



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS

## AGENDA

*February 28, 2024*


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. Whatcom County Onsite Sewage System Compliance Program Presentation
  - B. Whatcom County Comprehensive Plan Update Comments
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:	February 21, 2024	MEETING DATE:	February 28, 2024
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 02.27.2024\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the 02.14.2024 Regular Board Meeting
- Payroll for Pay Period #4 (02.03.2024 through 02.16.2024) totaling \$51,624.08
- Benefits for Pay Period #4 totaling \$55,219.68
- 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 2023-2024 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

*February 14, 2024*

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

<b>Attendees:</b>	Commissioner Todd Citron (v)	General Manager Justin Clary (v)
	Commissioner John Carter	Engineering Manager Greg Nicoll
	Commissioner Bruce Ford	Legal Counsel Bob Carmichael
	Commissioner Jeff Knakal (v)	Recording Secretary Rachael Hope
	Commissioner David Holland	

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

### Consent Agenda

#### Action Taken

**Holland moved, Knakal seconded, approval of:**

- **Minutes for the 01.31.2024 Regular Board Meeting**
- **Payroll for Pay Period #3 (01.20.2024 through 02.02.2024) totaling \$50,049.75**
- **Benefits for Pay Period #1 totaling \$55,708.27**
- **Accounts Payable Vouchers totaling \$155,015.40**

**Motion passed.**

### **Whatcom County Comprehensive Plan Update Discussion**

Clary explained that the Growth Management Act (GMA) is a series of Washington State statutes that requires fast-growing cities and counties to develop a comprehensive plan to manage their population growth. The GMA establishes 13 goals which serve as a basis for all comprehensive plans; including enhancement of natural resource industries and open space/recreation, protection of the environment, and ensuring adequate public facilities and services.

The active Whatcom County Comprehensive Plan was adopted by the County Council in 2016, and an update to the current comprehensive plan is required by June 30, 2025. As an initial step in reviewing and updating the comprehensive plan, the County is soliciting comments from its public agency partners, including the District, and has requested agency comments by February 29, 2024.

As a provider of urban-level water and sewer service, District services overlap with planning policies defined in several chapters of the current comprehensive plan. District staff reviewed those sections

applicable to the District and offered excerpts and comments to facilitate board discussion and development of comments, as the board may deem appropriate. Discussion followed.

**General Manager's Report**

Clary updated the Board on several topics, including lead detection sampling results by the Bellingham School District at Geneva Elementary School (attributed to fixtures within the school), the Euclid Pump Station project and generator, and the February 5 receipt of the \$262,000 from FEMA. Discussion followed.

With no further business, Citron adjourned the regular session at 8:18 p.m.

\_\_\_\_\_  
Board President, Todd Citron

Attest: \_\_\_\_\_  
Recording Secretary, Rachael Hope

Minutes approved by motion at ☐ Regular ☐ Special Board Meeting on \_\_\_\_\_

# CHECK REGISTER

# PAYROLL

Lake Whatcom W-S District

Time: 12:50:13 Date: 02/20/2024


02/22/2024 To: 02/22/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
530	02/22/2024	Payroll	5	EFT		584.94	02/03/2024 - 02/16/2024 PR 04
531	02/22/2024	Payroll	5	EFT		439.99	02/03/2024 - 02/16/2024 PR 04
532	02/22/2024	Payroll	5	EFT		3,745.71	02/03/2024 - 02/16/2024 PR 04
533	02/22/2024	Payroll	5	EFT		2,775.93	02/03/2024 - 02/16/2024 PR 04
534	02/22/2024	Payroll	5	EFT		3,511.47	1-10-2024, 1-27-2024, 1-31-2024
536	02/22/2024	Payroll	5	EFT		1,789.80	02/03/2024 - 02/16/2024 PR 04
538	02/22/2024	Payroll	5	EFT		2,054.67	02/03/2024 - 02/16/2024 PR 04
539	02/22/2024	Payroll	5	EFT		3,185.93	02/03/2024 - 02/16/2024 PR 04
540	02/22/2024	Payroll	5	EFT		590.39	02/03/2024 - 02/16/2024 PR 04
541	02/22/2024	Payroll	5	EFT		2,582.97	02/03/2024 - 02/16/2024 PR 04
542	02/22/2024	Payroll	5	EFT		3,281.74	02/03/2024 - 02/16/2024 PR 04
543	02/22/2024	Payroll	5	EFT		586.65	02/03/2024 - 02/16/2024 PR 04
544	02/22/2024	Payroll	5	EFT		3,504.02	02/03/2024 - 02/16/2024 PR 04
545	02/22/2024	Payroll	5	EFT		2,612.33	02/03/2024 - 02/16/2024 PR 04
546	02/22/2024	Payroll	5	EFT		3,298.55	02/03/2024 - 02/16/2024 PR 04
547	02/22/2024	Payroll	5	EFT		1,440.68	02/03/2024 - 02/16/2024 PR 04
548	02/22/2024	Payroll	5	EFT		2,341.43	02/03/2024 - 02/16/2024 PR 04
549	02/22/2024	Payroll	5	EFT		4,150.36	02/03/2024 - 02/16/2024 PR 04
550	02/22/2024	Payroll	5	EFT		2,545.41	02/03/2024 - 02/16/2024 PR 04
551	02/22/2024	Payroll	5	EFT		2,788.44	02/03/2024 - 02/16/2024 PR 04
529	02/22/2024	Payroll	5	14991		1,729.63	02/03/2024 - 02/16/2024 PR 04
535	02/22/2024	Payroll	5	14992		439.99	1-10-2024, 1/1-2024, 1.31.2024
537	02/22/2024	Payroll	5	14993		1,643.05	02/03/2024 - 02/16/2024 PR 04
401 Water Fund						13,322.14	
402 Sewer Fund						38,301.94	

51,624.08 Payroll: 51,624.08

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  Date 2/21/2024  
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

## Lake Whatcom W-S District

Time: 12:57:52 Date: 02/20/2024

02/22/2024 To: 02/22/2024

Page: 1

[illegible]

# BENEFITS

## CHECK REGISTER

Lake Whatcom W-S District

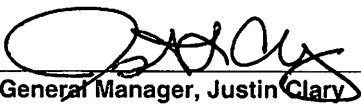
Time: 12:57:52 Date: 02/20/2024

02/22/2024 To: 02/22/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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 2/21/2024  
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

# ACCOUNTS PAYABLE

## CHECK REGISTER

Lake Whatcom W-S District

02/28/2024 To: 02/29/2024

Time: 15:00:42 Date: 02/27/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
604	02/28/2024	Claims	5	EFT	US BANK - CC	11,771.75	Statement Charges
605	02/28/2024	Claims	5	14998	AMAZON CAPITAL SERVICE	19.57	
606	02/28/2024	Claims	5	14999	ARAMARK UNIFORM SERVICES	136.96	
607	02/28/2024	Claims	5	15000	CENTURYLINK	109.28	
608	02/28/2024	Claims	5	15001	CHEMTRADE CHEMICALS US LLC	2,075.04	
609	02/28/2024	Claims	5	15002	CITY OF BELLINGHAM - SEWER	87,424.80	
610	02/28/2024	Claims	5	15003	JUSTIN CLARY	348.40	
611	02/28/2024	Claims	5	15004	CLEAN EARTH INC	46.72	
612	02/28/2024	Claims	5	15005	CLEAR WATER SYSTEMS, INC	23.56	
613	02/28/2024	Claims	5	15006	CORE & MAIN LP	5,089.71	PO 938
614	02/28/2024	Claims	5	15007	CORRECT EQUIPMENT	1,047.74	
615	02/28/2024	Claims	5	15008	EDGE ANALYTICAL INC	251.00	
616	02/28/2024	Claims	5	15009	ENVIRONMENTAL PEST CONTROL	53.21	
617	02/28/2024	Claims	5	15010	GUARDIAN SECURITY	660.11	
618	02/28/2024	Claims	5	15011	HARDWARE SALES INC	426.22	
619	02/28/2024	Claims	5	15012	HD FOWLER COMPANY	1,744.88	
620	02/28/2024	Claims	5	15013	MALLORY SAFETY & SUPPLY LLC	609.28	
621	02/28/2024	Claims	5	15014	MCCLATCHY COMPANY LLC	503.04	
622	02/28/2024	Claims	5	15015	MOTOR TRUCKS	206.34	
623	02/28/2024	Claims	5	15016	NORTHWEST CLEAN AIR AGENCY	826.10	
624	02/28/2024	Claims	5	15017	NORTHWEST SOLUTIONS, INC	114.79	
625	02/28/2024	Claims	5	15018	PACIFIC POWER BATTERIES	14.42	
626	02/28/2024	Claims	5	15019	PUGET SOUND ENERGY	1,076.51	
627	02/28/2024	Claims	5	15020	RH2	30,200.70	
628	02/28/2024	Claims	5	15021	SWS EQUIPMENT	3,686.03	PO 939
629	02/28/2024	Claims	5	15022	TRICO COMPANIES, LLC	6,943.88	
630	02/28/2024	Claims	5	15023	VERIZON WIRELESS	2,394.63	
631	02/28/2024	Claims	5	15024	WA ST DEPT OF HEALTH	4,878.80	
401 Water Fund						29,567.92	
402 Sewer Fund						133,115.55	
						162,683.47	Claims: 162,683.47



