



# Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed March 13, 2024  
6:30 p.m. - 8:30 p.m.

Join the meeting from your computer, tablet smartphone: <https://meet.goto.com/lwwsd/boardmeeting>  
You can also dial in using your phone.

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

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<https://meet.goto.com/install>

## 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



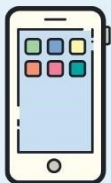
If you wish to make a public comment, you may submit it in written form via email or the contact form on our website, or utilize the public comment periods during the District's regular meetings.

### 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](mailto: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....



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

*March 13, 2024*


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. Division 7 Reservoir Replacement Project Public Works Construction Contract Award
  - B. Whatcom County Comprehensive Plan Update Comments
  - C. Rate Modeling Software Presentation
7. OTHER BUSINESS
8. STAFF REPORTS
  - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



**AGENDA  
BILL  
Item 5**

**Consent Agenda**

DATE SUBMITTED:	March 7, 2024	MEETING DATE:	March 13, 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 03.13.2024\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Payroll for Pay Period #5 (02.17.2024 through 03.01.2024) totaling \$49,382.72
- Benefits for Pay Period #5 totaling \$54,941.22
- 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.”

# PAYROLL

## CHECK REGISTER

Lake Whatcom W-S District

Time: 15:09:44 Date: 03/04/2024

03/07/2024 To: 03/07/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
664	03/07/2024	Payroll	5	EFT		3,748.26	02/17/2024 - 03/01/2024 PR 05
665	03/07/2024	Payroll	5	EFT		2,782.05	02/17/2024 - 03/01/2024 PR 05
666	03/07/2024	Payroll	5	EFT		3,509.71	02/17/2024 - 03/01/2024 PR 05
667	03/07/2024	Payroll	5	EFT		1,761.01	02/17/2024 - 03/01/2024 PR 05
669	03/07/2024	Payroll	5	EFT		2,055.72	02/17/2024 - 03/01/2024 PR 05
670	03/07/2024	Payroll	5	EFT		3,183.13	02/17/2024 - 03/01/2024 PR 05
671	03/07/2024	Payroll	5	EFT		2,459.88	02/17/2024 - 03/01/2024 PR 05
672	03/07/2024	Payroll	5	EFT		2,333.21	02/17/2024 - 03/01/2024 PR 05
673	03/07/2024	Payroll	5	EFT		2,624.80	02/17/2024 - 03/01/2024 PR 05
674	03/07/2024	Payroll	5	EFT		2,613.27	02/17/2024 - 03/01/2024 PR 05
675	03/07/2024	Payroll	5	EFT		3,303.19	02/17/2024 - 03/01/2024 PR 05
676	03/07/2024	Payroll	5	EFT		1,445.31	02/17/2024 - 03/01/2024 PR 05
677	03/07/2024	Payroll	5	EFT		2,343.67	02/17/2024 - 03/01/2024 PR 05
678	03/07/2024	Payroll	5	EFT		4,150.46	02/17/2024 - 03/01/2024 PR 05
679	03/07/2024	Payroll	5	EFT		3,393.54	02/17/2024 - 03/01/2024 PR 05
680	03/07/2024	Payroll	5	EFT		4,299.42	02/17/2024 - 03/01/2024 PR 05
663	03/07/2024	Payroll	5	15025		1,731.43	02/17/2024 - 03/01/2024 PR 05
668	03/07/2024	Payroll	5	15026		1,644.66	02/17/2024 - 03/01/2024 PR 05
401 Water Fund						12,958.54	
402 Sewer Fund						36,424.18	
						49,382.72	Payroll: 49,382.72

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 \_\_\_\_\_  
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

# BENEFITS

## CHECK REGISTER

Lake Whatcom W-S District

Time: 15:18:54 Date: 03/04/2024

03/07/2024 To: 03/07/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
681	03/07/2024	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	5,592.50	Pay Cycle(s) 03/07/2024 To 03/07/2024 - DCP; Pay Cycle(s) 03/07/2024 To 03/07/2024 - ROTH DCP
682	03/07/2024	Payroll	5	EFT	UNITED STATES TREASURY	17,136.38	941 Deposit for Pay Cycle(s) 03/07/2024 - 03/07/2024
683	03/07/2024	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	8,933.51	Pay Cycle(s) 03/07/2024 To 03/07/2024 - PERS 2
684	03/07/2024	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,328.97	Pay Cycle(s) 03/07/2024 To 03/07/2024 - PERS 3
685	03/07/2024	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	897.64	Pay Cycle(s) 03/07/2024 To 03/07/2024 - SUP ENF
686	03/07/2024	Payroll	5	15027	AFLAC	354.85	Pay Cycle(s) 03/07/2024 To 03/07/2024 - AFLAC PRE-TAX; Pay Cycle(s) 03/07/2024 To 03/07/2024 - AFLAC POST-TAX
687	03/07/2024	Payroll	5	15028	AFSCME LOCAL	368.28	Pay Cycle(s) 03/07/2024 To 03/07/2024 - UNION DUES; Pay Cycle(s) 03/07/2024 To 03/07/2024 - UNION FUND
688	03/07/2024	Payroll	5	15029	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 03/07/2024 To 03/07/2024 - VEBA
689	03/07/2024	Payroll	5	15030	WA ST HEALTH CARE AUTHORITY	17,739.09	Pay Cycle(s) 03/07/2024 To 03/07/2024 - PEBB MEDICAL; Pay Cycle(s) 03/07/2024 To 03/07/2024 - PEBB ADD LTD; Pay Cycle(s) 03/07/2024 To 03/07/2024 - PEBB SMK Surcharge; Pay Cycle(s) 03/07/2024 To 03/07
401 Water Fund						39,724.08	
402 Sewer Fund						15,217.14	
						54,941.22	Payroll: 54,941.22

**CHECK REGISTER**

Lake Whatcom W-S District

Time: 15:18:54 Date: 03/04/2024

03/07/2024 To: 03/07/2024

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 \_\_\_\_\_  
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 5**

**Consent Agenda**

DATE SUBMITTED:	March 13, 2024	MEETING DATE:	March 13, 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"/>

**\*\*UPDATED 03.13.2024\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Payroll for Pay Period #5 (02.17.2024 through 03.01.2024) totaling \$49,382.72
- Benefits for Pay Period #5 totaling \$54,941.22
- Accounts Payable Vouchers totaling \$241,775.90

