Account Adjustments		
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: 11:30:59 Date: 08/03/2023

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401 Water Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
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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	268,507.20	1,679,607.21	1,345,643.79	44.5%
343 40 20 01	DEA Permits - Water	0.00	0.00	11,050.00	(11,050.00)	0.0%
343 41 10 01	General Facilities Charges - Water	101,520.00	0.00	97,595.66	3,924.34	3.9%
340 Charges For Services		3,126,771.00	268,507.20	1,788,252.87	1,338,518.13	42.8%

350 Fines & Forfeitures

359 81 10 00	Combined Fees	8,500.00	1,038.44	11,655.80	(3,155.80)	0.0%
359 90 00 00	Late Fees	60,000.00	5,713.41	36,955.95	23,044.05	38.4%
350 Fines & Forfeitures		68,500.00	6,751.85	48,611.75	19,888.25	29.0%

360 Misc Revenues

361 11 00 00	Investment Interest	31,713.00	10,800.09	36,820.65	(5,107.65)	0.0%
369 91 01 00	Miscellaneous	1,000.00	0.00	2,966.63	(1,966.63)	0.0%
360 Misc Revenues		32,713.00	10,800.09	39,787.28	(7,074.28)	0.0%

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	286,059.14	1,886,399.48	3,906,334.52	67.4%
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Expenditures	Amt Budgeted	July	YTD	Remaining	
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534 Water Utilities

534 10 10 00	Water - Gen Admin Payroll	358,585.00	31,703.04	211,464.58	147,120.42	41.0%
534 10 20 00	Water - Gen Admin Personnel Benefits	183,579.00	11,505.04	85,099.05	98,479.95	53.6%
534 10 31 00	Water - Gen Admin Supplies	12,000.00	95.63	5,017.99	6,982.01	58.2%
534 10 31 01	Water - Meetings/Team building	2,000.00	313.83	1,812.14	187.86	9.4%
534 10 40 00	Water - Merchant Services Fees	13,800.00	1,026.95	8,416.23	5,383.77	39.0%
534 10 40 01	Water - Bank Fees	1,400.00	15.00	189.26	1,210.74	86.5%
534 10 41 00	Water - Quality Assurance Programs	74,500.00	10,734.20	10,734.20	63,765.80	85.6%
534 10 41 01	Water - Gen Admin Prof Srvc	92,325.00	6,992.54	70,945.35	21,379.65	23.2%
534 10 41 02	Water- Engineering Srvc	14,000.00	72.00	4,596.76	9,403.24	67.2%
534 10 41 03	Water - Legal Srvc	31,000.00	1,450.75	10,017.75	20,982.25	67.7%
534 10 41 04	Water - DEA Expenditures	0.00	528.00	1,295.46	(1,295.46)	0.0%
534 10 42 00	Water - Admin Communication	33,000.00	3,615.03	18,264.49	14,735.51	44.7%
534 10 43 00	Water - Software/IT Subscriptions	41,150.00	16.24	43,629.00	(2,479.00)	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: 11:30:59 Date: 08/03/2023

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401 Water Fund

Expenditures		Amt Budgeted	July	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	514.67	15,443.01	4,556.99	22.8%
534 10 49 02	Water - Taxes	157,986.00	11,754.09	86,985.68	71,000.32	44.9%
534 40 43 00	Water - Admin Training &Travel	13,000.00	75.73	5,589.58	7,410.42	57.0%
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	31,680.99	83,000.28	31,999.72	27.8%
534 50 31 01	Water- Small Assets	45,000.00	1,929.88	22,173.47	22,826.53	50.7%
534 50 48 00	Water - Repair & Maint	115,000.00	1,978.93	39,087.98	75,912.02	66.0%
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	855.00	4,960.62	7,039.38	58.7%
534 60 47 00	Water - City of Bellingham	57,200.00	5,228.27	24,842.21	32,357.79	56.6%
534 80 10 00	Water - Operations Payroll	669,866.00	51,267.05	374,945.63	294,920.37	44.0%
534 80 20 00	Water - Operations Personnel Benefits	287,136.00	24,082.09	158,039.99	129,096.01	45.0%
534 80 32 00	Water - Operations Fuel	25,200.00	2,991.00	14,800.09	10,399.91	41.3%
534 80 35 00	Water - Safety Supplies	10,000.00	228.48	4,053.88	5,946.12	59.5%
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	37.36	7,166.98	5,833.02	44.9%
534 80 47 00	Water - Ops Utilities	134,140.00	10,878.55	82,536.52	51,603.48	38.5%
534 80 49 00	Water - Operations Laundry	2,000.00	101.62	789.11	1,210.89	60.5%
534 Water Utilities		2,655,667.00	211,671.96	1,399,467.85	1,256,199.15	47.3%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	2,557.33	1,329.69	(1,329.69)	0.0%
580 Non Expenditures		0.00	2,557.33	1,329.69	(1,329.69)	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	0.00	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	0.00	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	54,020.27	207,846.23	(207,846.23)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	585.00	106,594.04	(106,594.04)	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	0.00	2,636.83	(2,636.83)	0.0%
594 Capital Expenditures		3,368,181.00	54,605.27	319,202.79	3,048,978.21	90.5%
Fund Expenditures:		6,247,381.00	268,834.56	1,720,263.58	4,527,117.42	72.5%

