



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed September 27, 2023
8:00 am - 10:00 am

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

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ATTENDING A MEETING

How to Participate

MEETINGS ARE HYBRID

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



COMMUNICATING WITH US



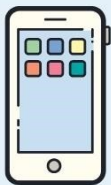
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

ATTENDING ANONYMOUSLY

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



ACCESS INFORMATION



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

QUESTIONS?

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



Public Comment Periods

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



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

September 27, 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. None
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
9. PUBLIC COMMENT OPPORTUNITY
10. EXECUTIVE SESSION
Executive Session per RCW 42.30.110(1)(g): To review the performance of a public employee (General Manager performance evaluation) – 30 minutes
11. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	September 21, 2023	MEETING DATE:	September 27, 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 09.26.2023****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 8.30.23 Regular Board Meeting
- Minutes for the 9.13.23 Regular Board Meeting
- Payroll for Pay Period #19 (09.02.2023 through 09.15.23) totaling \$45,588.08
- Benefits for Pay Period #19 totaling \$49,911.52
- 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

August 30, 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 Finance Manager/Treasurer Jenny Signs
Commissioner Bruce Ford Operations & Maintenance Manager Jason Dahlstrom
Commissioner Jeff Knakal Recording Secretary Rachael Hope
Commissioner David Holland (v) District Legal Counsel Bob Carmichael (v)

Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Carter moved, Knakal seconded, approval of:

- Minutes for the 7.26.23 Regular Board Meeting
- Minutes for the 8.06.23 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 totaling \$176,621.11

Motion passed.

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

Signs recalled that 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, the Board requested staff research other payment options for customers using cash. Staff updated the Board with their findings and presented Resolution No. 895 for Board approval. Discussion followed.

Action Taken

Ford moved, Holland seconded, to adopt Resolution No. 895 as presented. Motion passed.

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

Signs highlighted suggested changes to District Administrative Code Title 2, Fiscal Management Policies, which defines the District's financial management and structure. This title was 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. Following a comprehensive review of Title 2, staff recommended that sections be revised to create consistency and readability throughout the title. Signs highlighted changes, including updates to District job titles, petty cash policies, and financial data reporting to the Board to align with current practices. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to adopt Resolution No. 896 as presented. Motion passed.

Proposed Whatcom County Code Amendment to Lake Whatcom Watershed Overlay

Clary explained that 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. Since the formation of the Lake Whatcom Management Program (LWMP) in 1998, this partnership has resulted in the implementation of several policies and programs to protect and 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, prohibiting 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, which 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 local regulations made by the County. Recognizing the constraints on trail maintenance/building created by Whatcom County Code, 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.

District staff and legal counsel provided information and background on the proposal, and the Board provided direction regarding the District's position on the topic in preparation for Commissioner Ford's attendance at an upcoming meeting of the Lake Whatcom Management Program policy group.

General Manager's Report

Clary updated the Board on several topics, including acceptance of an offer from Greg Nicoll for the District Engineering Manager position, with a start date of October 9. He also requested Board feedback on potential meetings with Bellingham Mayoral and County Executive candidates. Discussion followed.

Engineering Department Report

Clary provided an update on District projects, including upcoming work on phase 3 of the Lake Whatcom Boulevard Sewer Interceptor Cure in Place Pipe Renovation project, the South Geneva Booster Station Generator project, and progress on design and permitting for the Division 7 Reservoir Replacement project.

Finance Department Report

Signs highlighted trends in revenues and expenditures as well as providing insight to the Board regarding questions about city taxes and highlighting the summary of funds and investments, touching on increasing interest rates and anticipated rate cuts from the Federal Reserve in 2024.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including upcoming air relief valve maintenance on the sewer line. He highlighted the Little Strawberry Bridge project, sharing history, project considerations, and successes. Clary recognized the Operations and Maintenance Department for finding an alternative that allowed the project to be done in-house and at a fraction of what was budgeted. Discussion followed.