**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.”

# ACCOUNTS PAYABLE

## CHECK REGISTER

Lake Whatcom W-S District

Time: 15:17:32 Date: 03/13/2024

03/01/2024 To: 03/13/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
750	03/13/2024	Claims	5	EFT	WA ST DEPT OF REVENUE	25,990.27	February PUT And B&O Taxes
703	03/06/2024	Claims	5	15031	WHATCOM COUNTY NORTHWEST ANNEX	1,066.05	
751	03/13/2024	Claims	5	15032	AMAZON CAPITAL SERVICE	59.77	
752	03/13/2024	Claims	5	15033	AMERICAN CRANE REPAIR	2,979.44	
753	03/13/2024	Claims	5	15034	APPLIED DIGITAL IMAGING	67.56	
754	03/13/2024	Claims	5	15035	ARAMARK UNIFORM SERVICES	136.96	
755	03/13/2024	Claims	5	15036	ARG INDUSTRIAL	405.72	
756	03/13/2024	Claims	5	15037	BHC CONSULTANTS	4,103.10	
757	03/13/2024	Claims	5	15038	BIRCH EQUIPMENT	217.43	
758	03/13/2024	Claims	5	15039	CARMICHAEL CLARK, P.S.	1,953.50	
759	03/13/2024	Claims	5	15040	CENTURYLINK	1,988.98	
760	03/13/2024	Claims	5	15041	CITY OF BELLINGHAM - NORTHSHORE	3,807.17	
761	03/13/2024	Claims	5	15042	CITY OF BELLINGHAM- OFFICE	794.48	
762	03/13/2024	Claims	5	15043	CLEAR WATER SYSTEMS, INC	47.10	
763	03/13/2024	Claims	5	15044	COMCAST - LAKEVIEW	274.82	
764	03/13/2024	Claims	5	15045	COMCAST - MORNING BEACH	164.82	
765	03/13/2024	Claims	5	15046	CORRECT	161.64	
766	03/13/2024	Claims	5	15047	DATABAR	1,657.79	
767	03/13/2024	Claims	5	15048	DATAPRO SOLUTIONS, INC	137.09	
768	03/13/2024	Claims	5	15049	EDGE ANALYTICAL INC	311.00	
769	03/13/2024	Claims	5	15050	ELITE ELECTRICAL CONTRACTORS, INC	6,913.77	PO 941
770	03/13/2024	Claims	5	15051	ERIC EMMERICK & SARAH NOYES	30.00	220014077 - 247 ASUDDEN VALLEY DR
771	03/13/2024	Claims	5	15052	ENVIRONMENTAL PEST CONTROL	72.76	
772	03/13/2024	Claims	5	15053	FRONT DESK	300.00	
773	03/13/2024	Claims	5	15054	HARDWARE SALES INC	315.43	
774	03/13/2024	Claims	5	15055	HD FOWLER COMPANY	712.15	
775	03/13/2024	Claims	5	15056	HEALTH PROMOTION NORTHWEST EAP	150.00	
776	03/13/2024	Claims	5	15057	HOLCIM-ACM MANAGEMENT INC	150.00	
777	03/13/2024	Claims	5	15058	JCI JONES CHEMICAL, INC.	2,285.25	
778	03/13/2024	Claims	5	15059	KELLEY CREATE	110.98	
779	03/13/2024	Claims	5	15060	LAKE WHATCOM WATER & SEWER PETTY CASH	63.13	
780	03/13/2024	Claims	5	15061	MALLORY SAFETY & SUPPLY LLC	164.55	
781	03/13/2024	Claims	5	15062	MCCLATCHY COMPANY LLC	507.76	
782	03/13/2024	Claims	5	15063	MOTOR TRUCKS	426.96	
783	03/13/2024	Claims	5	15064	NORTH COAST ELECTRIC CO	239.01	
784	03/13/2024	Claims	5	15065	NP INFORMATION SYSTEMS	5,065.11	
785	03/13/2024	Claims	5	15066	NW MANAGEMENT CONSULTING LLC	1,600.00	
786	03/13/2024	Claims	5	15067	PACIFIC TURFF CLEANING	640.00	
787	03/13/2024	Claims	5	15068	PITNEY BOWES INC	22.89	
788	03/13/2024	Claims	5	15069	PROSCAPES, INC	624.51	
789	03/13/2024	Claims	5	15070	PUGET SOUND ENERGY	23,159.56	



# ACCOUNTS PAYABLE

## CHECK REGISTER

Lake Whatcom W-S District


Time: 15:17:32 Date: 03/13/2024

03/01/2024 To: 03/13/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
790	03/13/2024	Claims	5	15071	QUALITY CONTROLS CORPORATION	3,700.00	
791	03/13/2024	Claims	5	15072	RH2	19,464.80	
792	03/13/2024	Claims	5	15073	SANITARY SERVICE CO	422.61	
793	03/13/2024	Claims	5	15074	SEHOME XPRESS LUBE	99.41	
794	03/13/2024	Claims	5	15075	SOLE GRAPHICS	274.75	
795	03/13/2024	Claims	5	15076	ULINE, INC	2,089.21	
796	03/13/2024	Claims	5	15077	US BANK N.A. CUSTODY TREASURY DIV/MONEY	34.00	
797	03/13/2024	Claims	5	15078	US BANK ST. PAUL	82,462.50	
798	03/13/2024	Claims	5	15079	UTILITIES UNDERGROUND LOCATING	60.72	
799	03/13/2024	Claims	5	15080	WEBCHECK, INC.	81.60	
800	03/13/2024	Claims	5	15081	WEST COAST WINDOWS INC	1,492.74	Office Window Replacements
801	03/13/2024	Claims	5	15082	WEX BANK	495.17	
802	03/13/2024	Claims	5	15083	WHATCOM COUNTY TRESASURER	1,941.26	
803	03/13/2024	Claims	5	15084	WILSON ENGINEERING LLC	25,128.62	
804	03/13/2024	Claims	5	15085	WINCAN LLC	14,150.00	PO 936
401 Water Fund						61,998.43	
402 Sewer Fund						179,777.47	
						<u>241,775.90</u>	Claims: 241,775.90
* Transaction Has Mixed Revenue And Expense Accounts						241,775.90	

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 3/12/2024  
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 Division 7 Reservoir Replacement  
BILL Project  
Item 6.A Public Works Contract Award

DATE SUBMITTED:	March 5, 2024	MEETING DATE:	March 13, 2024
TO: BOARD OF COMMISSIONERS	FROM: Greg Nicoll, District Engineer/Eng. Mgr.		
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

In 2016, the District contracted with BHC Consultants to complete a seismic vulnerability assessment of the District's five welded steel reservoirs. That assessment identified significant deficiencies in the ability of the 1,000,000-gallon Division 7 reservoir to meet existing earthquake code requirements. The District subsequently applied for a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant (HMG) to replace the reservoir.

In 2021, the FEMA HMG, funding both design and construction, was awarded and the District contracted with Wilson Engineering to complete the design. Based on a previous evaluation of the reservoir during the 2016 Water System Plan, it was determined that the existing 1,000,000-gallon reservoir was substantially oversized. Sizing calculations completed during preliminary design confirmed that the service area could be served with substantially less storage. The preferred alternative for reservoir replacement was construction of two 32-foot diameter, 46-foot-tall concrete reservoirs with a combined volume of 476,000 gallons. The new reservoirs will be constructed on an undeveloped, forested ridge immediately upslope of the existing reservoir and the existing reservoir will remain in service until the two new reservoirs are complete. Once the new reservoirs are in service, the existing reservoir will be demolished and the site restored.

The District published an advertisement for bids (District Project No. C2111) in the Bellingham Herald on January 10, 2024. Bids were due on February 27, 2024. As summarized in the attached bid tabulation, nine (9) bids were received. Bids, including the bid alternate and excluding Washington State sales tax, ranged from \$2,324,115 to \$3,076,883. The lowest responsive bid was provided by Tiger Construction of Bellingham, Washington.

District staff and Wilson Engineering have completed a review of the mandatory and supplemental bidder criteria and contacted references provided by Tiger Construction and have determined that Tiger Construction meets all responsibility criteria.

Start of active on-site construction is anticipated to begin at the start of the 2024 Lake Whatcom Watershed work window, which opens on June 1, 2024, with project completion anticipated by the end of the 2025 work window on September 30, 2025.

#### FISCAL IMPACT

This project is funded by a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant (HMG); a low interest loan from Public Works Board; a federal earmark that is awaiting ratification by the United States Congress; and District funds included in the 2023-24 capital budget. A breakdown of the construction costs and associated funding is summarized below.

Construction Costs	
Task (Agency)	Cost
Bidding Services (Wilson)	\$ 11,032.00
Construction Administration (Wilson)	\$ 99,901.00
Construction (Tiger Construction)	\$ 2,523,988.89
<b>TOTAL - CONSTRUCTION</b>	<b>\$ 2,634,921.89</b>
Funding	
Agency	Construction
FEMA	\$ 1,373,284.50
WA-EMD	\$ 228,880.75
LWWSD	\$ 228,880.75
Federal Earmark	\$ 220,000.00
PWB Loan	\$ 800,000.00
<b>TOTAL - FUNDING</b>	<b>\$ 2,851,046.00</b>
<b>Balance</b>	<b>\$ 216,124.11</b>

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

Infrastructure Strategy and Performance  
Enterprise Resiliency

#### RECOMMENDED BOARD ACTION

Staff recommends award the contract to the selected responsible, responsive bidder.