# ACCOUNTS PAYABLE

## CHECK REGISTER

Lake Whatcom W-S District


02/28/2024 To: 02/29/2024

Time: 15:00:42 Date: 02/27/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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 2/27/2024  
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**

**Whatcom County Onsite  
Sewage System Inspection  
Program Presentation**

DATE SUBMITTED:	February 20, 2024	MEETING DATE:	February 28, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The potential impacts of onsite sewage systems (OSS; commonly referred to as septic systems) within the Lake Whatcom Watershed has been an ongoing concern of the District for the past several years. OSS are regulated under [Chapter 24.05 of the Whatcom County Code](#). The Whatcom County Department of Health and Community Services is responsible for administering the regulations throughout Whatcom County, including the 789 recorded OSS in the Lake Whatcom Watershed. Following is an excerpt from the pending 2023 Lake Whatcom Management Program Progress Report specific to OSS compliance in the Watershed.

	2020	2021	2022	2023
Total OSS	775	773	783	789
Total OSS compliant w/ reporting	316	526	447	525
Percentage of compliant OSS	41%	68%	57%	67%
No. of Certified OSS self-inspectors	15	22	22	7
No. of OSS failures (reported)	3	3	6	2

Health Department staff will provide the Board an overview of the OSS compliance monitoring program specific to regulation of OSS in the Watershed.

**FISCAL IMPACT**

No fiscal impact is anticipated.

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Community Sustainability

Water Resource Sustainability

**RECOMMENDED BOARD ACTION**

No action is recommended at this time.


**PROPOSED MOTION**

None.



**AGENDA  
BILL  
Item 6.B**

**Whatcom County  
Comprehensive Plan  
Update Comments**

DATE SUBMITTED:	February 20, 2024	MEETING DATE:	February 28, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Comprehensive Plan Comment Letter to Whatcom County Council		
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 Growth Management Act (GMA) is a series of Washington State statutes, first adopted in 1990, that requires fast-growing cities and counties to develop a comprehensive plan to manage their population growth. The GMA is primarily codified under [Chapter 36.70A of the Revised Code of Washington](#) (RCW). The GMA establishes 13 goals (urban growth, reduce sprawl, efficient transportation, housing, economic development, property rights, timely permitting, enhance natural resource industries, enhance open space/recreation, protect the environment, public involvement, ensure adequate public facilities and services, and historic preservation) that serve as a basis for all comprehensive plans (a fourteenth goal, shoreline management, is added under the [Shoreline Management Act](#)).

Based upon its population and growth rate, Whatcom County is required to fully plan under the GMA. The GMA requires periodic review and update of comprehensive plans to ensure that counties and their cities and special purpose districts are adequately planning in accordance with current growth projections. The [current Whatcom County Comprehensive Plan](#) was adopted by the County Council in 2016. An update to the current comprehensive plan is required by June 30, 2025. To meet this deadline, the County is embarking on a review and update of the comprehensive plan. Of note, this update will include incorporation of several planning laws recently enacted by the state legislature and accommodation of [Whatcom County Council Resolution No. 2022-036](#), which establishes additional priorities for the plan update.

As an initial step, the County has solicited comments from its public agency partners, including the District, on comprehensive planning policies for consideration of inclusion in the update. The County has requested agency comments by February 29, 2024.

As a provider of urban-level water and sewer service, District services overlap with planning policies defined in several chapters of the current comprehensive plan. The Board discussed draft comments during its regularly scheduled meeting held on February 14. Attached is a draft letter for the Board's consideration based upon direction provided during that meeting.

**FISCAL IMPACT**

No fiscal impact is anticipated with the board's discussion on this topic.

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Community Sustainability

Water Resource Sustainability

Stakeholder Understanding and Support

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board approve submittal of the comprehensive plan comment letter to the Whatcom County Council.

**PROPOSED MOTION**

Recommended motion is:

"I move to authorize submittal of the Lake Whatcom Water and Sewer District's comments on the Whatcom County Comprehensive Plan to the Whatcom County Council, as presented."



1220 Lakeway Drive  
Bellingham, WA 98229  
(360) 734-9224

February 28, 2024

Whatcom County Council  
311 Grand Avenue, Suite 105  
Bellingham, WA 98225

Re: Whatcom County Comprehensive Plan Comments

Dear Whatcom County Councilmembers:

As a special purpose district authorized under Title 57 of the Revised Code of Washington, the Lake Whatcom Water and Sewer District takes seriously its obligation to provide essential services to our customers. As public partners with Whatcom County and the City of Bellingham, the District also recognizes regular communication and sound land use policy is critical to ensuring near- and long-range planning for future growth. This is especially critical regarding land use policy within the Lake Whatcom Watershed as a means of mitigating impacts to the Lake. As the County prepares to embark on an update of the countywide comprehensive plan, the District appreciates the opportunity to provide comments on current land use policies. Following are the District's comments, presented by the overarching goal and specific policy in the current comprehensive plan, followed by the District's comment on that specific policy.

## **Land Use (Chapter 2)**

**Goal 2A.** Ensure designation of sufficient land and densities, with consideration of water availability, to accommodate the growth needs of Whatcom County and protect the local economy, rural lifestyle, habitat, fish, and wildlife, which are the cornerstone qualities that make the county a desirable place to live.

Policy 2A-12. Adoption of residential, industrial, and commercial comprehensive plan or zoning designations in rural areas must comply with the criteria for "limited areas of more intensive rural development" in the GMA (RCW 36.70A.00(5)).

*District Comment: The District supports the County's continued designation of the Sudden Valley rural community as a LAMIRD.*

**Goal 2D.** Refine the regulatory system to ensure accomplishment of desired land use goals in a fair and equitable manner.

Policy 2D-3. Streamline development regulations to eliminate unnecessary time delays.

*District Comment: The District encourages retention of this policy, coupled with the County's allocation resources necessary to implement it.*

**Goal 2N.** Within Urban Growth Areas, outside present city limits, the County will maintain jurisdiction until annexation or incorporation of the property. During this interim period the following policies shall be in place to assure that the purposes of this plan and growth management are in fact accomplished.

Policy 2N-4. Ensure that cities or other service providers do not extend sewer or urban levels of water service to serve areas outside urban growth areas except when necessary to protect basic public health and safety and the environment and when such services are financially supportable at zoned densities and do not permit urban development.

*District Comment: The District supports the County's retention of this policy to maintain compliance with the GMA and relevant case law.*

**Goal 2U.** Evaluate every eight years or as necessary Bellingham's Urban Growth Area to determine if the UGA is sufficient in size to accommodate twenty-year growth projects, provide an adequate supply of affordable housing, industrial, commercial and recreational development and recognize historical development patterns and commitments for service.

Policy 2U-1. Consider new data, research and public participation when conducting UGA review.

*District Comment: Recognizing that the Geneva UGA has been identified as a Bellingham UGA since the original comprehensive plan without annexation, and that numerous public studies (the most recent of which was completed in partnership with the University of Washington's Urban Design and Planning program in 2019) identified a general opposition to annexation, the District recommends removal of the UGA designation.*

Policy 2U-6. Whatcom County and Bellingham should continue to coordinate protection and development within the Watershed.

*District Comment: The District supports the continuation of County and City efforts to meet this policy through implementation of the Lake Whatcom Management Program.*

**Goal 2EE.** Ensure that rural areas are provided with services consistent with the rural character and that development patterns do not encourage an increased service level or degrade water quality.

Policy 2EE-4. Prohibit extension or expansion of municipal public sewer system outside urban growth areas and LAMIRDs except where it is necessary to protect public health, safety and the environment, and when such services are financially supportable at rural densities and do not permit urban development.