With no further business, Citron adjourned the Regular Session at 9:21 a.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope

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



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

September 13, 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 Bruce Ford	Operations & Maintenance Manager Jason Dahlstrom
Commissioner David Holland	Recording Secretary Rachael Hope

Excused Absences: Commissioner Jeff Knakal

Also in attendance was Colin Morrow of Carmichael Clark. Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Carter moved, Holland seconded, approval of:

- Payroll for Pay Period #18 (08.19.2023 through 09.01.23) totaling \$42,756.78
- Benefits for Pay Period #18 totaling \$33,262.77
- Accounts Payable Vouchers totaling \$383,935.92

Motion passed.

Resolution No. 897 Revision to Certain Sections of Administrative Code Title 3—General

Clary explained that District Administrative Code Title 3, General, defines terms used within the Code, as well as general District policies (e.g., power and authority, violation penalties, dispute resolution process, water/sewer service requirements, and fees and charges). As it has been several years since the last comprehensive review of Title 3, District management presented proposed revisions; including addition and deletion of defined items for clarification and consistency throughout the code and revision to permit and connection charge policies to align with current District policy. Discussion followed.

Action Taken

Carter moved, Ford seconded, to adopt Resolution No. 897 as presented. Motion passed.

Resolution No. 898 Revision to Certain Sections of Administrative Code Title 4 and Title 5

Clary recalled that the District Administrative Code Title 4, Water, and Title 5, Sewer, define District-specific policies relative to its water and sewer utilities. As it has been several years since the last comprehensive review of Titles 4 and 5, District management completed a review of the titles. Proposed

revisions included cleanup of code language relative to water pressure, clarification for initiation of water service and for approval for side sewer disconnection. Full changes were presented to the Board as exhibits included on the draft resolution. Discussion followed.

Action Taken

Holland moved, Ford seconded, to adopt Resolution No. 898 as presented. Motion passed.

Flat Car Sewer Lift Station Reverse Flow Retrofit Project Professional Services Agreement

Clary indicated that the District owns and operates a sewer collection and conveyance system serving Sudden Valley, Geneva, and the North Shore. Wastewater generated in the Sudden Valley community accounts for about 2/3 of all District-managed wastewater. Conveyance of wastewater out of Sudden Valley is limited to two sewer interceptors: one on Lake Whatcom Boulevard (LWBI) and one on Lake Louise Road (LLRI). Approximately half of Sudden Valley-generated wastewater passes through the Flat Car sewer lift station during conveyance to Geneva, and ultimately to the City of Bellingham for treatment.

Recognizing a desire to create system resiliency and mitigate the potential for sewage releases during emergency situations, the District created capital improvement program project No. C2113. Through the on-call consultant services contract with Wilson Engineering, an analysis of potential Flat Car sewer lift station flow redirection pumping and piping options was performed. The recommended alternative consists of reverse flow pumping using the existing lift station submersible pumps rather than the District's variable speed portable pump and construction of permanent force main piping approximately 100-feet in length that crosses Beaver Creek immediately northeast of the Flat Car lift station wet well and ties into existing District system near the retired Old Flat Car lift station.

Wilson Engineering subsequently generated a scope of work and budget for the design, permitting, and construction administration services necessary to construct the project, which was presented to the board for consideration. Discussion followed.

Action Taken

Ford moved, Holland seconded, to authorize the general manager to execute the professional services agreement with Wilson Engineering for design, permitting, and construction administration services associated with District Project No. C2113, Flat Car Reverse Flow Project, for time and materials not to exceed \$117,166, as presented. Motion passed.

Manager's Report

Clary updated the Board on several topics, including recent meetings with Bellingham Mayor and County Executive candidates to introduce them to the District, Clary and Commissioner Ford's attendance at a recent Lake Whatcom Policy Group meeting, and updates on the Division 7 Reservoir Replacement project. Discussion followed.