#### PROPOSED MOTION

Recommended motion is:

"I move to award the Division 7 Reservoir Replacement Project public works contract to Tiger Construction for a total contract price of \$2,523,988.89, 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 REPLACEMENT PROJECT		C2111	2/27/2024 2:05 PM		LAKE WHATCOM WATER & SEWER DISTRICT BOARD ROOM (BROADCAST VIA GOTO MEETING)																		
NAME OF FIRM		ENGINEER'S ESTIMATE		BOSS CONSTRUCTION, INC.		COLACURCIO BROTHERS, INC.		INTERWEST CONSTRUCTION, INC.		BAYSHORE CONSTRUCTION COMPANY LLC		SRV CONSTRUCTION INC.		FABER CONSTRUCTION CORPORATION		TIGER CONSTRUCTION LTD.		SCOCON LLC		STRIDER CONSTRUCTION CO., INC.			
Item	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount		
BASE BID																							
1	Mobilization / Demobilization	1	LS	\$ 204,241.00	\$ 204,241.00	NA	\$ 11,668.00	NA	\$ 263,000.00	NA	\$ 200,000.00	NA	\$ 280,000.00	NA	\$ 128,000.00	NA	\$ 215,981.00	NA	\$ 90,000.00	NA	\$ 83,000.00	NA	\$ 298,000.00
2	Trench Safety Excavation Provisions	1	LS	\$ 4,000.00	\$ 4,000.00	NA	\$ 2,200.00	NA	\$ 2,500.00	NA	\$ 7,500.00	NA	\$ 9,000.00	NA	\$ 500.00	NA	\$ 6,435.00	NA	\$ 500.00	NA	\$ 500.00	NA	\$ 2,800.00
If the project contains any work which required trenching exceeding a depth of four feet, all costs for trench safety shall be included in the Trench Safety Excavation Provisions lump sum unit price above for adequate trench safety systems in compliance with Chapter 39.04 RCW, 49.17 RCW and WAC 296-155-650. Bidder must include a lump sum dollar amount in blank above (even if the value is \$0.00) to be responsive.																							
3	Temporary Traffic Control	1	LS	\$ 2,000.00	\$ 2,000.00	NA	\$ 3,523.00	NA	\$ 7,000.00	NA	\$ 7,200.00	NA	\$ 15,000.00	NA	\$ 4,000.00	NA	\$ 20,076.00	NA	\$ 500.00	NA	\$ 6,500.00	NA	\$ 8,000.00
4	Temporary Erosion and Sediment Control	1	LS	\$ 12,059.00	\$ 12,059.00	NA	\$ 24,063.00	NA	\$ 25,000.00	NA	\$ 22,000.00	NA	\$ 9,000.00	NA	\$ 7,350.00	NA	\$ 15,887.00	NA	\$ 24,800.00	NA	\$ 22,500.00	NA	\$ 22,000.00
5	Clearing and Grubbing	1	LS	\$ 15,000.00	\$ 15,000.00	NA	\$ 302,434.00	NA	\$ 70,000.00	NA	\$ 12,200.00	NA	\$ 30,000.00	NA	\$ 21,000.00	NA	\$ 10,594.00	NA	\$ 2,000.00	NA	\$ 6,500.00	NA	\$ 5,000.00
6	Brush and Log Management	1	LS	\$ 20,000.00	\$ 20,000.00	NA	\$ 13,288.00	NA	\$ 8,000.00	NA	\$ 17,750.00	NA	\$ 10,000.00	NA	\$ 26,000.00	NA	\$ 11,980.00	NA	\$ 28,100.00	NA	\$ 15,000.00	NA	\$ 36,000.00
7	Native Topsoil Salvage, including Stockpiling	1	LS	\$ 11,820.00	\$ 11,820.00	NA	\$ 12,826.00	NA	\$ 8,500.00	NA	\$ 14,400.00	NA	\$ 66,000.00	NA	\$ 7,000.00	NA	\$ 5,629.00	NA	\$ 5,230.00	NA	\$ 12,000.00	NA	\$ 11,000.00
8	Site Earthwork	1	LS	\$ 107,560.00	\$ 107,560.00	NA	\$ 55,168.00	NA	\$ 180,000.00	NA	\$ 107,500.00	NA	\$ 80,000.00	NA	\$ 71,000.00	NA	\$ 45,021.00	NA	\$ 161,000.00	NA	\$ 85,000.00	NA	\$ 201,000.00
9	Concrete Water Reservoirs, Foundations, and All Appurtenances	1	LS	\$ 894,700.00	\$ 894,700.00	NA	\$ 1,049,997.00	NA	\$ 1,172,000.00	NA	\$ 1,045,000.00	NA	\$ 978,500.00	NA	\$ 1,181,000.00	NA	\$ 1,132,526.00	NA	\$ 960,000.00	NA	\$ 1,120,000.00	NA	\$ 1,157,803.00
10	Site Piping	1	LS	\$ 218,720.00	\$ 218,720.00	NA	\$ 329,342.00	NA	\$ 300,000.00	NA	\$ 283,300.00	NA	\$ 600,000.00	NA	\$ 393,000.00	NA	\$ 260,627.00	NA	\$ 362,000.00	NA	\$ 330,000.00	NA	\$ 442,000.00
11	Outlet Valve Vault, Standard	1	LS	\$ 32,000.00	\$ 32,000.00	NA	\$ 37,351.00	NA	\$ 40,000.00	NA	\$ 42,300.00	NA	\$ 48,000.00	NA	\$ 34,850.00	NA	\$ 38,503.00	NA	\$ 34,100.00	NA	\$ 50,000.00	NA	\$ 40,000.00
12	Outlet Valve Vault w/ Seismic Valve and Actuator	1	LS	\$ 49,000.00	\$ 49,000.00	NA	\$ 86,543.00	NA	\$ 55,000.00	NA	\$ 55,000.00	NA	\$ 63,000.00	NA	\$ 49,500.00	NA	\$ 51,925.00	NA	\$ 46,600.00	NA	\$ 65,000.00	NA	\$ 54,000.00
13	Flow Meter Vault	1	LS	\$ 27,000.00	\$ 27,000.00	NA	\$ 50,206.00	NA	\$ 56,000.00	NA	\$ 53,000.00	NA	\$ 59,000.00	NA	\$ 37,000.00	NA	\$ 51,328.00	NA	\$ 45,000.00	NA	\$ 64,000.00	NA	\$ 56,000.00
14	Electrical, Telemetry & Instrumentation	1	LS	\$ 176,674.00	\$ 176,674.00	NA	\$ 194,700.00	NA	\$ 350,000.00	NA	\$ 255,000.00	NA	\$ 310,000.00	NA	\$ 238,000.00	NA	\$ 260,221.00	NA	\$ 208,000.00	NA	\$ 212,000.00	NA	\$ 238,000.00
15	Steel Reservoir Demolition	1	LS	\$ 212,500.00	\$ 212,500.00	NA	\$ 61,364.00	NA	\$ 75,000.00	NA	\$ 112,000.00	NA	\$ 70,000.00	NA	\$ 113,000.00	NA	\$ 83,512.00	NA	\$ 45,100.00	NA	\$ 79,000.00	NA	\$ 75,000.00
16	Site and Surface Restoration	1	LS	\$ 89,155.00	\$ 89,155.00	NA	\$ 151,452.00	NA	\$ 85,000.00	NA	\$ 127,000.00	NA	\$ 140,000.00	NA	\$ 84,000.00	NA	\$ 105,647.00	NA	\$ 114,000.00	NA	\$ 65,000.00	NA	\$ 117,000.00
17	Project Mitigation Site Preparation and Planting	1	LS	\$ 30,720.00	\$ 30,720.00	NA	\$ 52,752.00	NA	\$ 110,000.00	NA	\$ 106,000.00	NA	\$ 8,200.00	NA	\$ 119,700.00	NA	\$ 41,420.00	NA	\$ 41,900.00	NA	\$ 35,000.00	NA	\$ 121,000.00
18	Miscellaneous Owner Directed Work	1	LS	\$ 20,000.00	\$ 20,000.00	NA	\$ 20,000.00	NA	\$ 20,000.00	NA	\$ 20,000.00	NA	\$ 20,000.00	NA	\$ 20,000.00	NA	\$ 20,000.00	NA	\$ 20,000.00	NA	\$ 20,000.00	NA	\$ 20,000.00
19	Construction Records	1	LS	\$ 2,000.00	\$ 2,000.00	NA	\$ 13,200.00	NA	\$ 5,000.00	NA	\$ 5,000.00	NA	\$ 4,000.00	NA	\$ 10,500.00	NA	\$ 5,965.00	NA	\$ 500.00	NA	\$ 1,000.00	NA	\$ 3,000.00
20	Unscheduled Rock Excavation requiring Special Equipment, including Stockpiling and/or Haul	760	CY	\$ 150.00	\$ 114,000.00	\$ 117.67	\$ 89,429.20	\$ 90.00	\$ 68,400.00	\$ 50.00	\$ 38,000.00	\$ 100.00	\$ 76,000.00	\$ 98.50	\$ 74,860.00	\$ 93.00	\$ 70,680.00	\$ 75.50	\$ 57,380.00	\$ 82.00	\$ 62,320.00	\$ 98.00	\$ 74,480.00
21	Unscheduled Unsuitable Foundation Over-Excavation	20	CY	\$ 50.00	\$ 1,000.00	\$ 91.74	\$ 1,834.80	\$ 90.00	\$ 1,800.00	\$ 65.00	\$ 1,300.00	\$ 12.00	\$ 240.00	\$ 64.00	\$ 1,280.00	\$ 70.00	\$ 1,400.00	\$ 81.50	\$ 1,630.00	\$ 62.00	\$ 1,240.00	\$ 85.00	\$ 1,700.00
22	Unscheduled Additional Crushed Surfacing Base Course	50	TON	\$ 50.00	\$ 2,500.00	\$ 72.69	\$ 3,634.50	\$ 90.00	\$ 4,500.00	\$ 75.00	\$ 3,750.00	\$ 75.00	\$ 3,750.00	\$ 60.00	\$ 3,000.00	\$ 46.00	\$ 2,300.00	\$ 45.50	\$ 2,275.00	\$ 79.00	\$ 3,950.00	\$ 92.00	\$ 4,600.00
Total Base Bid (Sum of Bid Items 1 -22) (does not include Washington State Sales Tax)					\$ 2,246,649.00		\$ 2,566,975.50		\$ 2,906,700.00		\$ 2,535,200.00		\$ 2,879,690.00		\$ 2,624,540.00		\$ 2,457,657.00		\$ 2,250,615.00		\$ 2,339,510.00		\$ 2,988,383.00
BID ALTERNATE																							
A1	Build America, Buy America Act (BABAA) Compliance (Section 01 02 50 Scopes of Bids)	1	LS	\$ 112,332.00	\$ 112,332.00	NA	\$ 73,712.00	NA	\$ 73,000.00	NA	\$ 75,000.00	NA	\$ 99,000.00	NA	\$ 86,500.00	NA	\$ 80,052.00	NA	\$ 73,500.00	NA	\$ 100,000.00	NA	\$ 88,500.00
Total Bid Alternate (Bid Item A1) (does not include Washington State Sales Tax)					\$ 112,332.00		\$ 73,712.00		\$ 73,000.00		\$ 75,000.00		\$ 99,000.00		\$ 86,500.00		\$ 80,052.00		\$ 73,500.00		\$ 100,000.00		\$ 88,500.00
BID GUARANTEE FOR PROJECTS OVER \$35,000? (YES OR NO)				N/A		YES		YES		YES		YES		YES		YES		YES		YES		YES	
ADDENDUM ACKNOWLEDGED? (YES OR NO)				N/A		YES		YES		YES		YES		YES		YES		YES		YES		YES	
BID FORM SIGNED (YES OR NO)				N/A		YES		YES		YES		YES		YES		YES		YES		YES		YES	