2023 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Fund Excess/(Deficit):	(454,647.00)	17,224.58	166,135.90
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2023 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
330 State Generated Revenues					
331 97 10 02 Federal Awards	130,000.00	0.00	0.00	130,000.00	100.0%
333 97 00 00 Federal Indirect Grant Homeland Security	0.00	0.00	341,986.79	(341,986.79)	0.0%
334 01 80 00 State Grant From Military Department	0.00	0.00	18,999.26	(18,999.26)	0.0%
330 State Generated Revenues	130,000.00	0.00	360,986.05	(230,986.05)	0.0%

340 Charges For Services

343 50 11 00 Sewer Service Residential	4,591,264.00	416,311.18	2,805,921.02	1,785,342.98	38.9%
343 50 19 00 Sewer Service Other	5,340.00	246.77	2,543.82	2,796.18	52.4%
343 51 10 02 General Facilities Charges - Sewer	119,340.00	540.00	121,407.29	(2,067.29)	0.0%
340 Charges For Services	4,715,944.00	417,097.95	2,929,872.13	1,786,071.87	37.9%

360 Misc Revenues

361 11 00 02 Investment Interest	31,713.00	10,800.09	36,820.61	(5,107.61)	0.0%
361 40 00 02 ULID 18 Interest/Penalties	2,531.00	247.16	1,550.26	980.74	38.7%
368 10 00 02 ULID 18 Principal Payments	5,444.00	698.18	3,571.01	1,872.99	34.4%
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	0.00	2,966.62	(1,966.62)	0.0%
360 Misc Revenues	45,829.00	11,745.43	44,908.50	920.50	2.0%

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	428,843.38	3,345,514.25	1,546,258.75	31.6%
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Expenditures	Amt Budgeted	July	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	358,585.00	31,702.96	211,464.03	147,120.97	41.0%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	162,646.00	11,504.45	85,096.96	77,549.04	47.7%
535 10 31 00 Sewer - Gen Admin Supplies	11,000.00	95.60	4,894.01	6,105.99	55.5%
535 10 31 01 Sewer - Meetings/Team Building	2,000.00	313.83	1,806.24	193.76	9.7%
535 10 40 00 Sewer -Merchant Services Fees	13,800.00	1,026.95	8,416.22	5,383.78	39.0%
535 10 40 01 Sewer - Bank Fees	1,400.00	15.00	181.27	1,218.73	87.1%
535 10 41 01 Sewer - Gen Admin Prof Srvc	92,325.00	6,992.48	70,945.00	21,380.00	23.2%
535 10 41 02 Sewer - Engineering Srvc	14,000.00	72.00	3,440.77	10,559.23	75.4%
535 10 41 03 Sewer - Legal Srvc	31,000.00	1,450.75	10,017.75	20,982.25	67.7%
535 10 41 04 Sewer - DEA Expenditures	0.00	528.00	1,295.46	(1,295.46)	0.0%
535 10 42 00 Sewer - Admin Communication	33,000.00	3,620.96	18,426.62	14,573.38	44.2%
535 10 43 00 Sewer - Software/IT Subscriptions	41,150.00	16.24	43,628.95	(2,478.95)	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%

2023 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Expenditures		Amt Budgeted	July	YTD	Remaining	
535 Sewer						
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	481.08	8,841.27	5,858.73	39.9%
535 10 49 02	Sewer - Taxes	115,000.00	9,693.27	63,297.44	51,702.56	45.0%
535 40 43 00	Sewer - Gen Admin TrainIng &Travel	13,000.00	75.73	5,593.54	7,406.46	57.0%
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	4,293.86	22,115.67	22,884.33	50.9%
535 50 31 01	Sewer - Small Assets	40,000.00	239.61	6,634.97	33,365.03	83.4%
535 50 48 00	Sewer - Repair & Maint	135,000.00	1,978.95	38,591.02	96,408.98	71.4%
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	33,960.16	462,276.50	435,323.50	48.5%
535 80 10 00	Sewer - Operations Payroll	568,194.00	43,441.09	306,536.20	261,657.80	46.1%
535 80 20 00	Sewer - Operations Personnel Benefits	254,395.00	19,804.67	127,639.80	126,755.20	49.8%
535 80 32 00	Sewer - Operations Fuel	25,200.00	2,991.01	14,845.82	10,354.18	41.1%
535 80 35 00	Sewer - Safety Supplies	10,000.00	228.47	5,546.26	4,453.74	44.5%
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	37.37	5,300.13	7,699.87	59.2%
535 80 47 00	Sewer - Ops Utilities	136,602.00	9,184.21	72,954.75	63,647.25	46.6%
535 80 49 00	Sewer - Operations Laundry	2,500.00	137.54	1,165.28	1,334.72	53.4%
535 Sewer		3,154,897.00	183,886.24	1,603,337.22	1,551,559.78	49.2%
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	0.00	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	0.00	89,775.75	559,249.25	86.2%
594 Capital Expenditures						
594 34 70 02	Capital Outlay - Sewer Installment Purchase Payments	0.00	0.00	2,636.83	(2,636.83)	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	157,107.94	349,203.81	(349,203.81)	0.0%
594 35 63 02	Capital Projects- Sewer System	0.00	0.00	111,715.51	(111,715.51)	0.0%
594 35 64 02	Capital Outlay - Sewer Equipment	0.00	25,629.60	49,343.40	(49,343.40)	0.0%
594 Capital Expenditures		1,674,586.00	182,737.54	512,899.55	1,161,686.45	69.4%
Fund Expenditures:		5,478,508.00	366,623.78	2,206,012.52	3,272,495.48	59.7%
Fund Excess/(Deficit):		(586,735.00)	62,219.60	1,139,501.73		



