



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed October 11, 2023
6:30 pm - 8:00 pm

Join the meeting from your computer, tablet smartphone: <https://meet.goto.com/lwwsd/boardmeeting>
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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



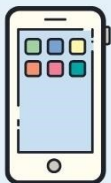
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

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

October 11, 2023


6:30 p.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name and address prior to making comments, and limit your comments to three minutes. For the sake of time, each public comment period will be limited to 45 minutes.
4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
5. CONSENT AGENDA
6. SPECIFIC ITEMS OF BUSINESS
 - A. Amendment No. 1 to the 2023-24 Budget
 - B. Lake Whatcom Boulevard Sewer Interceptor Cure-In-Place-Pipe Project Public Works Contract Closeout
 - C. Division 7 Reservoir Replacement Project Tree Falling Public Works Contract Award
 - D. Disposal of Surplus Items
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
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:	October 5, 2023	MEETING DATE:	October 11, 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 10.11.2023****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 9.27.23 Regular Board Meeting
- Payroll for Pay Period #20 (09.16.2023 through 09.29.23) totaling \$43,076.57
- Benefits for Pay Period #20 totaling \$49,220.17
- Accounts Payable Vouchers totaling \$146,477.37

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

September 27, 2023

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

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

Excused: Commissioner John Carter

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

Consent Agenda

Action Taken

Knakal moved, Ford seconded, approval of:

- 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 totaling \$146,477.37

Motion passed.

General Manager's Report

The General Manager's Report was included in the meeting packet.

Engineering Department Report

New District Engineer Greg Nicoll has a planned start date of October 9, 2023.

Finance Department Report

Signs highlighted approval of the District's Public Works Board loan application, and reported that both water and sewer funds are trending with budget projections. Signs recognized staff for keeping costs under budget despite continuous rising inflation rates.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including a continued excellent safety record with no time loss injuries, smooth operations at both water treatment plants, and expected reduction in water use

with the changing seasons and weather. He also reported that the South Geneva Water Booster Station generator is fully functional and will be tied into the District's SCADA system soon.

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 8:15 a.m. It was estimated that the Executive Session would take about 35 minutes and end at 8:50 a.m. The purpose of the Executive Session was to review the performance of a public employee (General Manager performance evaluation). Citron recessed the Executive Session and reconvened the Regular Meeting at 8:30 a.m. No action was taken.

With no further business, Citron adjourned the Regular Session at 8:30 a.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: 11:40:13 Date: 10/02/2023

10/05/2023 To: 10/05/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2970	10/05/2023	Payroll	5	EFT		3,631.33	09/16/2023 - 09/29/2023 PR 20
2971	10/05/2023	Payroll	5	EFT		3,947.87	09/16/2023 - 09/29/2023 PR 20
2972	10/05/2023	Payroll	5	EFT		3,158.34	09/16/2023 - 09/29/2023 PR 20
2973	10/05/2023	Payroll	5	EFT		1,790.56	09/16/2023 - 09/29/2023 PR 20
2975	10/05/2023	Payroll	5	EFT		1,938.60	09/16/2023 - 09/29/2023 PR 20
2976	10/05/2023	Payroll	5	EFT		3,065.73	09/16/2023 - 09/29/2023 PR 20
2977	10/05/2023	Payroll	5	EFT		2,385.24	09/16/2023 - 09/29/2023 PR 20
2978	10/05/2023	Payroll	5	EFT		2,130.00	09/16/2023 - 09/29/2023 PR 20
2979	10/05/2023	Payroll	5	EFT		3,645.25	09/16/2023 - 09/29/2023 PR 20
2980	10/05/2023	Payroll	5	EFT		2,529.52	09/16/2023 - 09/29/2023 PR 20
2981	10/05/2023	Payroll	5	EFT		1,354.63	09/16/2023 - 09/29/2023 PR 20
2982	10/05/2023	Payroll	5	EFT		2,231.98	09/16/2023 - 09/29/2023 PR 20
2983	10/05/2023	Payroll	5	EFT		3,339.05	09/16/2023 - 09/29/2023 PR 20
2984	10/05/2023	Payroll	5	EFT		2,111.23	09/16/2023 - 09/29/2023 PR 20
2985	10/05/2023	Payroll	5	EFT		2,669.63	09/16/2023 - 09/29/2023 PR 20
2969	10/05/2023	Payroll	5	14565		1,676.88	09/16/2023 - 09/29/2023 PR 20
2974	10/05/2023	Payroll	5	14566		1,470.73	09/16/2023 - 09/29/2023 PR 20