Note: Highlighted cell(s) indicate math error, discrepancy with Bid Proposal Form.

		<b>AGENDA BILL Item 6.B</b>		<b>Whatcom County Comprehensive Plan Update Comments</b>	
DATE SUBMITTED:		February 28, 2024		MEETING DATE: March 13, 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.

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 meetings held on February 14 and 28. Attached is a draft letter for the Board’s consideration based upon direction provided during those meetings.

**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

March 13, 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: The Lake Whatcom Water and Sewer District continues to invest significantly in the water and sewer infrastructure serving the Geneva UGA to ensure its efficient and continuous function. Recognizing this significant investment, the District respectfully requests that policy or goal language be added to the comprehensive plan calling for the District's inclusion in any future discussions by the City of Bellingham or Whatcom County in the annexation or de-designation of the Geneva UGA.*

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 6.C**

**Rate Modeling Software  
Presentation**

DATE SUBMITTED:	February 27, 2024	MEETING DATE:	March 13, 2024
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Waterworth Financial Model		
	2. Waterworth LWUSD Proposal		
	3. Waterworth Brochure		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The Lake Whatcom Water and Sewer District (District) is a special purpose district authorized under Title 57 Revised Code of Washington. Though not required by its enabling statutes, as a local government entrusted with appropriately managing and investing its customers' monies, the District has a long history of projecting operational, capital, and debt service expenditures multiple years into the future, and setting rates and fees at levels appropriate for ensuring its financial viability. With that being said, it has been the practice of the District to perform a full utility rate study for both the water utility and sewer utility funds approximately every five years to review its rates and fees in order to ensure that we address both inflationary and projected operating and capital costs into the future. Along with this, it has also been the practice of the District to perform a mid-cycle review of those rates to ensure they are still sufficient to meet operational and capital costs as well as fund any potential changes that may arise during that time. District rates were last reviewed in 2021 and formally adopted in the Master Fees and Charges Schedule 28 effective January 1, 2022, which set rates through the end of 2026.

As we approach that mid-cycle point of the current rate study, the District has faced challenges as inflation, supply-chain delays, and other economic factors have impacted costs. Along with these challenges, there have also been new capital improvement projects that have come to light with significant costs that don't have a planned funding source. In addition to this, there are still many unknowns associated with the City of Bellingham's plans for solids handling processes at the Post Point

wastewater treatment plant that also carried significant projected costs in the current rate model.

While the current study aimed to develop a long-range financial forecast that funds each utility on a standalone basis, considering its operating and maintenance expenditures, debt service, fiscal policy achievement, and capital project needs, staff has now turned our focus to revisiting our current rate study to account for the challenges discussed above and ensure that we are still in a position to continue to meet operational and capital needs into the future. With these challenges in mind, staff reached out to the consultants that performed the current rate study to inquire potential costs for performing a mid-cycle review of rates similar to what has been done in the past. The consulting firm returned our request with a project estimate of approximately \$36,000 (unbudgeted). This cost more closely reflects what the District paid for its current full rate study and a mid-cycle review carried a cost of approximately \$18,000 in the past. This led staff to seek an alternative to how we review our rates and determine if there was a more cost-effective solution that would be beneficial to the District while maintaining the level of quality analysis we've had in the past. Through that investigation, staff was recommended a company called Waterworth.

Waterworth is a cloud-based rate analysis and forecasting solution that is based on the fundamentals of rate design as outlined in the American Water Works Association M1 Principles of Water Rates, Fees, and Charges manual and is backed by professional support staff with a background in government rate consulting. The platform offers the capability of continuous utility rate management that enables their customers to stay proactive with capital reinvestment and adaptable as capital plans change. The software also offers the ease of forecasting those "what if" scenarios to help staff make informed decisions without the potential of causing harm to formulas that are buried in cumbersome Xcel Spreadsheets. Along with this, the District would have access to financial modeling and forecasting, cost of service analysis, asset management, and cash flow analytics projected out 30+ years and a dedicated representative to assist in everything from data entry to attendance at Board meetings to help present data.

As a final note, this platform also aligns with goals set forth in the finance section of the District's Six-Year Strategic Business Plan of improving financial sustainability and forecasting through the use of technology and development of a forecasting model. A representative from Waterworth will provide a presentation on the system's capabilities during the March 13 board meeting.

### **FISCAL IMPACT**

Should the Board wish to move forward, there will be an unbudgeted cost of \$14,650 that would require a budget amendment to the current 2023 -2024 Biennial Budget.



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

Financial Viability

Operational Optimization

**RECOMMENDED BOARD ACTION**

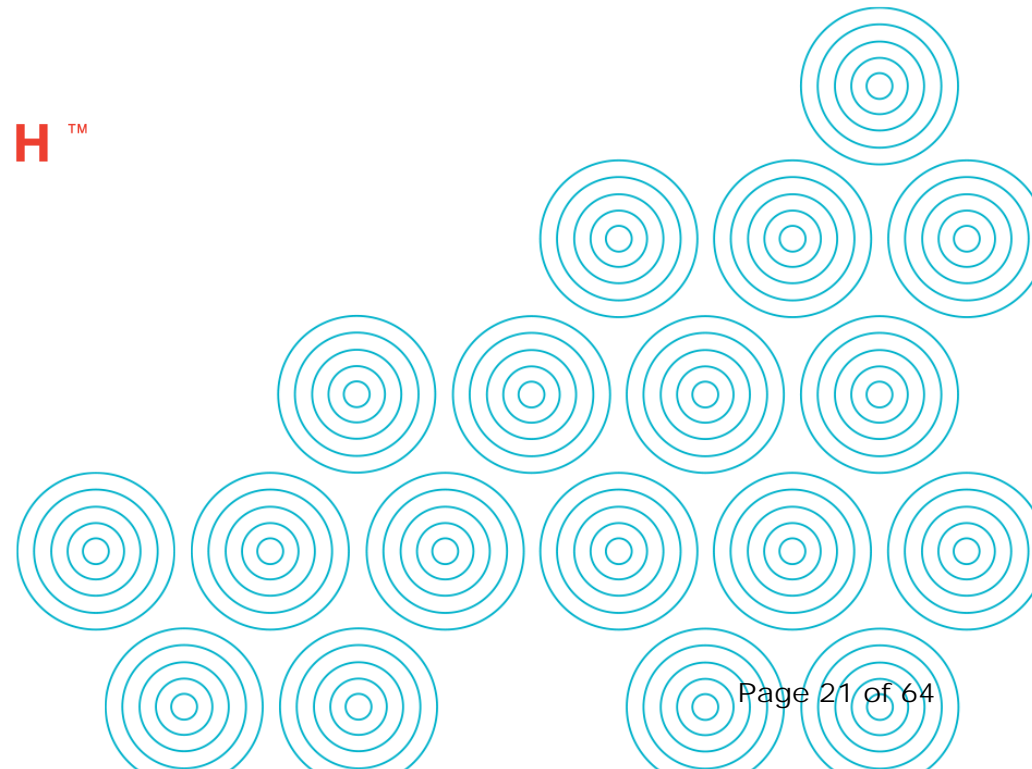
No action recommended at this time.