Executive Session Per RCW 42.30.110(1)(g): To review the performance of a public employee

Citron recessed the Regular Session to Executive Session at 7:36 p.m. It was estimated that the Executive Session would take about 15 minutes and end at 7:50 p.m. The purpose of the Executive Session was to review the performance of a public employee (General Manager performance

evaluation). No action was taken, and Citron recessed the Executive Session and reconvened the Regular Meeting at 7:50 p.m.

With no further business, Citron adjourned the Regular Session at 7:51 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: 11:09:51 Date: 09/18/2023

09/21/2023 To: 09/21/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2817	09/21/2023	Payroll	5	EFT		465.99	09/02/2023 - 09/15/2023 PR 19
2818	09/21/2023	Payroll	5	EFT		349.48	09/02/2023 - 09/15/2023 PR 19
2819	09/21/2023	Payroll	5	EFT		3,626.36	09/02/2023 - 09/15/2023 PR 19
2820	09/21/2023	Payroll	5	EFT		2,691.53	09/02/2023 - 09/15/2023 PR 19
2821	09/21/2023	Payroll	5	EFT		3,160.61	09/02/2023 - 09/15/2023 PR 19
2823	09/21/2023	Payroll	5	EFT		3,317.25	09/02/2023 - 09/15/2023 PR 19
2825	09/21/2023	Payroll	5	EFT		1,942.52	09/02/2023 - 09/15/2023 PR 19
2826	09/21/2023	Payroll	5	EFT		3,065.36	09/02/2023 - 09/15/2023 PR 19
2827	09/21/2023	Payroll	5	EFT		351.71	09/02/2023 - 09/15/2023 PR 19
2828	09/21/2023	Payroll	5	EFT		2,398.94	09/02/2023 - 09/15/2023 PR 19
2829	09/21/2023	Payroll	5	EFT		3,192.07	09/02/2023 - 09/15/2023 PR 19
2830	09/21/2023	Payroll	5	EFT		465.99	09/02/2023 - 09/15/2023 PR 19
2831	09/21/2023	Payroll	5	EFT		2,575.56	09/02/2023 - 09/15/2023 PR 19
2832	09/21/2023	Payroll	5	EFT		2,637.99	09/02/2023 - 09/15/2023 PR 19
2833	09/21/2023	Payroll	5	EFT		1,433.95	09/02/2023 - 09/15/2023 PR 19
2834	09/21/2023	Payroll	5	EFT		2,233.26	09/02/2023 - 09/15/2023 PR 19
2835	09/21/2023	Payroll	5	EFT		3,338.80	09/02/2023 - 09/15/2023 PR 19
2836	09/21/2023	Payroll	5	EFT		2,220.20	09/02/2023 - 09/15/2023 PR 19
2837	09/21/2023	Payroll	5	EFT		2,664.48	09/02/2023 - 09/15/2023 PR 19
2816	09/21/2023	Payroll	5	14518		1,749.09	09/02/2023 - 09/15/2023 PR 19
2822	09/21/2023	Payroll	5	14519		233.00	8/14/2023, 8/30/2023
2824	09/21/2023	Payroll	5	14520		1,473.94	09/02/2023 - 09/15/2023 PR 19