401 Water Fund


11,075.25

402 Sewer Fund

32,001.32

43,076.57 Payroll: 43,076.57

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 10/2/2023
General Manager, Justin Clay

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: 11:50:02 Date: 10/02/2023

10/05/2023 To: 10/05/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2986	10/05/2023	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	4,308.50	Pay Cycle(s) 10/05/2023 To 10/05/2023 - DCP
2987	10/05/2023	Payroll	5	EFT	UNITED STATES TREASURY	15,781.05	941 Deposit for Pay Cycle(s) 10/05/2023 - 10/05/2023
2988	10/05/2023	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	7,705.35	Pay Cycle(s) 10/05/2023 To 10/05/2023 - PERS 2
2989	10/05/2023	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,218.36	Pay Cycle(s) 10/05/2023 To 10/05/2023 - PERS 3
2990	10/05/2023	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	814.47	Pay Cycle(s) 10/05/2023 To 10/05/2023 - SUP ENF
2991	10/05/2023	Payroll	5	14567	AFLAC	354.85	Pay Cycle(s) 10/05/2023 To 10/05/2023 - AFLAC PRE-TAX; Pay Cycle(s) 10/05/2023 To 10/05/2023 - AFLAC POST-TAX
2992	10/05/2023	Payroll	5	14568	AFSCME LOCAL	356.18	Pay Cycle(s) 10/05/2023 To 10/05/2023 - UNION DUES; Pay Cycle(s) 10/05/2023 To 10/05/2023 - UNION FUND
2993	10/05/2023	Payroll	5	14569	HRA VEBA TRUST (PAYEE)	550.00	Pay Cycle(s) 10/05/2023 To 10/05/2023 - VEBA
2994	10/05/2023	Payroll	5	14570	WA ST HEALTH CARE AUTHORITY	16,131.41	Pay Cycle(s) 10/05/2023 To 10/05/2023 - PEBB MEDICAL; Pay Cycle(s) 10/05/2023 To 10/05/2023 - PEBB ADD LTD; Pay Cycle(s) 10/05/2023 To 10/05/2023 - PEBB SMK Surcharge; Pay Cycle(s) 10/05/2023 To 10/05/2023
401 Water Fund						35,907.47	
402 Sewer Fund						13,312.70	
						49,220.17	Payroll: 49,220.17

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 10/2/2023
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**

**2023-24 Budget
Amendment No. 1**

DATE SUBMITTED:	October 2, 2023	MEETING DATE:	October 11, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jenny Signs, Finance Manager/Treasurer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Amendment No. 1, 2023-24 Budget		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Lake Whatcom Water and Sewer District's Administrative Code requires development of an operating and capital improvement budget for both the water and sewer systems, which forecasts revenues and expenditures for the budget period. The District works in a collaborative effort to develop a budget with pay-as-you-go financing to the best extent practicable. However, as situations arise, it is necessary and best practice to perform budget amendments to ensure the District is operating within an approved budget. This helps create transparency and control over the budget and cash flow analysis for the District.

The 2023-24 Biennial Budget was adopted at the regularly scheduled Board of Commissioner's meeting on December 6, 2022 (available for review at <https://lwwsd.org/about-us/financial-information/>.) As the year has progressed, staff has completed a comprehensive review of the adopted budget and have identified several line items that should be amended to more accurately reflect the operations of the District. The proposed amendments are outlined in the attached detail.