LAKE WHATCOM WATER AND SEWER
INVESTMENTS/CASH AS OF 7/31/2023

Petty Cash	\$	1,600	
Cash	\$	1,209,430	
Public Funds Account	\$	518,322	2.940%
<hr/>			
WA Federal	\$	1,729,352	
Local Gov't Investment Pool	\$	3,754,452	5.237%

		PRINCIPAL COST		YIELD
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	\$ 492,488	Sep-24	0.375%
US Treasury Note	Non-callable	\$ 498,359	Jan-25	1.125%
US Bank Safekeeping		\$ 2,291,669		
TOTAL		<u>\$ 7,775,473</u>		

USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,185,000
Operating Assigned	\$ 4,543,139
	<u>\$ 7,775,473</u>

Fund Balance Summary

Water Utility Fund (401)	\$ 1,479,914
Sewer Utility Fund (402)	\$ 4,248,225
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	<u>\$ 7,775,473</u>



LAKE WHATCOM WATER AND SEWER DISTRICT
July 2023 Utility Account Adjustments

Sudden Valley Adjustments

Late Fee Credits	\$ 52.57
High Use/Leak Credits	\$ -

North Shore/Geneva


Late Fee Credits	\$ 185.56
High Use/Leak Credits	<u>\$ 1,071.68</u>

Total Account Adjustments	\$ 1,309.81
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**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

DATE SUBMITTED:	August 24, 2023	MEETING DATE:	August 30, 2023
TO: BOARD OF COMMISSIONERS		FROM: Jason Dahlstrom, Operations & Maintenance Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Operations Department Report	
		2. Status of District Water & Sewer Systems	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information regarding District operations in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the August 30, 2023 Board Meeting
Data Compiled 08/24/23 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	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	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	March 16, 2023												
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	
2023 Testing Period - Jan 1, 2023 to April 30, 2023	
	% 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	7.27.23					
4.27.23	8.24.23 - needs to be resched					
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						

Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom - Operations and Maintenance Manager
8/30/2023 Board Meeting

Safety Activities	
<ol style="list-style-type: none"> 1. No time-loss injuries or near misses. 2. Daily safety reminders directly relevant to the day's tasks. Weekly safety trainings based on District specific safety programs. 3. Jobsite tailgate meetings by project lead. 	
Water Utility Activities	
<i>Water Treatment Plants</i> <ol style="list-style-type: none"> 1. Sudden Valley <ol style="list-style-type: none"> a. Plant is operating well, averaging .7 million gallons per day (MGD) at 700 GPM. b. Water use is consistent with typical summertime/ temperatures 2. Agate Heights <ol style="list-style-type: none"> a. Plant is operating well b. Water use is consistent with typical summertime/ temperatures <i>Distribution System</i> <ol style="list-style-type: none"> 1. C1909 Strawberry Bridge water line replacement project completed, total capital cost \$1002, pictures attached 2. System wide leak detection in progress 3. 5 water service leaks repaired this month 	
Sewer Utility Activities	
<i>Lift Stations</i> <ol style="list-style-type: none"> 1. Submersible pumpstations <ol style="list-style-type: none"> a. Annual pump inspections beginning 9/4 2. Lift stations <ol style="list-style-type: none"> a. Annual maintenance beginning 9/4 <i>Collection System</i> <ol style="list-style-type: none"> 1. Lake Louise Rd interceptor leak band replenished. Permanent parts scheduled for delivery 8/30 	
Fleet	
<i>Vehicles</i> <ol style="list-style-type: none"> 1. All vehicles in fleet are operational 2. 2023 Ford F150 Lightning delivered. Service date pending accessory installation <i>Equipment</i> <ol style="list-style-type: none"> 1. All equipment is functional 	
Facilities	
<ol style="list-style-type: none"> 1. FireWise clearing completed at all necessary District facilities 2. Annual asphalt patching project phase 1 completed, phase 2 awarded 	
Training	
<ol style="list-style-type: none"> 1. Spencer CPR/First Aid certified 2. Jonathan tested for Wastewater Collections certification 	
Development	
<ol style="list-style-type: none"> 1. There are currently 8 active permits for development purposes. 	

Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom - Operations and Maintenance Manager
8/30/2023 Board Meeting



Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom - Operations and Maintenance Manager
8/30/2023 Board Meeting



Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom - Operations and Maintenance Manager
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