**PROPOSED MOTION**

No proposed motion.



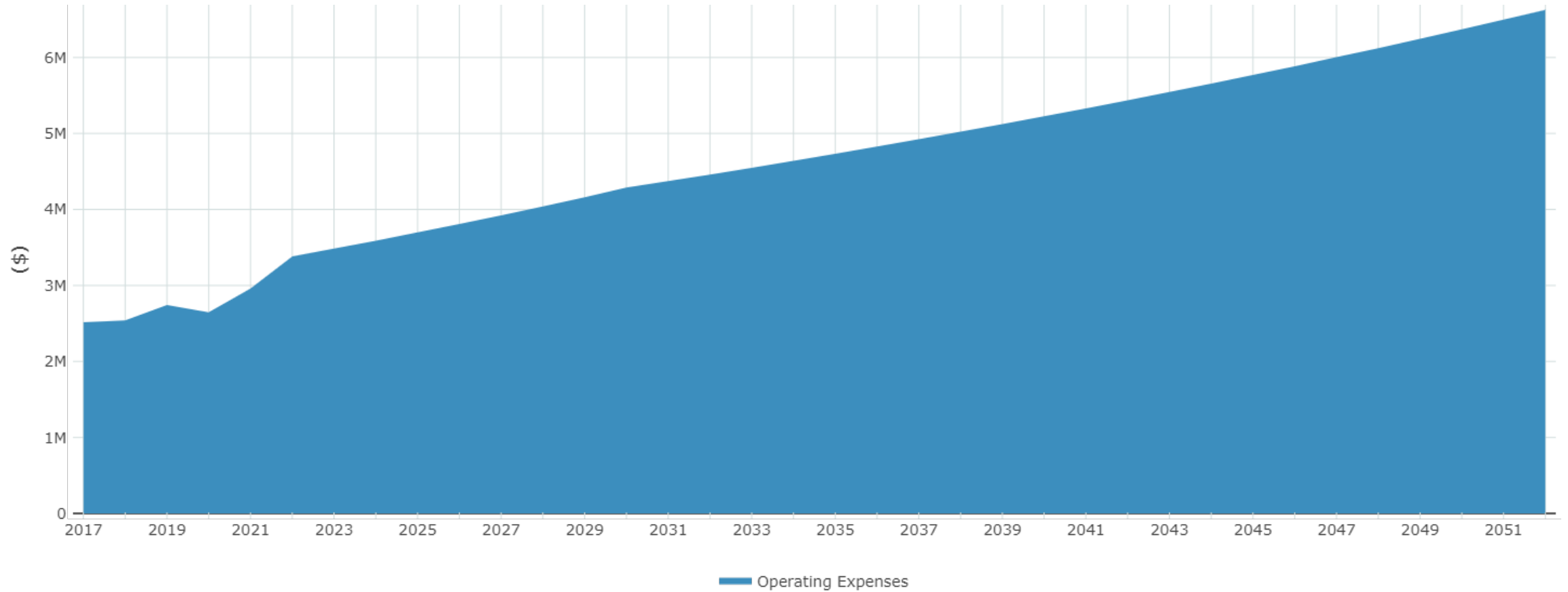
**W A T E R W O R T H <sup>TM</sup>**



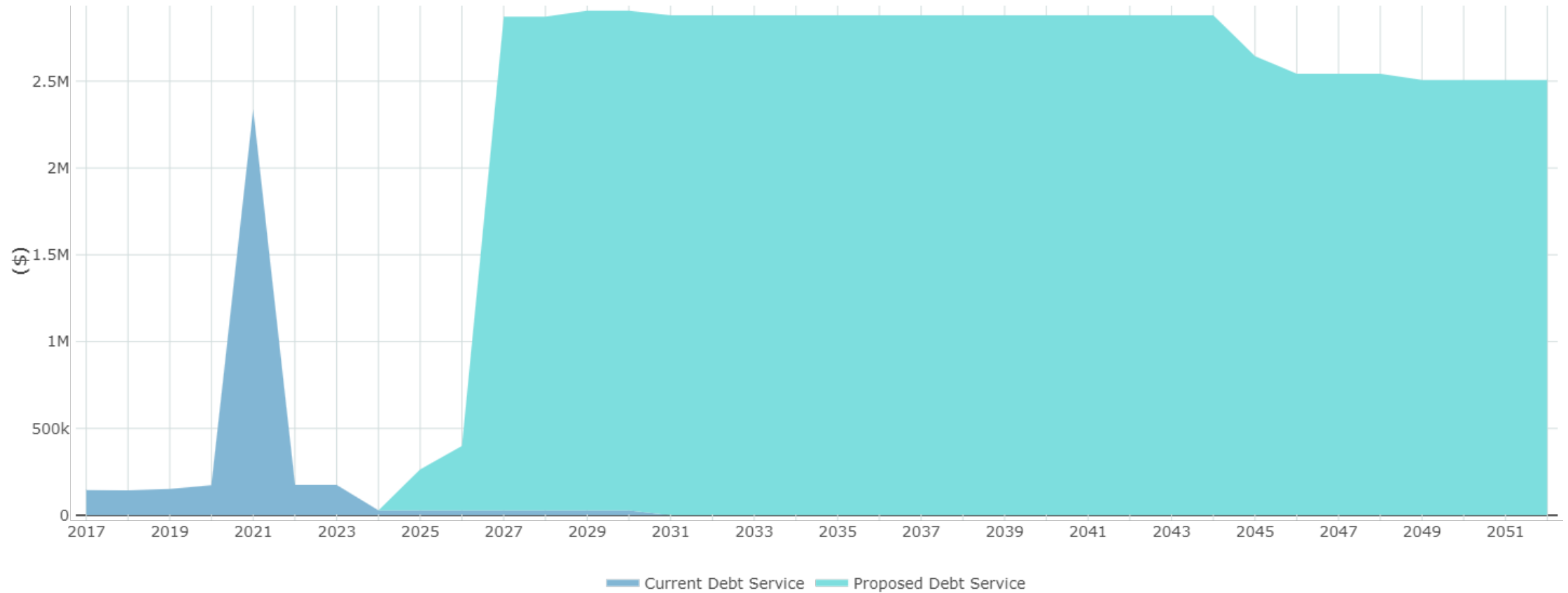


## Sewer Fund Revenue Requirements

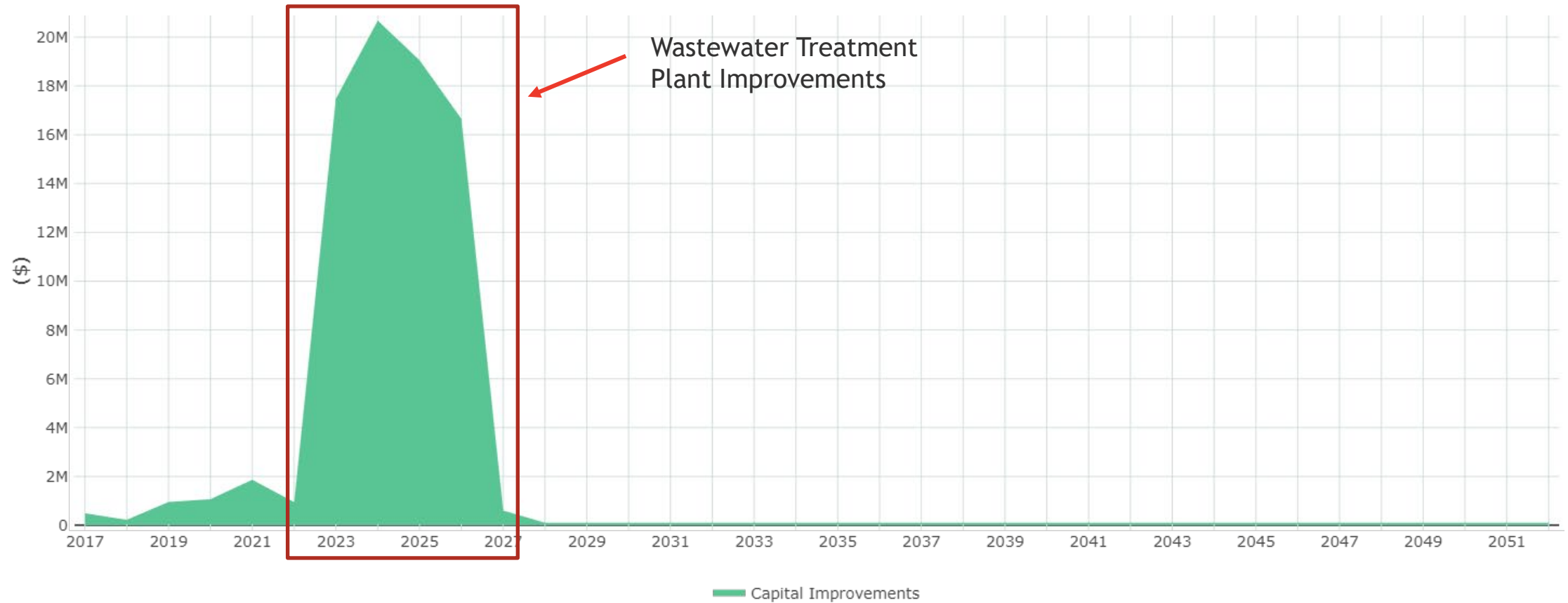
## Operating Expenses: 2017-2052



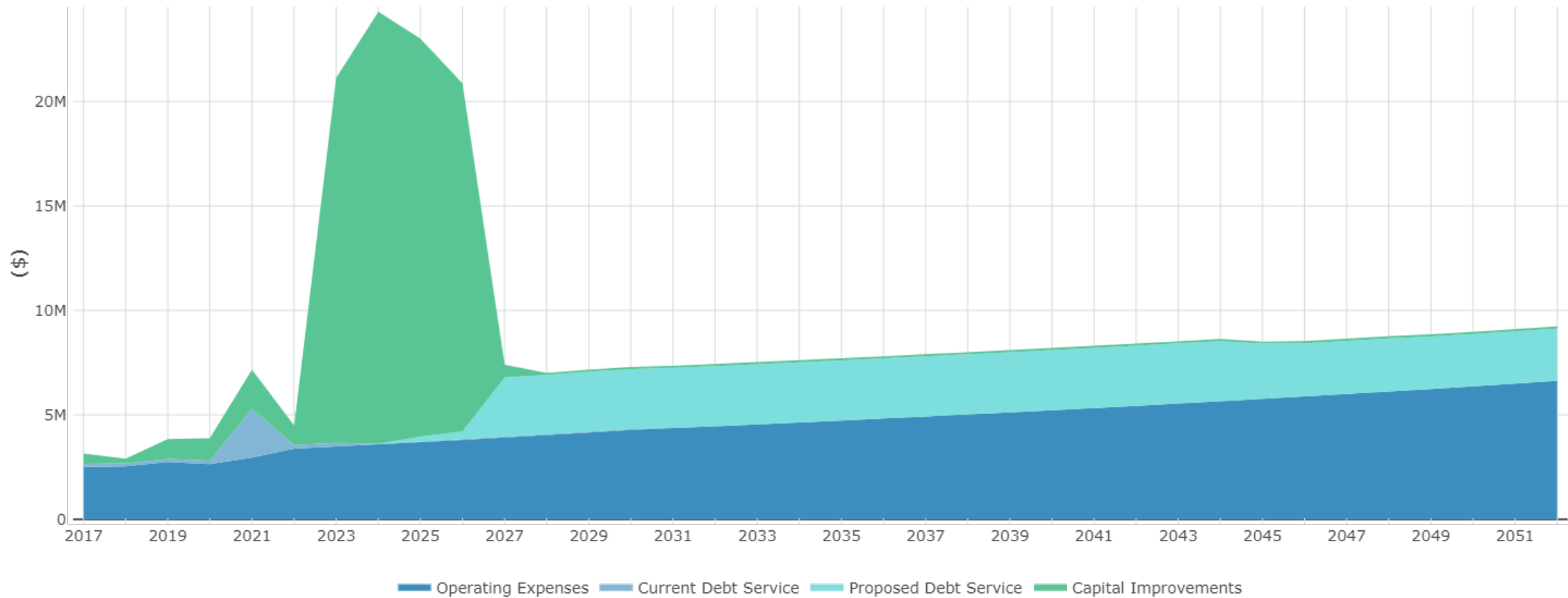
## Current & Proposed Debt Service



## Capital Improvements



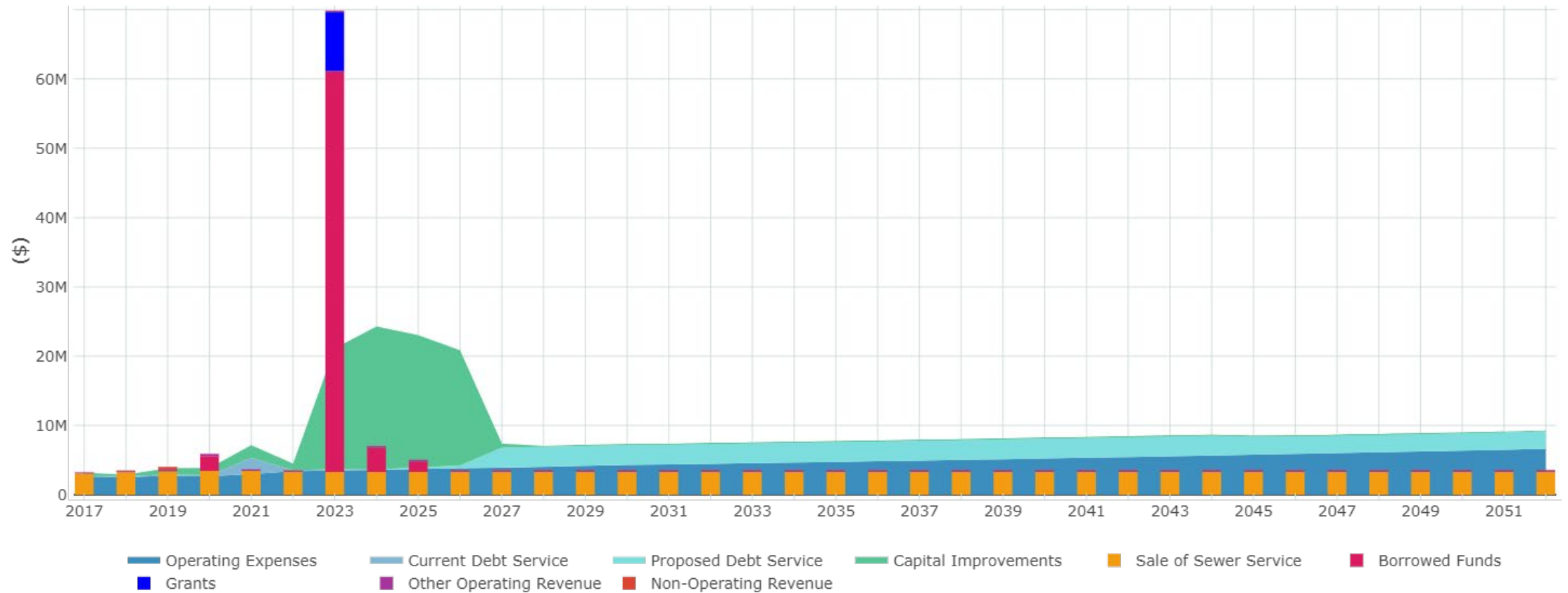
## Total Revenue Requirements





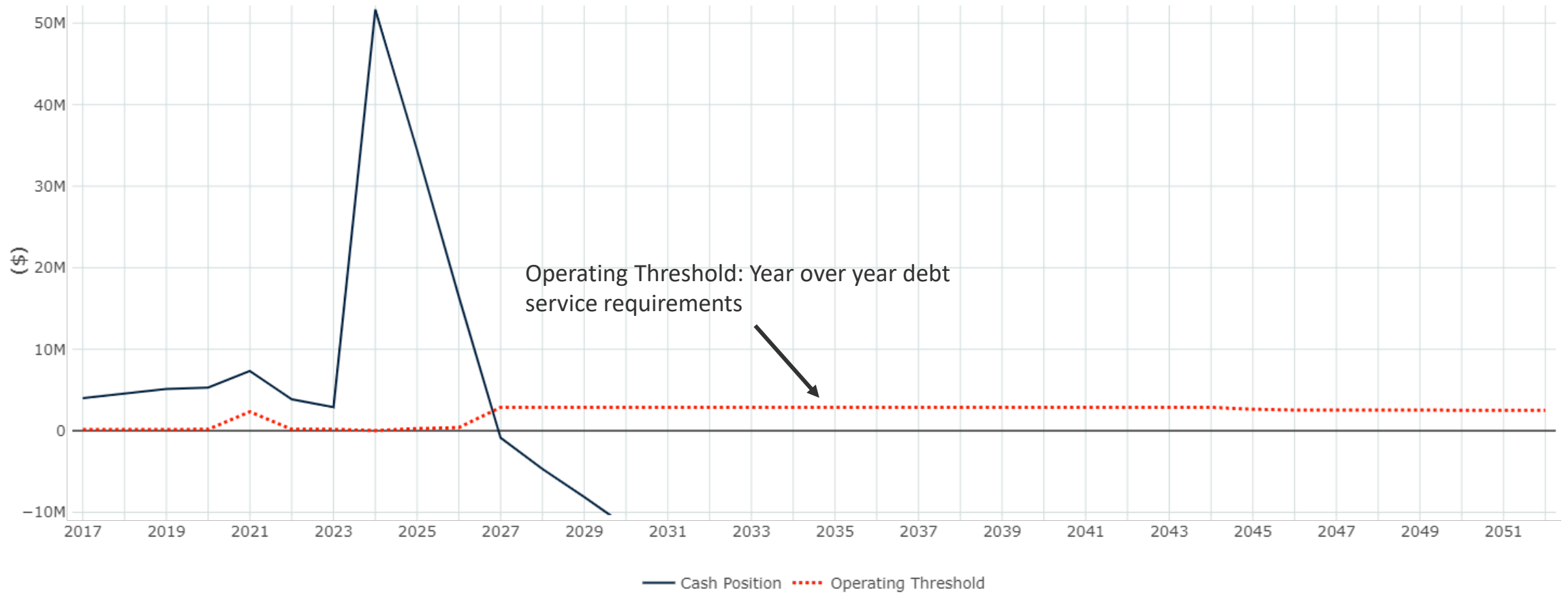