*District Comment: The District supports the County's retention of this policy to maintain compliance with the GMA and relevant case law.*

**Goal 2HH.** Establish LAMIRD Designation Criteria.

Policy 2HH-1.B. The following may serve as additional criteria for Rural Community designation:

2) Public services available to serve potential infill, such as adequate potable water and fire protection, transportation facilities, sewage disposal and stormwater control.

*District Comment: The District supports the County's retention of this policy recognizing consistency with District services provided to the Sudden Valley rural community.*

**Goal 2JJ.** Designate areas of more intensive rural development that existed on July 1, 1990 as Rural Communities.

*District Comment: The District supports the County's retention of Goal 2JJ and all associated policies recognizing that the Sudden Valley community existed on July 1, 1990.*

**Goal 2NN.** Recognize Sudden Valley as a Rural Community (Type 1 LAMIRD) with unique challenges that require active participation in the planning process.

Policy 2NN-6. Support Lake Whatcom Water and Sewer District's effort to maintain adequate sewer capacity and control stormwater runoff in keeping with appropriate environmental controls and the Sudden Valley Community Association's density reduction goal.

*District Comment: The District supports the County's retention of policy.*

#### **Capital Facilities (Chapter 4)**

**Goal 4G.** Coordinate with non-county facility providers such as cities, school districts and other special purpose districts to support the future land use pattern promoted by this plan.

Policy 4G-1. Establish interagency planning mechanisms to assure coordinated and mutually supportive capital facility plans from special districts, cities, and other major non-county facility providers which are consistent with this and other chapters of the comprehensive plan.

*District Comment: The District supports the County's leadership in continued and regular capital facility planning coordination amongst all service providers.*

#### **Utilities (Chapter 5)**

**Goal 5D.** Minimize the time required for processing utilities permits.

Policy 5D-1. Maintain streamlined and simplified permitting processes relating to installation of utility facilities designed to serve existing and approved development.

*District Comment: As an agency that is reliant on timely permitting to mitigate impacts to our ratepayers, the District supports the County's pursuit of continuous improvement of its permitting processes required to meet permitting response timelines defined in Whatcom County Code.*

**Goal 5F.** Identify and remove impediments to effective siting of necessary utility facilities.

Policy 5F-1. Periodically review existing regulations to identify and eliminate unintended or unreasonable constraints on the provision of necessary utilities as defined in this section.

*District Comment: The District supports retention of this important policy.*

**Goal 5G.** Support cost-effective conservation as a significant supply factor and implement policies that promote energy conservation measures.

Policy 5G-4. Facilitate and encourage conservation of resources, in order to delay the need for additional facilities for electrical energy and water resources, and to maintain adopted air quality standards.

*District Comment: As the purveyor of potable water to approximately 10,000 Whatcom County residents and partner in the Lake Whatcom Management Program, the District supports the County's continued leadership in resource conservation.*

**Goal 5J.** Facilitate maintenance and rehabilitation of existing utility systems and facilities and encourage use of existing utility corridors.

Policy 5J-2. Promote, when reasonable and feasible, the co-location of new public and private utility distribution facilities in shared trenches/corridors, as well as coordination of construction timing.

*District Comment: The District encourages an increase in County leadership related to construction coordination amongst utility providers, including consideration of adopting a Dig-Once policy.*

#### **Water Supply Narrative.**

*District Comment: The reference to "Water District 10" in the fifth paragraph should be replaced with "the Lake Whatcom Water and Sewer District's Eagleridge water system."*

*District Comment: The narrative should be updated to acknowledge the pending WRIA 1 adjudication.*

**Goal 5P.** Resolve county water issues through proactive participation in processes leading to a solution of water-related conflicts.



Policy 5P-3. Discourage extension of urban levels of water service to areas not designated as urban growth areas or Rural Communities, except in those limited circumstances shown to be necessary to protect basic public health and safety and the environment and when such services are financially supportable at rural densities and do not permit urban development.

*District Comment: The District supports the County's retention of this policy to maintain compliance with the GMA and relevant case law.*

**Goal 5Q.** Work with water purveyors to provide service to all existing and designated urban growth or industrial areas.

Policy 5Q-5. The County should work closely with purveyors and the State Department of Health in the development and review of Comprehensive Water Plans to ensure consistency with land use urban growth area needs.

*District Comment: The District supports the County's continued involvement in ensuring Comprehensive Water Plans are developed consistently with the Whatcom County Comprehensive Plan.*

**Goal 5S.** Reduce the incidence of on-site sewage treatment system failure through system management and enforcement of standards.

Policy 5S-1. Support state on-site sewage system regulations (WAC 246-272) which requires that local health departments implement a program ensuring proper maintenance and operation for all on-site systems.

*District Comment: The District supports retention of this policy and encourages dedication of the necessary County resources to meet this obligation within the Lake Whatcom watershed.*

Policy 5S-2. The maintenance and operation program should be phased in beginning with high priority areas designated by the County Council. In implementing this policy, Lake Whatcom and Drayton Harbor are high priority areas.

*District Comment: The District supports retention of this policy and encourages dedication of the necessary County resources to meet this obligation within the Lake Whatcom watershed.*

**Goal 5T.** Support development of new sewage treatment facilities, including new pipelines and extensions of existing pipelines, to areas designated for urban-level growth.

Policy 5T-1. Discourage extension of sewer lines in areas not designated as urban growth areas or Rural Communities, except in those limited circumstances shown to be necessary to protect basic public health and safety and the environment and when such services are financially supportable at rural densities and do not permit urban development.

*District Comment: The District supports the County's retention of this policy to maintain compliance with the GMA and relevant case law.*

## **Environment (Chapter 10)**

**Goal 10D.** Strengthen the sustainability of Whatcom County's economy, natural environment, and built communities by responding and adapting to the impacts of climate change.

Policy 10D-4. Promote the efficient use, conservation, and protection of water resources.

*District Comment: The District supports an increased focus on climate change resiliency within the comprehensive plan to comply with HB 1181 adopted during the 2023 session of the Washington State Legislature.*

**Lake Whatcom Watershed Management Narrative (pg 10-22).**

*District Comment: The fourth paragraph is outdated. The District recommends replacement with “Water and sewer service is provided throughout much of unincorporated portions of the watershed by the Lake Whatcom Water and Sewer District. The District operates three water systems: the South Shore system serving Geneva and Sudden Valley, and two smaller systems serving the Eagleridge and Agate Heights neighborhoods. The District collects and conveys wastewater generated in the watershed to the City of Bellingham for treatment at the City’s Post Point facility. The District’s sewage collection and conveyance system has the capacity to serve full build-out of Sudden Valley and Geneva.”*

**Goal 10F.** Protect and enhance water quantity and quality and promote sustainable and efficient use of water resources.

Policy 10F-1. Maintain as a high priority the protection of water quality and quantity.

*District Comment: The District supports retention of this policy.*

**Goal 10G.** Protect and enhance Whatcom County’s surface water and groundwater quality and quantity for current and future generations.

Policy 10G-1. Manage surface water systems on a watershed basis.

*District Comment: The District supports retention of this policy.*

**Goal 10I.** Support water conservation, reclamation, reuse measures, and education as a means to ensure sufficient water supplies in the future.

Policy 10I-1. Support and assist water users in the development of cost-effective means of improving efficiency of water use.

*District Comment: The District supports retention of this policy and encourages the County’s continued leadership in water conservation through active support of the Whatcom Water Alliance.*

**Goal 10J.** Prioritize the Lake Whatcom watershed as an area in which to minimize development, repair existing stormwater problems (specifically for phosphorus), and ensure forestry practices do not negatively impact water quality. Provide sufficient funding and support to be successful.

Policies 10J-1 through -14.

*District Comment: The District supports the retention of all policies supporting Goal 10J. Specific to Policy 10J-14, the District believes there is an error in the text of the policy and recommends the following revision “Existing Urban Growth Areas shall not be ~~designated or expanded~~ nor new Urban Growth Areas designated within the Lake Whatcom Watershed...”*

Thank you for your careful consideration of the District’s comments. We look forward to working with the County in the update to the comprehensive plan. Should you have any questions, please do not hesitate to contact the District’s general manager, Justin Clary, at 360.734.9224.