FISCAL IMPACT

The proposed budget amendments projects an increase in fund balances for fiscal year-end December 31, 2023.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

The 2023-2024 Biennial Budget funds District support to all ten EUM attributes at various levels.

RECOMMENDED BOARD ACTION

Staff recommends approving the attached amendments to the 2023-2024 Biennial Budget.

PROPOSED MOTION

A recommended motion is:

“I move to approve Amendment No. 1 to the 2023 -2024 Biennial Budget as presented.”

Amendment No. 1
2023-24 Budget

Water Fund

Revenue			Original Budget	Increase	Decrease	Amended Budget	Net Effect On Budget	Notes
BARS Code	Description	Notes						
331.40.10	Federal Awards	Remove Uncommitted Budget	\$ 568,750.00		\$ 568,750.00	\$ -	\$ (568,750.00)	
343.40.20.01	DEA Permits	Establish Budget	\$ -	\$ 10,000.00		\$ 10,000.00	\$ (558,750.00)	
343.41.10.01	General Facilities Charges	Increase Budget to Align With Projected Revenue	\$ 101,520.00	\$ 16,182.00		\$ 117,702.00	\$ (542,568.00)	
361.11.00.00	Investment Interest	Increase Budget to Align With Projected Revenue	\$ 31,713.00	\$ 48,340.00		\$ 80,053.00	\$ (494,228.00)	
391.80.00.01	Intergovernmental Loans	Establish Budget for Public Works Loan Proceeds Div 7 Reservoir	\$ -	\$ 800,000.00		\$ 800,000.00	\$ 305,772.00	
395.20.00.01	Compensation for Loss	Establish Budget to Align With Projected Revenue	\$ -	\$ 9,750.00		\$ 9,750.00	\$ 315,522.00	
397.10.00.01	Transfers In	Establish Budget for Approved Contingency Transfer In Per Board Motion	\$ -	\$ 50,000.00		\$ 50,000.00	\$ 365,522.00	
Water Fund Revenue - Net Effect of Amendments				\$ 365,522.00			\$ 365,522.00	
Expenditures								
534.10.31.00	General Admin Supplies	Reduce Budget to Align With Projected Expenditures	\$ 12,000.00		\$ 3,000.00	\$ 9,000.00	\$ (3,000.00)	
534.10.31.01	Meetings/Team Building	Increase Budget to Align With Projected Expenditures	\$ 2,000.00	\$ 1,500.00		\$ 3,500.00	\$ (1,500.00)	
534.10.40.00	Merchant Services	Increase Budget to Align With Projected Expenditures	\$ 13,800.00	\$ 1,200.00		\$ 15,000.00	\$ (300.00)	
534.10.41.01	Professional Services	Increase Budget to Align With Projected Expenditures	\$ 92,352.00	\$ 37,700.00		\$ 130,052.00	\$ 37,400.00	Increased for GMP Consulting & State Auditor's bill that came in 2023 instead of 2022; 1/2 of FreeDoc Service Agreement