401 Water Fund
402 Sewer Fund11,425.62
34,162.46

45,588.08 Payroll: 45,588.08

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


General Manager, Justin Gary

Date

9/18/2023

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: 11:20:37 Date: 09/18/2023

09/21/2023 To: 09/21/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2838	09/21/2023	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	4,308.50	Pay Cycle(s) 09/21/2023 To 09/21/2023 - DCP
2839	09/21/2023	Payroll	5	EFT	UNITED STATES TREASURY	16,331.17	941 Deposit for Pay Cycle(s) 09/21/2023 - 09/21/2023
2840	09/21/2023	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	7,846.79	Pay Cycle(s) 09/21/2023 To 09/21/2023 - PERS 2
2841	09/21/2023	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,218.36	Pay Cycle(s) 09/21/2023 To 09/21/2023 - PERS 3
2842	09/21/2023	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	814.47	Pay Cycle(s) 09/21/2023 To 09/21/2023 - SUP ENF
2843	09/21/2023	Payroll	5	14521	AFLAC	354.85	Pay Cycle(s) 09/21/2023 To 09/21/2023 - AFLAC Pre-Tax; Pay Cycle(s) 09/21/2023 To 09/21/2023 - AFLAC Post-Tax
2844	09/21/2023	Payroll	5	14522	AFSCME LOCAL	356.07	Pay Cycle(s) 09/21/2023 To 09/21/2023 - Union Dues; Pay Cycle(s) 09/21/2023 To 09/21/2023 - Union Fund
2845	09/21/2023	Payroll	5	14523	HRA VEBA TRUST (PAYEE)	550.00	Pay Cycle(s) 09/21/2023 To 09/21/2023 - VEBA
2846	09/21/2023	Payroll	5	14524	WA ST HEALTH CARE AUTHORITY	16,131.31	Pay Cycle(s) 09/21/2023 To 09/21/2023 - PEBB Medical; Pay Cycle(s) 09/21/2023 To 09/21/2023 - PEBB ADD LTD; Pay Cycle(s) 09/21/2023 To 09/21/2023 - PEBB SMK Surcharge; Pay Cycle(s) 09/21/2023 To 09/21/2023
401 Water Fund						36,206.58	
402 Sewer Fund						13,704.94	
						49,911.52	Payroll: 49,911.52

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 9/18/2023
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 8.A**

**General Manager's
Report**

DATE SUBMITTED:	September 21, 2023	MEETING DATE:	September 27, 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, September 27, 2023 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Oct 11, 2023	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Oct 12, 2023	8:00 a.m.	Board Room/Hybrid Commissioner Citron to attend
Investment Comm. Meeting	Wed Nov 29, 2023	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thur Sep 28, 2023	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed Dec 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 Oct 10, 2023	6:00 p.m.	Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Oct 18, 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

- 2023-24 Budget Amendment No. 1 adoption
- Division 7 reservoir replacement project free falling contract approval
- General Manager annual performance evaluation

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; staff is considering a revised proposal from FreeDoc consultant received on August 18 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, and welding, cutting and brazing programs.

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. The District's IT consultant has reviewed the assessment and provided response to each action identified in the assessment (either as already completed or means necessary to complete). J Clary is coordinating the prioritization of action implementation with the consultant.

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 staff on September 19 to coordinate District infrastructure with the Lake Whatcom Stormwater Utility-funded capital improvement program.*
- *J Clary, D Holland, and T Citron met with Whatcom County executive Satpal Sidhu on September 20.*
- *J Clary attended the Whatcom Water Districts Caucus meeting on September 20.*

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 September 14 and interjurisdictional coordinating team meeting on September 21.



**AGENDA
BILL
Item 8.B**

**Engineering Department
Report**

DATE SUBMITTED:	September 21, 2023	MEETING DATE:	September 27, 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 September 27, 2023 Board Meeting
Data Compiled September 19, 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	3973	70	47	2
Remaining Capacity (ERUs)	**	15	34	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												
C 1909	Little Strawberry Bridge Water Main Slip Line with HDPE	\$20,000	\$1,635	\$18,365												
G 2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$16,263	\$3,737												
C 2012	Austin-Fremont PRV Rebuild	\$10,000	\$0	\$10,000												
C 2106	SVWTP to SVPS Telemetry Comm Study, Testing	\$10,000	\$4,224	\$5,776												
C 2109	Geneva Res Valve for Emergency Isolation	\$10,000	\$5,650	\$4,350												
C 2111	Div 7 Reservoir Replacement	\$1,192,292	\$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												
C 2243	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												
C 2216	Replace Tool Truck	\$75,000	\$56,311	\$18,689												
M 2218	Spare PLC Components	\$20,000	\$0	\$20,000												
G 2249	1000-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	\$70,894	\$161,106												
C 2302.4	C2302-D Ranch House SPS Gate & Ball Valves	\$2,100	\$2,012	\$88												
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												
C 2320	Low Flow PRV Replacements	\$25,000	\$0	\$25,000												