Sincerely,

Lake Whatcom Water and Sewer District

Todd Citron  
President, Board of Commissioners


John Carter  
Secretary, Board of Commissioners

cc: Satpal Sidhu, Whatcom County Executive  
Mark Personius, Whatcom County Planning and Development Services Manager  
Cliff Strong, Whatcom County Planning and Development Services  
Kim Lund, City of Bellingham Mayor  
Jo Anne Jensen, Sudden Valley Community Association General Manager



**AGENDA  
BILL  
Item 8.A**

**General Manager's  
Report**

DATE SUBMITTED:	February 22, 2024	MEETING DATE:	February 28, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report 2.		
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, February 28, 2024 – 8:00 a.m.

### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Mar 13, 2024	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Mar 14, 2024	8:00 a.m.	Board Room/Hybrid Commissioner Citron to attend
Investment Comm. Meeting	Wed Feb 28, 2024	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thur Mar 28, 2024	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed Apr 24, 2024	3:00 p.m.	City of Bellingham Pacific St Ops Center, Rm 111/Hybrid
Joint Councils Meeting	Wed Mar 27, 2024	6:30 p.m.	Bellingham City Council Chambers, 210 Lottie Street
Other Meetings			
WASWD Section III Meeting	Tue Mar 12, 2024	6:00 p.m.	Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Mar 20, 2024	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed May 8, 2024	3:00 p.m.	Council of Governments Offices 314 E Champion Street/Hybrid

### Committee Meeting Reports

#### Safety Committee:

- The committee met on February 22 with discussion including progress on addressing fall protection at the North Point sewer lift station wet well, job site inspections conducted since the last meeting, and progress on review of the wildfire smoke and employee safety orientation programs.

#### Investment Committee:

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

### Upcoming Board Meeting Topics

- Effective Utility Management assessment work session
- SVWTP chlorine contact basin design/permitting contract award
- Division 7 reservoir replacement project construction contract award
- Rate modeling software discussion
- Euclid sewer lift station improvements project contract closeout
- Facility security assessment presentation

## 2024 Initiatives Status

### Administration and Operations

#### Strategic Planning

- Conduct the AWWA Effective Utility Management (EUM) assessment process, which will inform the next revision to the six-year strategic business plan.  
*District management, and staff completed the EUM assessment process on January 23 and 29, respectively. The board will undergo the assessment process in the near future. Following discussion of assessment results with the board, District staff will update the six-year strategic business plan.*

#### Collective Bargaining Agreement

- Negotiate a successor agreement with AFSCME Local 114WD by December 31, 2024.  
*The District, with AFSCME input, has contracted NW Management Services to assist in the completion of a total compensation study, which will be completed in Spring 2024 to inform a critical component of agreement negotiations with AFSCME in Summer/Fall 2024.*

#### Management Team Support

- With the 2022 and 2023 departures of the District's O&M Manager and Engineering Manager, respectively, devote time to coordinating and assisting Mr. Dahlstrom and Mr. Nicoll in their relatively new roles.  
*Monthly one-on-one check-in meetings are scheduled throughout 2024; both J Dahlstrom and G Nicoll are considering applicable leadership/management training opportunities (in addition to J Dahlstrom's participation in the yearlong APWA emerging leaders academy).*

#### Water Right Adjudication

- Represent the District in the water right adjudication process to ensure that its certificated and permitted rights are protected.  
*The Department of Ecology plans to file for adjudication in Spring 2024; J Clary continues to monitor the status and attend associated webinars/meetings (the most recent of which was held on January 31).*

#### Records Management System

- Implement new records management system.  
*The District executed a personal services agreement in December 2023 for purchase and implementation of the selected enterprise content management (ECM) system (Laserfiche); conversion to the new system is anticipated to be complete Spring 2024.*

#### Safety Program Update

- Continue systematic review and revision of District's safety programs by updating eight programs in 2024.  
*Staff is finalizing review of the wildfire smoke safety 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, J Clary 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 exercises.  
*To be scheduled for 2024. Note—with the retirements of Whatcom County Sheriff and Emergency Management Department Manager, the District will assess the effectiveness of the final year of the existing contract with Whatcom County throughout 2024.*

### Business Continuity Plan

- Finalize 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 complete, with exception to identifying all essential District records and their location to ensure access throughout recovery from a disruptive event.*

## **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 pages regularly; Nextdoor is also regularly monitored for District-related posts.*
- Press Releases  
*None to-date; press releases will be issued based upon need.*

### Intergovernmental Relations

- *J Clary represented the Whatcom Utility Coordinating Committee during a Whatcom County Council meeting on February 20 regarding the pending update of the Coordinated Water System Plan.*
- *J Clary met with Whatcom County Health Department staff on February 21 regarding its OSS compliance program.*

## **Lake Whatcom Water Quality**


### Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary attended the Interjurisdictional Coordinating Team meeting on February 15 and met with City and County management on February 21 in preparation for the upcoming Executive Team meeting. J Clary is scheduled to attend a meeting on February 23 in preparation for the annual Joint Councils meeting.*



**AGENDA  
BILL  
Item 8.B**

**Engineering Department  
Report**

DATE SUBMITTED:	February 21, 2024	MEETING DATE:	February 28, 2024
TO: BOARD OF COMMISSIONERS	FROM: Greg Nicoll, Engineering Manager/District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Engineering Department Report		
	2. Summary of District Projects		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

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

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.





# Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the February 28, 2024 Board Meeting  
Data Compiled 2/22/24 by RH, GN, RM, KH

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	**	85	81	2
Connected ERUs	3948	70	44	2
Remaining Capacity (ERUs)	**	15	37	0
Permitted ERUs Under Construction	31	0	1	0
Pre-paid Connection Certificates & Expired Permit	13	0	4	0
Water Availabilities (trailing 12 months)	53	0	1	0
Subtotal - Commitments not yet connected	97	0	6	0
<b>Available ERUs</b>	<b>**</b>	<b>15</b>	<b>31</b>	<b>0</b>

\*\* 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: Greg Nicoll (?)	January 15	
Other Reports		
Name Of Report	Deadline	Last Completed
Water Right Permit No. G1-22681 Development Extension	Due Every 5 Years Next Due Feb 15, 2024	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, 2024	Time Extension Request sent to Ecology January 31, 2023

# SUMMARY OF CAPITAL IMPROVEMENT PROJECTS

Updated: 2/21/2024

Prepared by: G. Nicoll



## LEGEND:

WATER

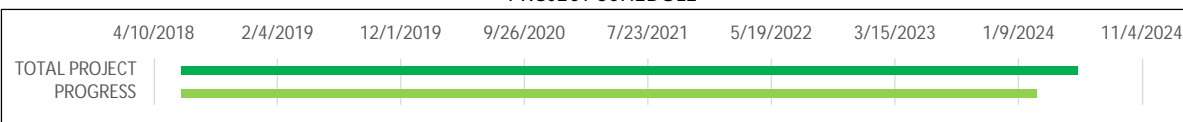
SEWER

## MAJOR PROJECTS IN CONSTRUCTION:

### C1802 - DELESTA, EDGEWATER & EUCLID PUMP STATION IMPROVEMENTS

Project Summary:	Install new diesel backup generator, pump station controls and 480V power service
Project Status:	Delesta & Edgewater completed. Euclid is substantially complete and all punchlist work is complete except for the on-going generator issues. Continuing to work with the Contractor who is currently contemplating replacing the generator. Replacement may extend project completion significantly.

#### PROJECT SCHEDULE



#### Budget Summary

Budget:	\$ 1,816,583.06
Spent to Date:	\$ 1,718,498.15
Balance:	\$ 98,084.91

Budget Year: 2018

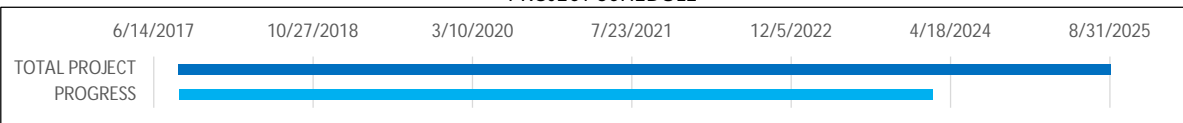


## MAJOR PROJECTS IN DESIGN:

### C2111 - DIVISION 7 RESERVOIR REPLACEMENT

Project Summary:	Replace existing steel reservoir with two concrete reservoirs and provide seismic improvements.
Project Status:	Bids due 2/27/24. Tentatively planning to request board approval of award at the 3/13/24 board meeting with on-site construction starting in June 2024.