534.10.41.04	DEA Expenditures	Increase Budget to Align With Projected Expenditures	\$ -	\$ 10,000.00		\$ 10,000.00	\$ 47,400.00	
534.10.43.00	Software/IT Subscriptions	Increase Budget to Align With Projected Expenditures	\$ 41,150.00	\$ 26,470.00		\$ 67,620.00	\$ 73,870.00	Increased for Cartegraph, GE Digital, & Office 365; 1/2 of Laserfiche Cloud Subscription; Firewall Replacement
534.10.45.00	General Admin Lease	Copy Machine/Postage Meter Move to Leases, Small Assets & Professional Services	\$ 5,500.00	\$ -	\$ 5,500.00	\$ -	\$ 68,370.00	
534.50.31.01	Small Assets	Increase Budget to Reflect Shift from General Admin Lease	\$ 45,000.00	\$ 5,100.00		\$ 50,100.00	\$ 73,470.00	Copy Machine & Postage Machine Purchase; offset from General Admin Lease
534.50.49.00	Insurance Claims	Establish Budget to Align With Projected Expenditures	\$ 2,500.00	\$ 1,000.00		\$ 3,500.00	\$ 74,470.00	
534.80.47.00	Ops Utilities	Increase Budget to Align With Projected Expenditures	\$ 134,140.00	\$ 6,360.00		\$ 140,500.00	\$ 80,830.00	
Water Fund Expenditures - Net Effect of Amendments				\$ 89,330.00	\$ (8,500.00)		\$ 80,830.00	
Debt Service								
591.34.80.01	Water Debt Lease Payments	Establish Budget for Lease Payments for Office Equipment (Later Purchased)	\$ -	\$ 400.00		\$ 400.00	\$ 400.00	
Water Fund Debt Service - Net Effect of Amendments				\$ -	\$ 400.00		\$ 400.00	
Capital Outlay								
594.34.60.01	Capital Outlay - Budget Only	Increase Budget to Align With Projected Expenditures	\$ 3,368,181.00	\$ 41,000.00		\$ 3,409,181.00	\$ 41,000.00	See Capital Outlay Tab
Water Fund Capital Outlay - Net Effect of Amendments				\$ 41,000.00			\$ 41,000.00	
Summary		Amendment Amount	Net Effect on Budget					
Revenue Net Increase		\$ 365,522.00	\$ 365,522.00					
Expenditures Net Increased Budget		\$ 80,830.00	\$ 284,692.00					
Debt Service Increased Budget		\$ 400.00	\$ 284,292.00					
Capital Outlay Increased Budget		\$ 41,000.00	\$ 243,292.00					
Amendment Effect on Water Fund Balance								
2023 Projected Ending Fund Balance			\$ 951,550.00					
2023 Budget Amendments			\$ 243,292.00					
2023 Projected Ending Fund Balance			\$ 1,194,842.00					