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:	September 7, 2023	MEETING DATE:	September 27, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. August 2023 Financial Report		
	2. August 2023 Cash & Investment Summary		
	3. August 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

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401 Water Fund

Revenues	Amt Budgeted	August	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	250,543.93	1,930,151.14	1,095,099.86	36.2%
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	20,104.00	117,699.66	(16,179.66)	0.0%
340 Charges For Services		3,126,771.00	270,647.93	2,058,900.80	1,067,870.20	34.2%

350 Fines & Forfeitures

359 81 10 00	Combined Fees	8,500.00	1,928.40	13,584.20	(5,084.20)	0.0%
359 90 00 00	Late Fees	60,000.00	5,148.30	42,104.25	17,895.75	29.8%
350 Fines & Forfeitures		68,500.00	7,076.70	55,688.45	12,811.55	18.7%

360 Misc Revenues

361 11 00 00	Investment Interest	31,713.00	9,233.57	46,054.22	(14,341.22)	0.0%
369 91 01 00	Miscellaneous	1,000.00	66.97	3,033.60	(2,033.60)	0.0%
360 Misc Revenues		32,713.00	9,300.54	49,087.82	(16,374.82)	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	287,025.17	2,173,424.65	3,619,309.35	62.5%
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Expenditures	Amt Budgeted	August	YTD	Remaining
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534 Water Utilities

534 10 10 00	Water - Gen Admin Payroll	358,585.00	21,614.63	233,079.21	125,505.79	35.0%
534 10 20 00	Water - Gen Admin Personnel Benefits	183,579.00	8,954.77	94,053.82	89,525.18	48.8%
534 10 31 00	Water - Gen Admin Supplies	12,000.00	373.70	5,391.69	6,608.31	55.1%
534 10 31 01	Water - Meetings/Team building	2,000.00	180.78	1,992.92	7.08	0.4%
534 10 40 00	Water - Merchant Services Fees	13,800.00	1,523.80	9,940.03	3,859.97	28.0%
534 10 40 01	Water - Bank Fees	1,400.00	14.00	203.26	1,196.74	85.5%
534 10 41 00	Water - Quality Assurance Programs	74,500.00	0.00	10,734.20	63,765.80	85.6%
534 10 41 01	Water - Gen Admin Prof Srvc	92,325.00	6,831.50	77,776.85	14,548.15	15.8%
534 10 41 02	Water- Engineering Srvc	14,000.00	72.00	4,668.76	9,331.24	66.7%
534 10 41 03	Water - Legal Srvc	31,000.00	1,271.50	11,289.25	19,710.75	63.6%
534 10 41 04	Water - DEA Expenditures	0.00	1,416.00	2,711.46	(2,711.46)	0.0%
534 10 42 00	Water - Admin Communication	33,000.00	2,980.08	21,244.57	11,755.43	35.6%
534 10 43 00	Water - Software/IT Subscriptions	41,150.00	642.09	44,271.09	(3,121.09)	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	2,751.12	2,776.12	105,923.88	97.4%