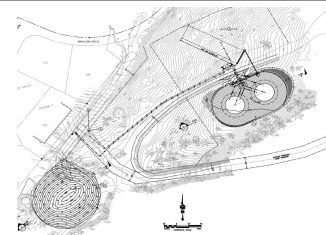
#### PROJECT SCHEDULE



#### Budget Summary

Budget:	\$ 1,192,292.00
Spent to Date:	\$ 392,372.56
Balance:	\$ 799,919.44

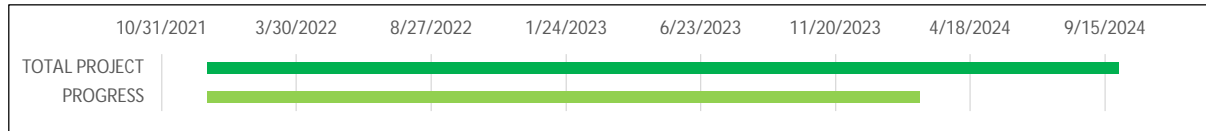
Budget Year: 2021



### C2112 - ROCKY RIDGE AND LAKEWOOD PUMP STATIONS REHABILITATION

Project Summary:	Replace existing pumps, enclosures, controls and power service.
Project Status:	Staff has reviewed 100% design. Temporary construction easements have been distributed to impacted properties. Awaiting PSE approval of electrical service. Advertising for bids in March 2024, requesting board approval to award at the 4/24 meeting and construction starting May 2024.

#### PROJECT SCHEDULE



#### Budget Summary

Budget:	\$ 2,116,353.00
Spent to Date:	\$ 235,015.95
Balance:	\$ 1,881,337.05

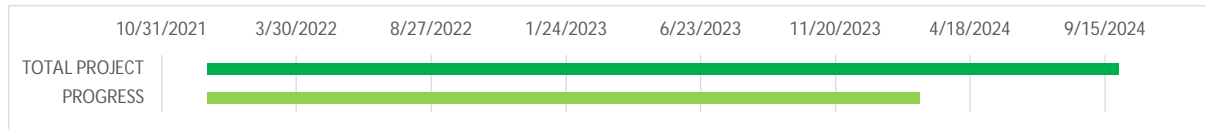
Budget Year: 2021



### C2113 - FLAT CAR PUMP STATION REVERSE FLOW TO SUDDEN VALLEY PUMP STATION

Project Summary:	Construct a utility bridge across Beaver Creek and install new piping from Flat Car, across the new bridge to an existing bypass connection that will allow Flat Car PS to pump to the detention basin in the event of an emergency.
Project Status:	90% design package received, reviewed and returned to design team. Design team is finalizing permit documents. Dates for advertisement for bids and bid opening will depend on when permits are issued. A portion of the work will be completed by District crews. District staff is currently projecting a significant cost overrun, which could delay construction of the project.

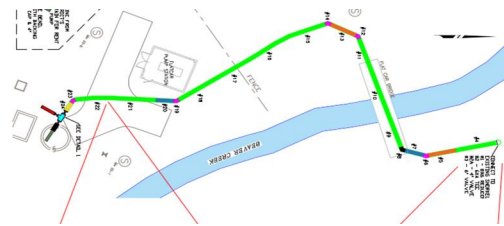
#### PROJECT SCHEDULE



#### Budget Summary

Budget:	\$ 153,000.00
Spent to Date:	\$ 68,990.68
Balance:	\$ 84,009.32

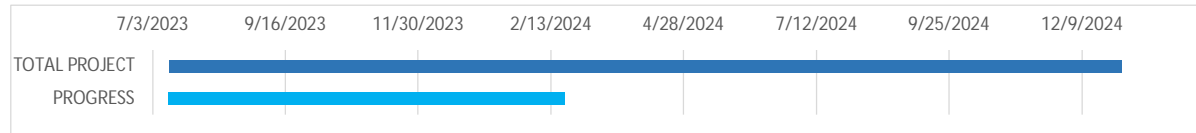
Budget Year: 2021



### C2303 - SUDDEN VALLEY WTP ALUM SYSTEM REPLACEMENT

Project Summary:	Replace existing alum dosing system that was installed in 1992. Replacement of the alum storage tank requires removal of the existing glass storefront with a new coil-up door.
Project Status:	New storage tank has been sized and layout within the WTP building has been completed. District staff is finalizing layout of tank fittings and penetrations and is requesting quotes for procurement. District crews will complete installation.

#### PROJECT SCHEDULE



#### Budget Summary

Budget:	\$ 88,000.00
Spent to Date:	\$ 45,027.43
Balance:	\$ 42,972.57

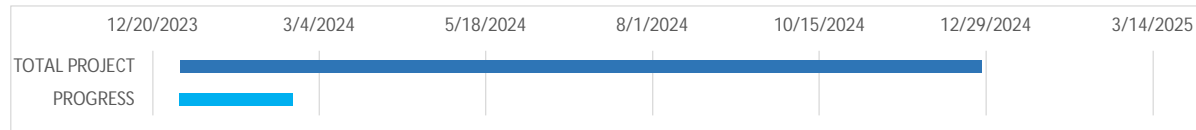
Budget Year: 2023



### C2307 - EAGLERIDGE BOOSTER PUMP STATION EVALUATION AND UPGRADES

Project Summary:	Evaluate aging domestic and high flow pumps and controls and construct recommended upgrades to extend the useful life of the booster station.
Project Status:	New storage tank has been sized and layout within the WTP building has been completed. District staff is finalizing layout of tank fittings and penetrations and is requesting quotes for procurement. District crews will complete installation.

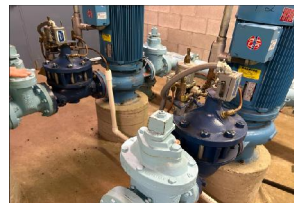
#### PROJECT SCHEDULE



#### Budget Summary

Budget:	\$ 116,000.00
Spent to Date:	\$ -
Balance:	\$ 116,000.00

Budget Year: 2024



**C2316 - SUDDEN VALLEY WTP CHLORINE CONTACT BASIN REPLACEMENT**

Project Summary:	Replace existing chlorine contact basin with a new basin that will include seismic restraints and will be sized for sufficient contact time at buildout flows. (FEMA Hazard Mitigation Grant 5395-10R).
Project Status:	FEMA/WA EMD awarded the Distict a hazard mitigation grant funding 87.5% of this project. District staff advertised a request for qualifications (RFQ) for design services. Statements of qualifications (SOQ) were due 2/21/24. Staff is currently reviewing SOQs and is planning to request approval to execute a contract with the selected firm at the April 10 board meeting.

**PROJECT SCHEDULE**


	12/20/2023	3/4/2024	5/18/2024	8/1/2024	10/15/2024	12/29/2024	3/14/2025	5/28/2025	8/11/2025	10/25/2025	1/8/2026
TOTAL PROJECT	<div style="width: 100%; height: 10px; background-color: blue;"></div>										
PROGRESS	<div style="width: 5%; height: 10px; background-color: blue;"></div>										

**Budget Summary**

Budget:	\$ 1,963,000.00
Spent to Date:	\$ -
Balance:	\$ 1,963,000.00

Budget Year: 2024 (pushed forward from 2026)

*Not incl. in 2023/24 Budget. 87.5% grant funded*



**C2402 - SVWTP PUMPHOUSE AND GENEVA RESERVOIR SEISMIC UPGRADES**

Project Summary:	Construct improvements at the SV WTP Finished Water Pump Building and the Geneva Reservoir to improve seismic resiliency of critical infrastructure (FEMA Hazard Mitigation Grant 5395-10R).
Project Status:	FEMA/WA EMD awarded the Distict a hazard mitigation grant funding 95% of this project. District staff subsequently advertised a request for qualifications (RFQ) for design services. Statements of qualifications (SOQ) are due 3/19/24. Staff is currently reviewing SOQs.

**PROJECT SCHEDULE**



	12/20/2023	3/29/2024	7/7/2024	10/15/2024	1/23/2025	5/3/2025	8/11/2025	11/19/2025
TOTAL PROJECT	<div style="width: 100%; height: 10px; background-color: blue;"></div>							
PROGRESS	<div style="width: 5%; height: 10px; background-color: blue;"></div>							

**Budget Summary**

Budget:	\$ 1,399,640.00
Spent to Date:	\$ -
Balance:	\$ 1,399,640.00

Budget Year: 2024 (pushed forward from 2028)

*Not incl. in 2023/24 Budget. 95% grant funded*

Geneva Reservoir

**OTHER ACTIVE PROJECTS:**

**A2214 - Lead Line Survey:** EPA required inventory of all water service connections within the District, including construction materials to identify any remaining lead service lines within the system. Deadline for completion is October 2024.