Sewer Fund

Revenue								
BARS Code	Description	Notes	Original Budget	Increase	Decrease	Amended Budget	Net Effect On Budget	Notes
333.97.00	Federal Indirect Grant	FEMA Reimbursement for Flood Event Expenditures	\$ -	\$ 342,000.00		\$ 342,000.00	\$ 342,000.00	
334.01.80	State Grant from Military Department	FEMA Reimbursement for Flood Event Expenditures		\$ 19,000.00		\$ 19,000.00	\$ 361,000.00	
361.11.00.02	Investment Interest	Increase Budget to Align With Projected Revenues	\$ 31,713.00	\$ 48,340.00		\$ 80,053.00	\$ 409,340.00	
395.20.00.02	Compensation For Loss	Establish Budget to Align With Projected Revenues	\$ -	\$ 9,750.00		\$ 9,750.00	\$ 419,090.00	
397.10.00.02	Transfers In	Establish Budget for Approved Contingency Transfer In Per Board Motion	\$ -	\$ 50,000.00		\$ 50,000.00	\$ 469,090.00	
Sewer Fund Revenue - Net Effect of Budget Amendments			\$ 7,780,923.00	\$ 469,090.00		\$ 8,250,013.00	\$ 469,090.00	
Expenditures								
535.10.31.00	General Admin Supplies	Reduce Budget to Align With Projected Expenditures	\$ 11,000.00		\$ 2,000.00	\$ 9,000.00	\$ (2,000.00)	
535.10.31.01	Meetings/Team Building	Increase Budget to Align With Projected Expenditures	\$ 2,000.00	\$ 1,500.00		\$ 3,500.00	\$ (500.00)	
535.10.40.00	Merchant Services	Increase Budget to Align With Projected Expenditures	\$ 13,800.00	\$ 1,200.00		\$ 15,000.00	\$ 700.00	
535.10.41.01	Professional Services	Increase Budget to Align With Projected Expenditures	\$ 92,325.00	\$ 37,700.00		\$ 130,025.00	\$ 38,400.00	Increased for GMP Consulting & State Auditor's Bill that came in 2023 instead of 2022; 1/2 of FreeDoc Service Agreement
535.10.41.04	DEA Expenditures	Establish Budget to Align With Projected Expenditures	\$ -	\$ 1,300.00		\$ 1,300.00	\$ 39,700.00	I don't see any revenue posted to the Sewer Fund for this, should there be?
535.10.43.00	Software/IT Subscriptions	Increase Budget to Align With Projected Expenditures	\$ 41,150.00	\$ 26,470.00		\$ 67,620.00	\$ 66,170.00	Increased for Cartegraph, GE Digital, & Office 365; 1/2 of Laserfiche Cloud Subscription;
535.10.45.00	General Admin Lease	Copy Machine/Postage Meter Move to Leases, Small Assets & Professional Services	\$ 5,500.00		\$ 5,500.00	\$ -	\$ 60,670.00	Firewall Replacement
534.50.31.01	Small Assets	Increase Budget to Reflect Shift from General Admin Lease	\$ 40,000.00	\$ 5,100.00		\$ 45,100.00	\$ 65,770.00	Copy Machine & Postage Machine Purchase; offset from General Admin Lease
Sewer Fund Expenditures - Net Effect of Budget Amendments			\$ 3,154,897.00	\$ 73,270.00	\$ (7,500.00)	\$ 3,220,667.00	\$ 65,770.00	
Debt Service								
591.35.80.02	Sewer Debt Lease Payments	Establish Budget for Lease Payments for Office Equipment (Later Purchased)	\$ -	\$ 400.00		\$ 400.00	\$ 400.00	
Sewer Fund Debt Service - Net Effect of Amendments			\$ -	\$ 400.00			\$ 400.00	
Capital Outlay								
594.34.70.02	Capital Outlay - Budget Only	Increase Budget to Align With Projected Expenditures	\$ 1,674,586.00	\$ 323,250.00		\$ 1,997,836.00	\$ 323,250.00	See Capital Outlay Tab
Sewer Fund Capital Outlay - Net Effect of Amendments								
Summary		Amendment Amount	Net Effect on Budget					
Revenue Increase		\$ 469,090.00	\$ 469,090.00					
Expenditures Net Increased Budget		\$ 65,770.00	\$ 403,320.00					
Debt Service Increased Budget		\$ 400.00	\$ 402,920.00					
Capital Outlay Increased Budget		\$ 323,250.00	\$ 79,670.00					
Amendment Effect on Sewer Fund Balance								
2023 Projected Ending Fund Balance			\$ 1,328,785.00					
2023 Budget Amendments			\$ 79,670.00					
2023 Projected Ending Fund Balance			\$ 1,408,455.00					