2023 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Expenditures		Amt Budgeted	August	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	0.00	15,443.01	4,556.99	22.8%
534 10 49 02	Water - Taxes	157,986.00	13,621.38	100,607.06	57,378.94	36.3%
534 40 43 00	Water - Admin Training &Travel	13,000.00	791.67	6,381.25	6,618.75	50.9%
534 40 43 01	Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
534 50 31 00	Water - Maintenance Supplies	115,000.00	14,487.54	97,487.82	17,512.18	15.2%
534 50 31 01	Water- Small Assets	45,000.00	7,035.14	29,208.61	15,791.39	35.1%
534 50 48 00	Water - Repair & Maint	115,000.00	45,904.74	84,992.72	30,007.28	26.1%
534 50 49 00	Water - Insurance Claims	2,500.00	0.00	3,417.75	(917.75)	0.0%
534 60 41 00	Water - Operations Contracted (Edge Analytical)	12,000.00	1,673.00	6,633.62	5,366.38	44.7%
534 60 47 00	Water - City of Bellingham	57,200.00	6,240.51	31,082.72	26,117.28	45.7%
534 80 10 00	Water - Operations Payroll	669,866.00	49,576.55	424,522.18	245,343.82	36.6%
534 80 20 00	Water - Operations Personnel Benefits	287,136.00	19,927.36	177,967.35	109,168.65	38.0%
534 80 32 00	Water - Operations Fuel	25,200.00	432.70	15,232.79	9,967.21	39.6%
534 80 35 00	Water - Safety Supplies	10,000.00	80.32	4,134.20	5,865.80	58.7%
534 80 35 01	Water - Safety Boots	1,400.00	143.34	246.15	1,153.85	82.4%
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	53.00	7,219.98	5,780.02	44.5%
534 80 47 00	Water - Ops Utilities	134,140.00	11,079.82	93,616.34	40,523.66	30.2%
534 80 49 00	Water - Operations Laundry	2,000.00	127.97	917.08	1,082.92	54.1%
534 Water Utilities		2,655,667.00	219,801.01	1,619,268.86	1,036,398.14	39.0%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	(2,041.18)	(711.49)	711.49	100.0%
580 Non Expenditures		0.00	(2,041.18)	(711.49)	711.49	100.0%
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	10,264.41	218,110.64	(218,110.64)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	7,143.08	113,737.12	(113,737.12)	0.0%
594 34 64 01	Capital Outlay - Water Equipment	0.00	26,124.67	28,250.36	(28,250.36)	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	43,532.16	362,734.95	3,005,446.05	89.2%
Fund Expenditures:		6,247,381.00	261,291.99	1,981,555.57	4,265,825.43	68.3%

2023 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Fund Excess/(Deficit):	(454,647.00)	25,733.18	191,869.08
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2023 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Revenues	Amt Budgeted	August	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	382,413.71	3,188,334.73	1,402,929.27	30.6%
343 50 19 00 Sewer Service Other	5,340.00	617.33	3,161.15	2,178.85	40.8%
343 51 10 02 General Facilities Charges - Sewer	119,340.00	25,488.00	146,895.29	(27,555.29)	0.0%
340 Charges For Services	4,715,944.00	408,519.04	3,338,391.17	1,377,552.83	29.2%

360 Misc Revenues

361 11 00 02 Investment Interest	31,713.00	9,233.57	46,054.18	(14,341.18)	0.0%
361 40 00 02 ULID 18 Interest/Penalties	2,531.00	0.00	1,550.26	980.74	38.7%
368 10 00 02 ULID 18 Principal Payments	5,444.00	0.00	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	4,141.96	4,141.96	(0.96)	0.0%
369 91 01 02 Miscellaneous	1,000.00	66.96	3,033.58	(2,033.58)	0.0%
360 Misc Revenues	45,829.00	13,442.49	58,350.99	(12,521.99)	0.0%