**Status:** Desktop review complete. Field investigation of 20% of approximately 700 connections with undocumented construction materials beginning shortly.

Budget Year: 2022      Projected Completion: October 2024

Budget Summary		
Budget:	\$ 15,000.00	Spent to Date: \$ -
Balance:	\$ 15,000.00	

C2203/C2231 - Div 30 Booster, SV Pump Station PLC/UPS Improvements and Stand-alone Control Panel: Modification and improvement of the PLC and UPS equipment at the Division 30 Booster Station and Sudden Valley Pump Station. Fabrication of a new stand alone control panel that will be available to control pump stations in the event that existing controls are lost.

*Status:* Contract with Quality Controls Corporation (QCC) for construction of the improvements. Equipment submittals reviewed and returned to contractor for revisions.

Budget Year:

Projected Completion:

Budget Summary

Budget:

Spent to Date:

Balance:

C2109 - Geneva Reservoir Valve for Emergency Isolation: Install a new gate valve to allow shut off and isolation of the Geneva  
*Status:* On hold pending resolution of the City of Bellingham emergency intertie.

Budget Year:

Projected Completion:

Budget Summary

Budget:

Spent to Date:

Balance:

A2210 - Reservoir and WTP Site Security Assessment: Assessment to identify recommended security improvements.  
*Status:* BHC Engineers contracted to complete assessment. Anticipate presentation of findings to the Board at the April 24 meeting.

Budget Year:

Projected Completion:

Budget Summary

Budget:

Spent to Date:

Balance:

C2301 - LWBI CIPP: Phased project to complete relining of the Lake Whatcom Boulevard Interceptor.

*Status:* 2023 CIPP is complete. Next phase of re-lining will be in 2025.

Budget Year:

Projected Completion:

Budget Summary

Budget:

Spent to Date:

Balance:

C2304 - Eagleridge Diesel Fuel Tank Replacement: Replace existing diesel tank that is installed on the exterior of the building with a new diesel tank with secondary containment.

*Status:* District staff has identified a double walled tank installed on the exterior of the building as the preferred alternative. Staff is currently coordinating with the fire marshall to confirm the proposed design is acceptable.

Budget Year:

Projected Completion:

Budget Summary

Budget:

Spent to Date:

Balance:

M2120C - Nov 2021 Flood Event Response: Cleanup and repairs associated with the November 2021 flood event.

*Status:* Remaining work includes addressing temporary protection of exposed pipelines crossing Beaver Creek. District staff working with WA DNR to leave the protection in place permanently.

Budget Year:

Projected Completion:

Budget Summary

Budget:

Spent to Date:

Balance:

C2308 - Div 30 Reservoir Cathodic Protection: Installation of cathodic protection.

*Status:* Received one bid from Norton Corrosion that is within the project budget. District staff working on contracting with Norton.

Budget Year:

Projected Completion:

Budget Summary

Budget:

Spent to Date:

Balance:

[M2309 - Reservoir Inspection and interior cleaning:](#) Clean and inspect all 8 reservoirs and raw water intake.

*Status:* Received two proposals. District staff has selected H2O Solutions, who completed the inspection in 2018. H2O Solutions is under contract and will start work in late March 2024. On-site work is estimated to take ~1 week.

Budget Year:

Projected Completion:

Budget Summary

Budget:

Spent to Date:

Balance:


PROJECTS COMPLETED IN PAST 12 MONTHS

Project #	Project Name	Budget	Spent	Balance
<a href="#">C 2301</a>	<a href="#">LWBI CIPP Renewal Project Priority1 (2023)</a>	\$185,000.00	\$ 144,702.50	\$40,297.50
<a href="#">C 1909</a>	<a href="#">Little Strawberry Bridge Water Main Slip Line with HDPE</a>	\$ 20,000.00	\$ 1,669.59	\$18,330.41
<a href="#">C 2012</a>	<a href="#">Austin-Fremont PRV Rebuild</a>	\$ 10,000.00	\$ 13,279.20	\$ (3,279.20)
<a href="#">C 2106</a>	<a href="#">SVWTP to SVPS Telemetry Comm Study, Testing</a>	\$ 10,000.00	\$ 4,224.00	\$ 5,776.00
<a href="#">C 2213</a>	<a href="#">Pinto Creek PRV Replacement (labor by District crew)</a>	\$ 14,000.00	\$ 16,238.00	\$ (2,238.00)
C 2216	Replace Tool Truck	\$ 75,000.00	\$ 60,801.18	\$14,198.82
<a href="#">M 2226</a>	<a href="#">Div 30 Reservoir Removal of Hazard Trees</a>	\$ 20,000.00	\$ 39,434.34	#####
<a href="#">A 2228</a>	<a href="#">Agate Area Wells Exhibits and Mapping</a>	\$ 5,400.00	\$ 2,413.86	\$ 2,986.14
<a href="#">M 2230</a>	<a href="#">Scenic Ave Intertie Valve Repair</a>	\$ 60,000.00	\$ 55,989.50	\$ 4,010.50
<a href="#">C 2202</a>	<a href="#">Replace Sewer Camera Equipment</a>	\$150,000.00	\$ 174,737.79	#####



**AGENDA  
BILL  
Item 8.C**

**Finance Department  
Report**

DATE SUBMITTED:	February 12, 204	MEETING DATE:	February 28, 2024
TO: BOARD OF COMMISSIONERS		FROM: Jennifer Signs, Finance Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. January 2024 Financial Report	
		2. January 2024 Cash & Investment Summary	
		3. January 2024 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



# 2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 11:21:36 Date: 02/12/2024

Page: 1

## 401 Water Fund

Revenues	Amt Budgeted	January	YTD	Remaining	
330 State Generated Revenues					
333 97 00 02 Federal Indirect Grant Homeland Security	1,600,000.00	0.00	0.00	1,600,000.00	100.0%
330 State Generated Revenues	1,600,000.00	0.00	0.00	1,600,000.00	100.0%
340 Charges For Services					
343 40 10 00 Water Sales Metered	3,161,387.00	344,940.02	344,940.02	2,816,446.98	89.1%
343 41 10 01 General Facilities Charges - Water	104,058.00	479.27	479.27	103,578.73	99.5%
340 Charges For Services	3,265,445.00	345,419.29	345,419.29	2,920,025.71	89.4%
350 Fines & Forfeitures					
359 81 10 00 Combined Fees	8,500.00	5,586.68	5,586.68	2,913.32	34.3%
359 90 00 00 Late Fees	60,000.00	6,282.59	6,282.59	53,717.41	89.5%
350 Fines & Forfeitures	68,500.00	11,869.27	11,869.27	56,630.73	82.7%
360 Misc Revenues					
361 11 00 00 Investment Interest	34,091.00	9,930.47	9,930.47	24,160.53	70.9%
369 91 01 00 Miscellaneous	1,000.00	0.00	0.00	1,000.00	100.0%
360 Misc Revenues	35,091.00	9,930.47	9,930.47	25,160.53	71.7%
<b>Fund Revenues:</b>	<b>4,969,036.00</b>	<b>367,219.03</b>	<b>367,219.03</b>	<b>4,601,816.97</b>	<b>92.6%</b>