# Revenues

## Current Revenues (Assuming no rate adjustment)



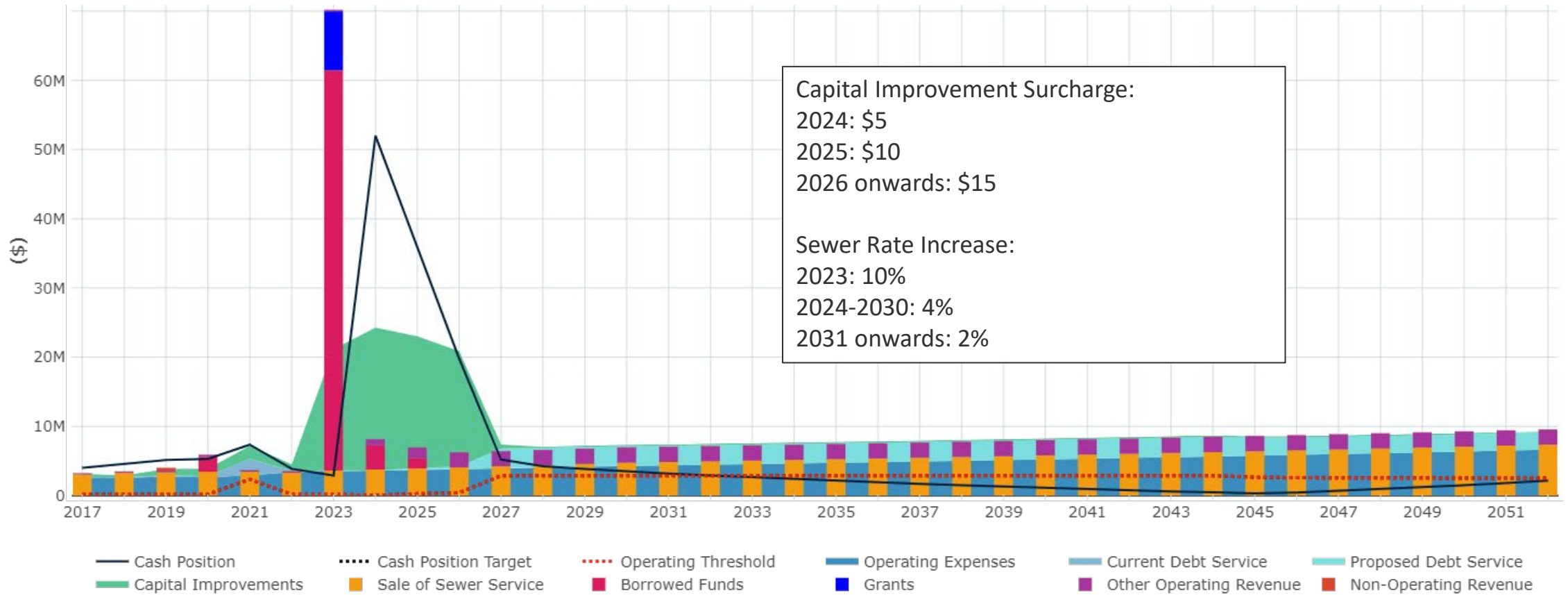
# Cash Position

## Cash Position (Assuming no rate adjustment)



# Solutions for Consideration

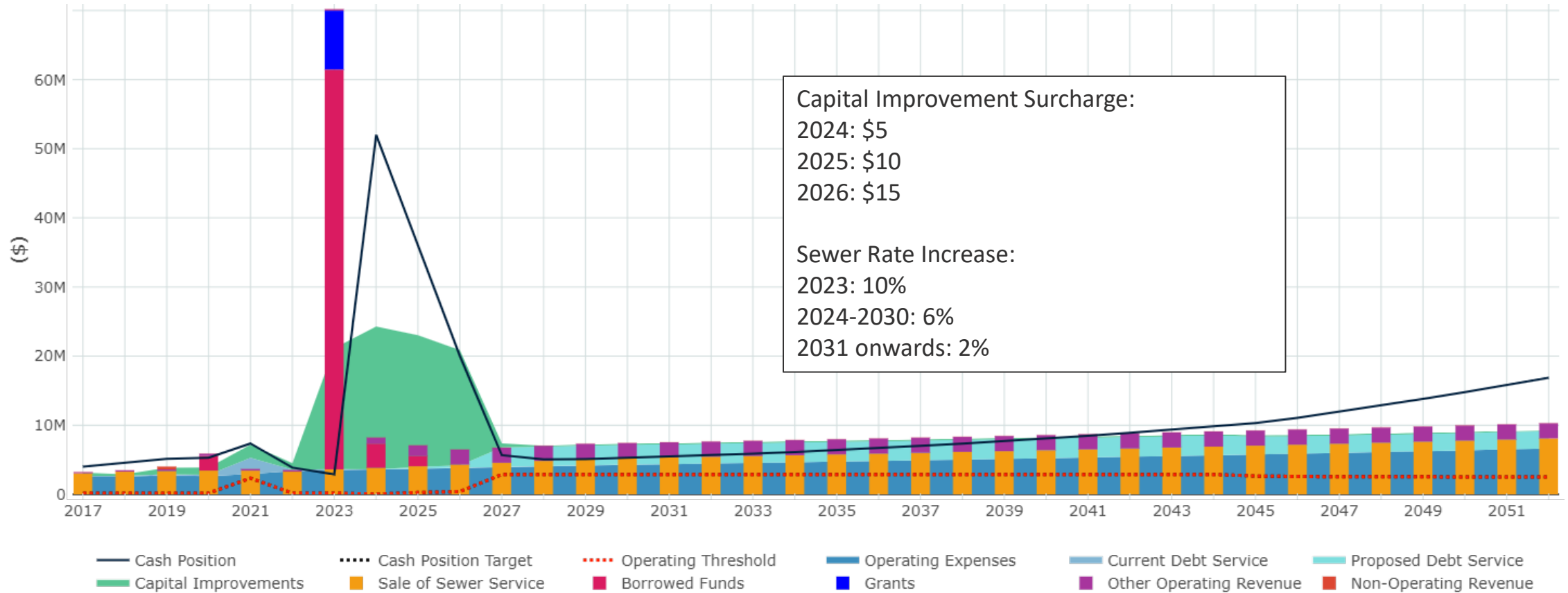
## Option A



## Option A: Billing Impact

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Adjustment		10%	4%	4%	4%	4%	4%	4%	4%
Meter Charge	\$6.98	\$7.68	\$7.99	\$8.30	\$8.64	\$8.98	\$9.34	\$9.72	\$10.10