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	421,961.53	3,767,475.78	1,124,297.22	23.0%
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Expenditures	Amt Budgeted	August	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	358,585.00	21,614.59	233,078.62	125,506.38	35.0%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	162,646.00	8,954.60	94,051.56	68,594.44	42.2%
535 10 31 00 Sewer - Gen Admin Supplies	11,000.00	373.73	5,267.74	5,732.26	52.1%
535 10 31 01 Sewer - Meetings/Team Building	2,000.00	178.78	1,985.02	14.98	0.7%
535 10 40 00 Sewer -Merchant Services Fees	13,800.00	1,523.81	9,940.03	3,859.97	28.0%
535 10 40 01 Sewer - Bank Fees	1,400.00	14.00	195.27	1,204.73	86.1%
535 10 41 01 Sewer - Gen Admin Prof Srvc	92,325.00	6,831.46	77,776.46	14,548.54	15.8%
535 10 41 02 Sewer - Engineering Srvc	14,000.00	72.00	3,512.77	10,487.23	74.9%
535 10 41 03 Sewer - Legal Srvc	31,000.00	1,271.50	11,289.25	19,710.75	63.6%
535 10 41 04 Sewer - DEA Expenditures	0.00	0.00	1,295.46	(1,295.46)	0.0%
535 10 42 00 Sewer - Admin Communication	33,000.00	2,980.04	21,406.66	11,593.34	35.1%
535 10 43 00 Sewer - Software/IT Subscriptions	41,150.00	642.08	44,271.03	(3,121.03)	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	2,751.13	2,776.13	105,923.87	97.4%

2023 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Expenditures	Amt Budgeted	August	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	0.00	8,841.27	5,858.73	39.9%
535 10 49 02 Sewer - Taxes	115,000.00	9,311.30	72,608.74	42,391.26	36.9%
535 40 43 00 Sewer - Gen Admin TrainIng &Travel	13,000.00	791.66	6,385.20	6,614.80	50.9%
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	4,740.24	26,855.91	18,144.09	40.3%
535 50 31 01 Sewer - Small Assets	40,000.00	2,078.63	8,713.60	31,286.40	78.2%
535 50 48 00 Sewer - Repair & Maint	135,000.00	52,328.82	90,919.84	44,080.16	32.7%
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	38,885.60	501,162.10	396,437.90	44.2%
535 80 10 00 Sewer - Operations Payroll	568,194.00	44,676.33	351,212.53	216,981.47	38.2%
535 80 20 00 Sewer - Operations Personnel Benefits	254,395.00	17,583.04	145,222.84	109,172.16	42.9%
535 80 32 00 Sewer - Operations Fuel	25,200.00	432.70	15,278.52	9,921.48	39.4%
535 80 35 00 Sewer - Safety Supplies	10,000.00	512.69	6,058.95	3,941.05	39.4%
535 80 35 01 Sewer - Safety Boots	1,400.00	143.33	246.14	1,153.86	82.4%
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	53.00	5,353.13	7,646.87	58.8%
535 80 47 00 Sewer - Ops Utilities	136,602.00	8,108.66	81,063.41	55,538.59	40.7%
535 80 49 00 Sewer - Operations Laundry	2,500.00	176.79	1,342.07	1,157.93	46.3%
535 Sewer	3,154,897.00	227,030.51	1,830,367.73	1,324,529.27	42.0%
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	3,206.96	352,410.77	(352,410.77)	0.0%
594 35 63 02 Capital Projects- Sewer System	0.00	10,119.68	121,835.19	(121,835.19)	0.0%
594 35 64 02 Capital Outlay - Sewer Equipment	0.00	26,124.66	75,468.06	(75,468.06)	0.0%
594 Capital Expenditures	1,674,586.00	39,451.30	552,350.85	1,122,235.15	67.0%
Fund Expenditures:	5,478,508.00	266,481.81	2,472,494.33	3,006,013.67	54.9%
Fund Excess/(Deficit):	(586,735.00)	155,479.72	1,294,981.45		



LAKE WHATCOM WATER AND SEWER
INVESTMENTS/CASH AS OF 8/31/2023

Petty Cash	\$	1,600	
Cash	\$	1,372,176	
Public Funds Account	\$	519,761	2.940%
<hr/>			
WA Federal	\$	1,893,537	
Local Gov't Investment Pool	\$	3,771,480	5.340%