Capital Outlay

Water Portion

Project Number	Description	Original Budget	Over	Under	Net	Notes
C1909	Little Strawberry Bridge	\$ 20,000.00	\$ -	\$ 18,365.00	\$ 18,365.00	
C2006	SCADA Telemetry	\$ 10,000.00		\$ 1,870.00	\$ 20,235.00	
C2012	Austin-Fremont PRV	\$ 10,000.00	\$ 3,300.00		\$ 16,935.00	
C2213	Pinto Creek PRV	\$ 14,000.00	\$ 2,240.00		\$ 14,695.00	
C2216	Replace Tool Truck	\$ 37,500.00		\$ 4,750.00	\$ 19,445.00	
C2219	1000 Gal Diesel Fuel Tank	\$ 10,000.00		\$ 10,000.00	\$ 29,445.00	
M2226	Div 30 Tree Removal	\$ 20,000.00	\$ 15,000.00		\$ 14,445.00	
A2228	Agate Area Wells Exhibits & Mapping	\$ 5,400.00		\$ 3,000.00	\$ 17,445.00	
M2230	Scenic Ave Intertie Valve Repair	\$ 60,000.00		\$ 6,500.00	\$ 23,945.00	
M2305	Generator Maintenance	\$ 44,000.00		\$ 1,950.00	\$ 25,895.00	
A2313	Vac Truck & Shop Door Repair	\$ -	\$ 15,320.00		\$ 10,575.00	this should be covered by WSRMP
C2316	SVWTP CCB FEMA Application	\$ -	\$ 1,600.00		\$ 8,975.00	
C2203	Div 30 Bid Overage & Combine C2231	\$ 226,643.00	\$ 50,000.00		\$ (41,025.00)	Contingency \$50k


Sewer Portion

Project Number	Description	Original Budget	Over	Under	Net	Notes
C2006	SCADA Telemetry	\$ 10,000.00		\$ 1,870.00	\$ 1,870.00	
M2120	November Flood Event	\$ -	\$ 272,000.00		\$ (270,130.00)	FEMA Revenue to Offset
C2216	Replace Tool Truck	\$ 37,500.00		\$ 4,750.00	\$ (265,380.00)	
C2219	1000 Gal Diesel Fuel Tank	\$ 10,000.00		\$ 10,000.00	\$ (255,380.00)	
M2305	Generator Maintenance	\$ 44,000.00		\$ 1,950.00	\$ (253,430.00)	
A2313	Vac Truck & Shop Door Repair	\$ -	\$ 15,320.00		\$ (268,750.00)	this should be covered by WSRMP
M2315	Mitigation Report/Maint at Country Club	\$ -	\$ 4,500.00		\$ (273,250.00)	
C2203	Div 30 Bid Overage & Combine C2231	\$ 226,643.00	\$ 50,000.00		\$ (323,250.00)	Contingency \$50k



**AGENDA
BILL
Item 6.B**

**2023 Lake Whatcom Boulevard
Sewer Interceptor CIPP Project
Public Works Contract Close Out**

DATE SUBMITTED:	October 3, 2023	MEETING DATE:	October 11, 2023
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

This project is the third of a series of projects to systematically rehabilitate degraded gravity pipe segments along the Lake Whatcom Boulevard Sewer Interceptor to improve flow capacity.

In the Fall of 2020 Wilson Engineering completed a hydraulic analysis that prioritized segments for rehabilitation, ranking them from the greatest positive impact to the least impact, on improving hydraulic capacity. The segments are located along Lake Whatcom Boulevard just west of Strawberry Point.

The 2023 scope of work included rehabilitation of approximately 1,070 feet of 14-inch diameter sanitary sewer pipe, traffic control, and sewage bypass pumping. Following are map exhibits that show the location of the 2023 work.



BASE BID
SEGMENTS #GT-012 AND GT-013
CIPP 14" DUCTILE IRON SEWER MAIN

SEWER BYPASS NOTE:
BYPASS SEWER FLOWS AROUND PIPE
SEGMENTS DURING LINING. EXPECT BYPASS
FLOWS UP TO 750 GPM. FLOW VOLUME
FLUCTUATES WITH INCOMING FLOW FROM
MULTIPLE UPSTREAM PUMP STATIONS AND
GRAVITY SEWER CONNECTIONS.

CONSTRUCTION WATER AVAILABLE
FROM BLOWOFF AT THIS LOCATION.
COORDINATE USAGE WITH DISTRICT
CONSTRUCTION WATER SHALL BE
METERED.

BASE BID
SEGMENT GT-015
CIPP 14" DUCTILE IRON SEWER MAIN

FISCAL IMPACT

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)


RECOMMENDED BOARD ACTION

PROPOSED MOTION

"I move to accept the 2023 Lake Whatcom Boulevard Sewer Interceptor Cure-In-Place-Pipe Project public works contract performed by Insituform Technologies, LLC as complete and authorize staff to close out the public work contract."