Expenditures	Amt Budgeted	January	YTD	Remaining	
534 Water Utilities					
534 10 10 00 Water - Gen Admin Payroll	371,432.00	30,004.77	30,004.77	341,427.23	91.9%
534 10 20 00 Water - Gen Admin Personnel Benefits	184,645.00	15,220.85	15,220.85	169,424.15	91.8%
534 10 31 00 Water - Gen Admin Supplies	12,500.00	1,231.38	1,231.38	11,268.62	90.1%
534 10 31 01 Water - Meetings/Team building	2,000.00	81.12	81.12	1,918.88	95.9%
534 10 40 00 Water - Merchant Services Fees	14,200.00	1,180.76	1,180.76	13,019.24	91.7%
534 10 40 01 Water - Bank Fees	1,400.00	90.60	90.60	1,309.40	93.5%
534 10 41 00 Water - Quality Assurance Programs	87,810.00	66,134.00	66,134.00	21,676.00	24.7%
534 10 41 01 Water - Gen Admin Prof Svc	107,925.00	10,641.35	10,641.35	97,283.65	90.1%
534 10 41 02 Water - Engineering Svc	14,000.00	917.25	917.25	13,082.75	93.4%
534 10 41 03 Water - Legal Svc	31,000.00	4,742.34	4,742.34	26,257.66	84.7%
534 10 42 00 Water - Admin Communication	33,000.00	2,884.03	2,884.03	30,115.97	91.3%
534 10 43 00 Water - Software/IT Subscriptions	41,405.00	18,373.20	18,373.20	23,031.80	55.6%
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	114,000.00	166.50	166.50	113,833.50	99.9%
534 10 49 00 Water - Gen Admin Misc	200.00	0.00	0.00	200.00	100.0%
534 10 49 01 Water-Memberships/Dues/Permits	20,500.00	7,843.69	7,843.69	12,656.31	61.7%
534 10 49 02 Water - Taxes	165,095.00	11,991.10	11,991.10	153,103.90	92.7%
534 40 43 00 Water - Admin Training & Travel	13,000.00	58.00	58.00	12,942.00	99.6%
534 40 43 01 Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
534 50 31 00 Water - Maintenance Supplies	120,500.00	10,454.03	10,454.03	110,045.97	91.3%
534 50 31 01 Water- Small Assets	47,250.00	9,965.93	9,965.93	37,284.07	78.9%

# 2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 11:21:36 Date: 02/12/2024

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## 401 Water Fund

Expenditures	Amt Budgeted	January	YTD	Remaining	
534 Water Utilities					
534 50 48 00 Water - Repair & Maint	120,750.00	2,694.75	2,694.75	118,055.25	97.8%
534 50 49 00 Water - Insurance Claims	2,500.00	0.00	0.00	2,500.00	100.0%
534 60 41 00 Water - Operations Contracted (Edge Analytical)	12,000.00	1,674.78	1,674.78	10,325.22	86.0%
534 60 47 00 Water - City of Bellingham	62,920.00	3,285.05	3,285.05	59,634.95	94.8%
534 80 10 00 Water - Operations Payroll	692,736.00	56,122.19	56,122.19	636,613.81	91.9%
534 80 20 00 Water - Operations Personnel Benefits	288,803.00	24,214.05	24,214.05	264,588.95	91.6%
534 80 32 00 Water - Operations Fuel	26,000.00	296.49	296.49	25,703.51	98.9%
534 80 35 00 Water - Safety Supplies	10,000.00	745.70	745.70	9,254.30	92.5%
534 80 35 01 Water - Safety Boots	1,400.00	62.55	62.55	1,337.45	95.5%
534 80 35 02 Water - Emergency Preparedness	3,000.00	49.39	49.39	2,950.61	98.4%
534 80 43 00 Water - Operation Training/Travel/Certifications	13,000.00	1,007.50	1,007.50	11,992.50	92.3%
534 80 47 00 Water - Ops Utilities	138,835.00	1,062.19	1,062.19	137,772.81	99.2%
534 80 49 00 Water - Operations Laundry	2,000.00	167.37	167.37	1,832.63	91.6%
534 Water Utilities	2,761,806.00	283,362.91	283,362.91	2,478,443.09	89.7%

## 580 Non Expenditures

589 99 99 99 Payroll Benefit Liabilities	0.00	5,071.65	5,071.65	(5,071.65)	0.0%
580 Non Expenditures	0.00	5,071.65	5,071.65	(5,071.65)	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%
592 34 83 01 Geneva AC Mains Interest	21,589.00	0.00	0.00	21,589.00	100.0%
592 34 83 02 Div 22 Reservoir Interest	13,750.00	0.00	0.00	13,750.00	100.0%
591 Debt Service	220,752.00	0.00	0.00	220,752.00	100.0%

## 594 Capital Expenditures

594 34 60 01 Capital Outlay - Budget Only	1,886,500.00	0.00	0.00	1,886,500.00	100.0%
594 34 62 01 Capital Projects - Water Structures	0.00	6,395.22	6,395.22	(6,395.22)	0.0%
594 34 63 01 Capital Projects - Water System	0.00	6,488.90	6,488.90	(6,488.90)	0.0%
594 Capital Expenditures	1,886,500.00	12,884.12	12,884.12	1,873,615.88	99.3%

<b>Fund Expenditures:</b>	<b>4,869,058.00</b>	<b>301,318.68</b>	<b>301,318.68</b>	<b>4,567,739.32</b>	<b>93.8%</b>
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<b>Fund Excess/(Deficit):</b>	<b>99,978.00</b>	<b>65,900.35</b>	<b>65,900.35</b>
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# 2024 BUDGET POSITION

Lake Whatcom W-S District

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## 402 Sewer Fund

Revenues	Amt Budgeted	January	YTD	Remaining	
340 Charges For Services					
343 50 11 00 Sewer Service Residential	4,763,437.00	604,660.96	604,660.96	4,158,776.04	87.3%
343 50 19 00 Sewer Service Other	5,540.00	361.57	361.57	5,178.43	93.5%
343 51 10 02 General Facilities Charges - Sewer	122,324.00	702.64	702.64	121,621.36	99.4%
340 Charges For Services	4,891,301.00	605,725.17	605,725.17	4,285,575.83	87.6%

## 360 Misc Revenues

361 11 00 02 Investment Interest	34,091.00	9,930.48	9,930.48	24,160.52	70.9%
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	0.00	1,000.00	100.0%
360 Misc Revenues	40,232.00	9,930.48	9,930.48	30,301.52	75.3%

<b>Fund Revenues:</b>	<b>4,931,533.00</b>	<b>615,655.65</b>	<b>615,655.65</b>	<b>4,315,877.35</b>	<b>87.5%</b>
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Expenditures	Amt Budgeted	January	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	371,434.00	30,004.66	30,004.66	341,429.34	91.9%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	163,622.00	15,220.57	15,220.57	148,401.43	90.7%
535 10 31 00 Sewer - Gen Admin Supplies	11,500.00	1,162.40	1,162.40	10,337.60	89.9%
535 10 31 01 Sewer - Meetings/Team Building	2,000.00	81.13	81.13	1,918.87	95.9%
535 10 40 00 Sewer -Merchant Services Fees	14,200.00	1,180.75	1,180.75	13,019.25	91.7%
535 10 40 01 Sewer - Bank Fees	1,400.00	90.60	90.60	1,309.40	93.5%
535 10 41 01 Sewer - Gen Admin Prof Svc	107,925.00	8,158.82	8,158.82	99,766.18	92.4%
535 10 41 02 Sewer - Engineering Svc	14,000.00	917.25	917.25	13,082.75	93.4%
535 10 41 03 Sewer - Legal Svc	31,000.00	4,811.33	4,811.33	26,188.67	84.5%
535 10 42 00 Sewer - Admin Communication	33,000.00	2,884.01	2,884.01	30,115.99	91.3%
535 10 43 00 Sewer - Software/IT Subscriptions	41,405.00	18,373.19	18,373.19	23,031.81	55.6%
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	114,000.00	166.50	166.50	113,833.50	99.9%
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	15,300.00	7,534.70	7,534.70	7,765.30	50.8%
535 10 49 02 Sewer - Taxes	115,000.00	7,084.09	7,084.09	107,915.91	93.8%
535 40 43 00 Sewer - Gen Admin TrainIng &Travel	13,000.00	58.00	58.00	12,942.00	99.6%
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	2,429.72	2,429.72	42,570.28	94.6%
535 50 31 01 Sewer - Small Assets	42,000.00	1,078.20	1,078.20	40,921.80	97.4%
535 50 48 00 Sewer - Repair & Maint	140,000.00	5,733.37	5,733.37	134,266.63	95.9%
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	942,500.00	76,227.14	76,227.14	866,272.86	91.9%
535 80 10 00 Sewer - Operations Payroll	588,048.00	51,637.30	51,637.30	536,410.70	91.2%
535 80 20 00 Sewer - Operations Personnel Benefits	255,921.00	22,565.18	22,565.18	233,355.82	91.2%
535 80 32 00 Sewer - Operations Fuel	26,000.00	1,467.83	1,467.83	24,532.17	94.4%
535 80 35 00 Sewer - Safety Supplies	10,000.00	745.69	745.69	9,254.31	92.5%
535 80 35 01 Sewer - Safety Boots	1,400.00	62.56	62.56	1,337.44	95.5%
535 80 35 02 Sewer - Emergency Preparedness	5,000.00	49.38	49.38	4,950.62	99.0%