Capital Improvement Fee	\$0.00	\$0.00	\$5.00	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Volumetric Charge (\$/CCF)	\$3.41	\$3.75	\$3.90	\$4.06	\$4.22	\$4.39	\$4.56	\$4.75	\$4.94

## Option B

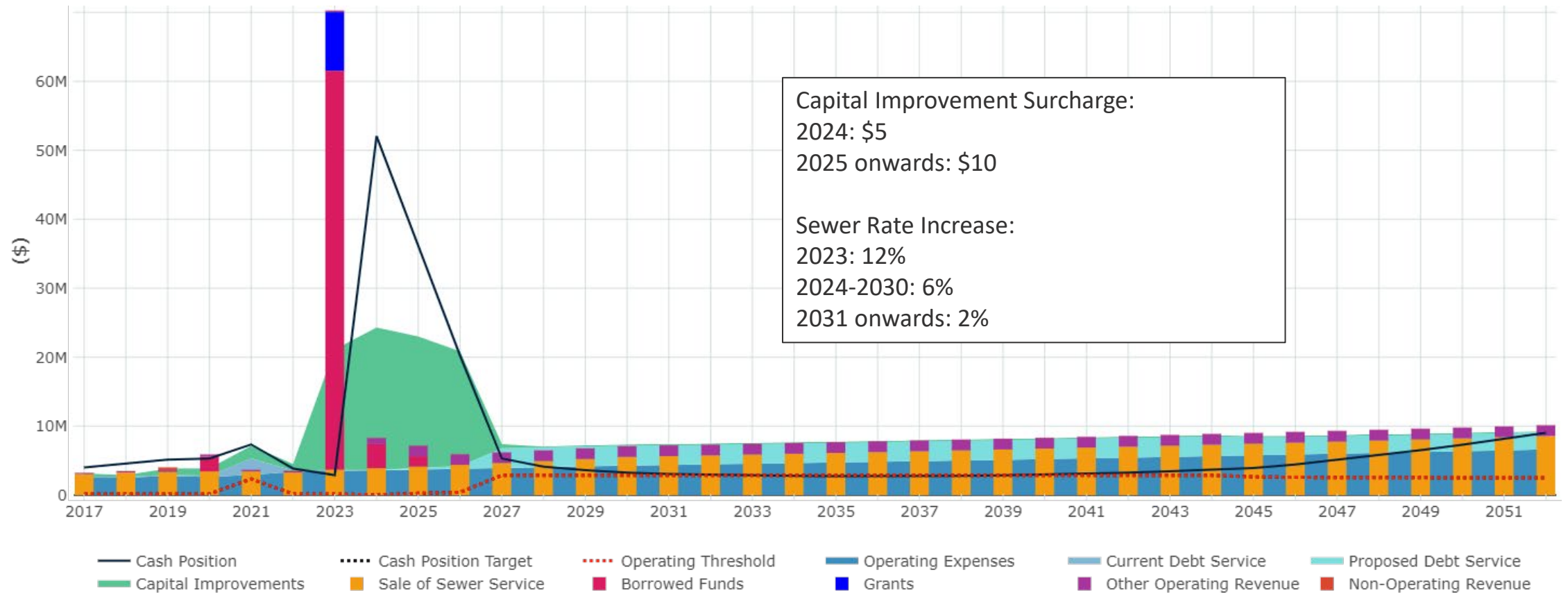




## Option B: Billing Impact

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Adjustment		10%	6%	6%	6%	6%	6%	6%	6%
Meter Charge	\$6.98	\$7.68	\$8.14	\$8.63	\$9.14	\$9.69	\$10.27	\$10.89	\$11.11
Capital Improvement Fee	\$0.00	\$0.00	\$5.00	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Volumetric Charge (\$/CCF)	\$3.41	\$3.75	\$3.98	\$4.22	\$4.47	\$4.74	\$5.02	\$5.32	\$5.43