AGENDA **Division 7 Reservoir Replacement**
BILL **Project Trees Falling**
Item 6.C **Public Works Contract Award**

DATE SUBMITTED:	October 5, 2023	MEETING DATE:	October 11, 2023
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer/Assist. GM		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Bid Tabulation		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District is nearing finalization of the construction bid package associated with replacement of the existing Division 7 water reservoir with two new reservoirs (advertisement anticipated for this winter to allow for construction to begin spring/summer 2024). So that the existing reservoir may remain on-line until the new reservoirs are constructed, the new reservoirs will be constructed on an undeveloped, forested ridge immediately upslope of the existing reservoir (Whatcom County conditional use permit and a perpetual utility easement from the property owner were acquired earlier this year). With the project site located within the Lake Whatcom Watershed, land disturbing activities are prohibited until June 1, 2024. However, with receipt of federal grant funding through FEMA, the project must also comply with the federal Migratory Birds Act, which prohibits the falling of mature trees located within the project footprint from February-June (potential migratory bird nesting habitat). To take full advantage of the limited (four month) land disturbance window, the 58 trees located within the project footprint require falling prior to February (but will not be removed until after June 1 due to anticipated land disturbance).

The District published an advertisement for bids (District Project No. C2111) in the Bellingham Herald on September 3, 2023. Bids were due on October 4, 2023. Two bids were received, one from Rawls Tree Service LLC and the other from Clearwater Excavation LLC. Both total bids were \$24,000.00 (not including Washington State sales tax). Per Paragraph 0.13.G of Section 00200, Advertisement for Bids, of the bid package:

In the event of a tie low Bid between responsive and responsible Bidders, the Contract will be awarded by random method. The random method will be performed at a District public meeting, where a District commissioner will pull a winner from a hat containing the names of tie Bidders.

At the time of issuance of the board meeting packet, District staff are in communication with both bidders for submittal of the supplemental bidder responsibility criteria. Staff will review the received supplemental bidder criteria in advance of the October 11, 2023 board meeting to confirm that both bidders qualify as responsible, responsive bidders. Should either bidder fail to provide the qualifying bidder criteria, the other bidder will be deemed the lowest responsible, responsive bidder. Should both submit the necessary information, staff will lead the board through the selection process cited above.

FISCAL IMPACT

The 2023-24 Budget includes \$1.6 million for this project. The low bid amount is \$26,064.00, including 8.6% sales tax.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy and Performance
Enterprise Resiliency

RECOMMENDED BOARD ACTION

Staff recommends that the Board follow the bidder selection process defined above and award the contract to the selected responsible, responsive bidder.

PROPOSED MOTION

Recommended motion is:

“I move to award the Division 7 Reservoir Replacement Project Tree Falling public works contract to [Rawls Tree Service LLC/Clearwater Excavation LLC] for a total contract price of \$26,064.00, including 8.6% sales tax, and authorize the general manager to execute the contract.”

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



BID TABULATION

PROJECT NAME	PROJECT #	BID OPENING DATE & TIME	PAGE # OF #	LOCATION
Division 7 Reservoir Tree Falling Project	C2111	10/4/2023 2:10 PM	1 OF 1	LAKE WHATCOM WATER & SEWER DISTRICT (BOARD ROOM & LIVE BROADCAST VIA GOTO MEETING)
NAME OF FIRM	Engineer's Estimate		RAWL'S TREE SERVICE LLC	CLEARWATER EXCAVATION LLC

Item	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
BASE BID											
1	Mobilization and Demobilization	1	LS	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00		
2	Fell Trees In-Place	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 24,000.00	\$ 24,000.00	\$ 22,000.00	\$ 22,000.00		
Subtotal					\$ 27,000.00		\$ 24,000.00		\$ 24,000.00		