## 2024 BUDGET POSITION

Lake Whatcom W-S District

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### 402 Sewer Fund

Expenditures		Amt Budgeted	January	YTD	Remaining	
535 Sewer						
535 80 43 00	Sewer - Operations Training/Travel/Certification	13,000.00	867.50	867.50	12,132.50	93.3%
535 80 47 00	Sewer - Ops Utilities	141,383.00	3,821.25	3,821.25	137,561.75	97.3%
535 80 49 00	Sewer - Operations Laundry	2,500.00	251.16	251.16	2,248.84	90.0%
535 Sewer		3,270,238.00	264,664.28	264,664.28	3,005,573.72	91.9%

### 591 Debt Service

591 35 77 02	Bond 2016 Principal	480,000.00	0.00	0.00	480,000.00	100.0%
591 35 83 02	Bond 2016 Interest	164,925.00	0.00	0.00	164,925.00	100.0%
591 Debt Service		644,925.00	0.00	0.00	644,925.00	100.0%

### 594 Capital Expenditures

594 35 60 02	Capital Outlay - Budget Only	1,840,000.00	0.00	0.00	1,840,000.00	100.0%
594 35 62 02	Capital Projects - Sewer Structures	0.00	4,510.99	4,510.99	(4,510.99)	0.0%
594 35 63 02	Capital Projects- Sewer System	0.00	27,160.94	27,160.94	(27,160.94)	0.0%
594 Capital Expenditures		1,840,000.00	31,671.93	31,671.93	1,808,328.07	98.3%

<b>Fund Expenditures:</b>	<b>5,755,163.00</b>	<b>296,336.21</b>	<b>296,336.21</b>	<b>5,458,826.79</b>	<b>94.9%</b>
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<b>Fund Excess/(Deficit):</b>	<b>(823,630.00)</b>	<b>319,319.44</b>	<b>319,319.44</b>
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# LAKE WHATCOM WATER AND SEWER

## INVESTMENTS/CASH AS OF 1/31/2024

Petty Cash	\$	1,600	
Cash	\$	1,086,267	
Public Funds Account	\$	275,148	2.940%
WA Federal	\$	1,363,015	
Local Gov't Investment Pool	\$	2,588,107	5.422%

		PRINCIPAL COST	MARKET VALUE	MATURITY DATE	YIELD
FANNIE MAE - Pro Equity	Callable	\$ 500,824	\$ 500,000	Jun-24	0.21%
US Treasury Note	Non-callable	\$ 492,488	\$ 500,000	Sep-24	0.375%
US Treasury Note	Non-callable	\$ 498,359	\$ 500,000	Jan-25	1.125%
US Treasury Note	Non-callable	\$ 499,082	\$ 536,000	Apr-25	4.921%
US Treasury Note	Non-callable	\$ 499,512	\$ 543,000	Jul-25	4.783%
US Treasury Note	Non-callable	\$ 747,614	\$ 810,000	Dec-25	4.440%
US Treasury Note	Non-callable	\$ 797,274	\$ 855,000	Jan-26	3.950%
US Bank Safekeeping		\$ 4,035,153	\$ 4,244,000		

TOTAL \$ 7,986,276

### USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,185,000
Operating Assigned	\$ 4,753,942
	<u><u>\$ 7,986,276</u></u>

### Fund Balance Summary

Water Utility Fund (401)	\$ 1,607,139
Sewer Utility Fund (402)	\$ 4,331,803
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	<u><u>\$ 7,986,276</u></u>



**LAKE WHATCOM WATER AND SEWER DISTRICT**  
**January 2024 Utility Account Adjustments**

**Sudden Valley Adjustments**

Late Fee Credits	\$ 314.87
High Use/Leak Credits	\$ 7,425.03

**North Shore/Geneva**


Late Fee Credits	\$ 233.68
High Use/Leak Credits	<u>\$ 218.42</u>

<b>Total Account Adjustments</b>	<b>\$ 8,192.00</b>
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**AGENDA  
BILL  
Item 8.D**

**Operations Department  
Report**

DATE SUBMITTED:	February 21, 2024	MEETING DATE:	February 28, 2024
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**

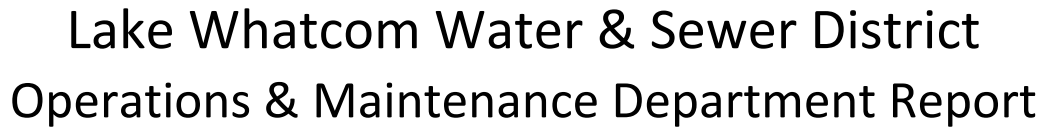
None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



Data Compiled 01/24/24 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											
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											
Annual Reports														
Name Of Report	Deadline	Completed												
WA State Cross Connection Report Prepared by: Rich	May													
OSHA 300 Log Prepared by: Rich	February 1	January 10, 2024												
Water Use Efficiency Performance Report Prepared by: Kevin	July 1													
Community Right to Know (Hazardous Materials) Prepared by: Rich	March 31	January 8, 2024												
Northwest Clean Air Emissions Report	February 1	January 24, 2024												
Consumer Confidence Reports Prepared by: Kevin	June 30	Geneva			SV			EagleR			Agate Ht			
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	
2023/24 Testing Period - Oct 23, 2023 to March 22, 2024	
	% Complete
Engineering - Managers	100%
Engineering - Staff	90%
Field Crew - Managers	13%
Field Crew - Staff	78%
Office - Managers	100%
Office - Staff	67%
<b>Overall</b>	<b>75%</b>

Safety meetings for the field crew take place every Thursday at 8 a.m.

Dates of Completed Safety Committee Meetings		
1.25.2024		
2.22.2024		

Summary of Work-Related Injuries & Illnesses						
	Current Month	2024	2023	2022	2021	2020
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	0	2

Safety Coordinator Update

**Status of District Water and Sewer Systems**  
**Prepared by Jason Dahlstrom - Operations and Maintenance Manager**  
**2/28/2024 Board Meeting**

<b>Safety Activities</b>	
<ol style="list-style-type: none"> <li>1. No time-loss injuries or near misses.</li> <li>2. Daily safety reminders directly relevant to the day's tasks. Weekly safety trainings based on District specific safety programs.</li> <li>3. Jobsite tailgate meetings by project lead.</li> </ol>	
<b>Water Utility Activities</b>	
<p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> <li>1. Sudden Valley               <ol style="list-style-type: none"> <li>a. Plant is operating well, averaging 0.5 million gallons per day (MGD) at 700 GPM.</li> <li>b. Water use is consistent with typical seasonal usage.</li> </ol> </li> <li>2. Agate Heights               <ol style="list-style-type: none"> <li>a. Plant is operating well.</li> <li>b. Water use is consistent with typical seasonal usage.</li> </ol> </li> </ol> <p><i>Distribution System</i></p> <ol style="list-style-type: none"> <li>1. 2 water service line leaks repaired this month</li> <li>2. Low flow PRV replacement project completed - C2320 – 11 PRVs and piping replaced</li> </ol>	
<b>Sewer Utility Activities</b>	
<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> <li>1. Cable St- damage from internal split water line has been permanently repaired</li> <li>2. UPS removal project phase 1 completed: Strawberry Pt, Plum, Boulevard, Ranch House, Cable St - C2207, Phase 2 pending remaining budget</li> </ol> <p><i>Collection System</i></p> <ol style="list-style-type: none"> <li>1. Sewer camera inspections ongoing with focus on re-inspecting known issues.</li> </ol>	
<b>Fleet</b>	
<p><i>Vehicles</i></p> <ol style="list-style-type: none"> <li>1. All vehicles are in good order.</li> <li>2. New service truck ETA 9/2024 - C2306</li> <li>3. 2024 DOT inspections done for applicable vehicles</li> </ol> <p><i>Equipment</i></p> <ol style="list-style-type: none"> <li>1. All equipment is functional</li> <li>2. Sewer camera inspection hardware and software purchase executed</li> </ol>	
<b>Facilities</b>	
<ol style="list-style-type: none"> <li>1. All facilities are in good working order</li> </ol>	
<b>Training</b>	
<ol style="list-style-type: none"> <li>1. Jason and Jonathan attending NW Public Works Institute training 3/5-3/8. Jason is completing the program, Jonathan is starting</li> </ol>	
<b>Development</b>	
<ol style="list-style-type: none"> <li>1. There are 8 permits currently in stages of development</li> </ol>	