		PRINCIPAL COST		YIELD
FFCB - Pro Equity	Callable	\$ 799,999	Jan-24	0.19%
FANNIE MAE - Pro Equity	Callable	\$ 500,824	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		\$ 2,291,670		
TOTAL		<u>\$ 7,956,686</u>		

USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,185,000
Operating Assigned	\$ 4,724,352
	<u>\$ 7,956,686</u>

Fund Balance Summary

Water Utility Fund (401)	\$ 1,505,648
Sewer Utility Fund (402)	\$ 4,403,704
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	<u>\$ 7,956,686</u>



LAKE WHATCOM WATER AND SEWER DISTRICT
August 2023 Utility Account Adjustments

Sudden Valley Adjustments

Late Fee Credits	\$ 271.37
High Use/Leak Credits	\$ 1,169.28

North Shore/Geneva

Late Fee Credits	\$ 379.72
High Use/Leak Credits	<u>\$ 563.02</u>

Total Account Adjustments	\$ 2,383.39
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Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the September 27, 2023 Board Meeting
Data Compiled 09/21/23 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	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	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	
<i>2023 Testing Period - Jan 1, 2023 to April 30, 2023</i>	
	% Complete
Engineering - Managers	100%
Engineering - Staff	100%
Field Crew - Managers	100%
Field Crew - Staff	100%
Office - Managers	100%
Office - Staff	100%
Overall	100%


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

Dates of Completed Safety Committee Meetings						
1.26.23	5.25.23	9.28.23 (scheduled)				
2.23.23	6.22.23					
3.23.23	7.27.23					
4.27.23	8.31.23					
Summary of Work-Related Injuries & Illnesses						
	Current Month	2023	2022	2021	2020	2019
Total Number of Work Related Injuries						
Defined as a work related injury or illness that results in:						
• Death						
• Medical treatment beyond first aid						
• Loss of consciousness						
• Significant injury or illness diagnosed by a licensed health care professional						
• Days away from work (off work)						
• Restricted work or job transfer						
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)						
Total Number of Days Away from Work (at home, in hospital, not at work)						
Near Misses						
Safety Coordinator Update						



**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

DATE SUBMITTED:	September 21, 2023	MEETING DATE:	September 27, 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.

Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom - Operations and Maintenance Manager
9/27/2023 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	
<p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> 1. Sudden Valley <ol style="list-style-type: none"> a. Plant is operating well, averaging .6 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 <p><i>Distribution System</i></p> <ol style="list-style-type: none"> 1. South Geneva water booster station generator set and wired. Only programming into SCADA system remains 2. System wide leak detection in progress 3. 6 water service leaks repaired this month 	
Sewer Utility Activities	
<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> 1. Submersible pumpstations <ol style="list-style-type: none"> a. Annual pump inspections ongoing 2. Lift stations <ol style="list-style-type: none"> a. Annual maintenance ongoing <p><i>Collection System</i></p> <ol style="list-style-type: none"> 1. Lake Louise Rd interceptor permanent repair completed. 	
Fleet	
<p><i>Vehicles</i></p> <ol style="list-style-type: none"> 1. All vehicles in fleet are operational 2. 2023 Ford F150 Lightning outfitted with safety accessories, tools. Has entered regular service truck fleet <p><i>Equipment</i></p> <ol style="list-style-type: none"> 1. All equipment is functional 	
Facilities	
<ol style="list-style-type: none"> 1. Annual asphalt patching project phase 1 & 2 completed 	
Training	
<ol style="list-style-type: none"> 1. Jason Northwest Public Works Institute Developing Leaders training Oct 24-27 2. Ken attended Evergreen Rural Water Annual Fall Conference Aug 28-31 	
Development	
<ol style="list-style-type: none"> 1. There are currently 12 active permits for development purposes. Last week for land disturbance over 500 sq ft. 	