BID GUARANTEE FOR PROJECTS OVER \$35,000? (YES OR NO)

ADDENDUM 1 ACKNOWLEDGED? (YES OR NO)

N/A

N/A


N/A

N/A



**AGENDA
BILL
Item 6.D**

**Disposal of
Surplus Property**

DATE SUBMITTED:	October 5, 2023	MEETING DATE:	October 11, 2023
TO: BOARD OF COMMISSIONERS	FROM: Jason Dahlstrom, O&M Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. List of Surplus Property dated October 3, 2023		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

District Administrative Code section 2.15.9, Disposal, requires that “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.” Attached is a list of miscellaneous surplus items that the District no longer needs.

FISCAL IMPACT

The District may realize some revenue through sale of items identified as having value or through the recycling of scrap metal.

RECOMMENDED BOARD ACTION

Staff recommends the Board declare the property presented in the attached list as surplus and authorize staff to dispose of each listed item.

PROPOSED MOTION

A recommended motion is:

“I move to declare the property defined in the list dated October 3, 2023, as surplus and authorize staff to dispose of each item in a manner that is most beneficial to the District and consistent with state law.”

LWWSD Surplus Property List


10/3/2023

Item	Asset ID	Model / Serial Number	Condition	Value	Method of Disposal
Siemens Simatic 505 power supply & misc I/O cards		Old SVWTP spare parts	Obsolete	TBD	Auction/ Recycle
Siemens Simatic 545 PLC controller w/cards & power supply		Old SVWTP spare parts	Obsolete	TBD	Auction/ Recycle
Siemens Simatic 505 remote base controller w/cards & power supply		Old SVWTP spare parts	Obsolete	TBD	Auction/ Recycle
Toshiba STRATA phone system controller		DKSUE16A	Obsolete	\$0	Recycle
Casio G'zOne cell phone		C741M060	Non-functional	\$0	Recycle
(4) Allen Bradley NET ENI devices		1761-NET-ENI	Obsolete	TBD	Auction/ Recycle
Lantronix network controller		ETS32PR	Non-functional	\$0	Recycle
(2) Allen Bradley PanelView 600		2711-B6C8	Obsolete	TBD	Auction/ Recycle
Allen Bradley SLC 5/03 PLC w/cards & power supply		1747-L532	Obsolete	TBD	Auction/ Recycle
SLC 5/04 PLC		1747-L541	Obsolete	TBD	Auction/ Recycle
(2)SLC 5/04 PLC w/cards & power supply		1747-L541	Obsolete	TBD	Auction/ Recycle
SLC 500 power supply w/cards		1746-P4	Obsolete	TBD	Auction/ Recycle
Windows XP Desktop PC		10090307	Non-functional	\$0	Recycle
HP Desktop PC		700-074	Non-functional	\$0	Recycle
1999 Ford F350	VEH24	1FTSF31F4XEB54350	Used	~\$1500	Auction



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	October 5, 2023	MEETING DATE:	October 11, 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, October 11, 2023 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Oct 25, 2023	8:00 a.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 Oct 26, 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:

- The committee met on September 28; discussion included status of respirator fit testing, findings of jobsite inspections conducted over the past month, and status of safety programs currently under review.

Investment Committee:

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

Upcoming Board Meeting Topics

- Division 7 reservoir replacement project tree falling contract approval
- Euclid sewer lift station improvement project contract closeout
- General Manager annual performance evaluation
- Public Works Board Division 7 reservoir construction loan agreement approval

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 (was recently selected).

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 five (5) programs (hand & power tools, flagging & traffic control, securing loads, accident investigation, and welding, cutting and brazing) 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. 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, J Knakal, and T Citron scheduled to meet with Bellingham Mayor Seth Fleetwood on October 10.*
- *J Clary scheduled to attend WASWD Section III meeting on October 10.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

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