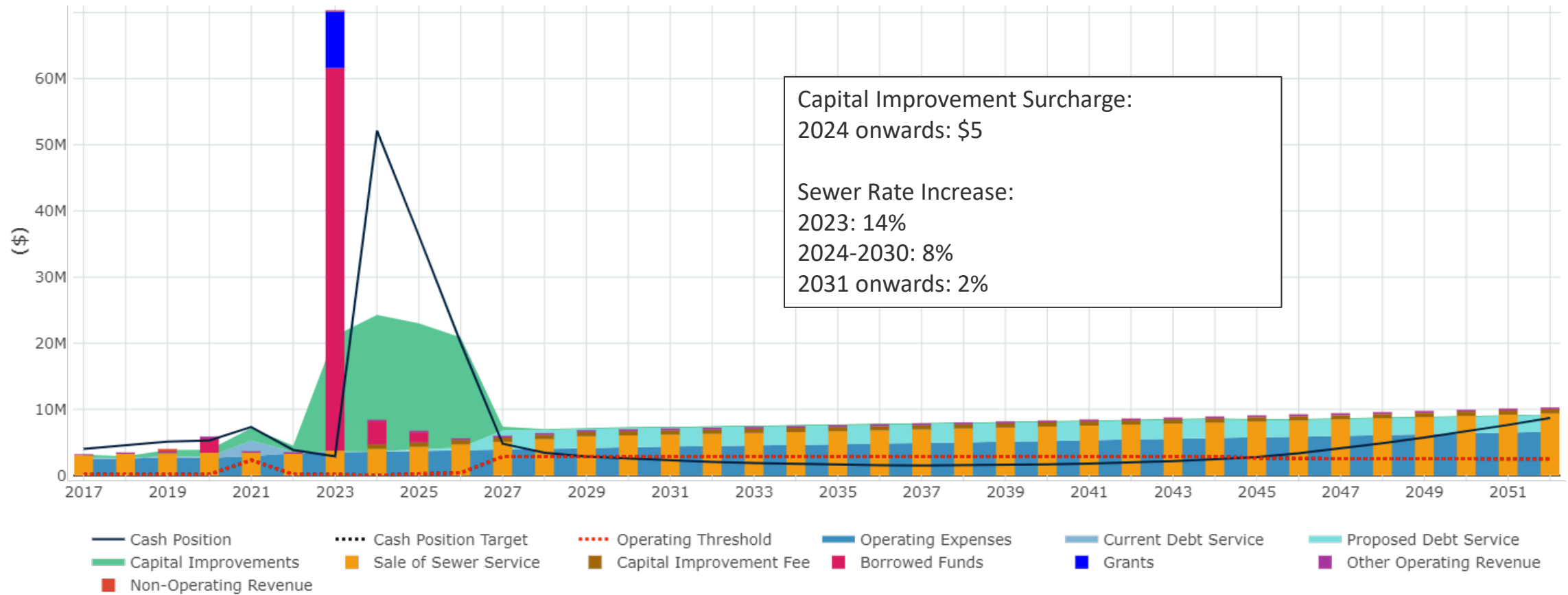
## Option C



## Option C: Billing Impact

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Adjustment		14%	8%	8%	8%	8%	8%	8%	8%
Meter Charge	\$6.98	\$7.96	\$8.59	\$9.28	\$10.02	\$10.83	\$11.69	\$12.63	\$12.88
Capital Improvement Fee	\$0.00	\$0.00	\$5.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Volumetric Charge (\$/CCF)	\$3.41	\$3.89	\$4.20	\$4.53	\$4.90	\$5.29	\$5.71	\$6.17	\$6.29

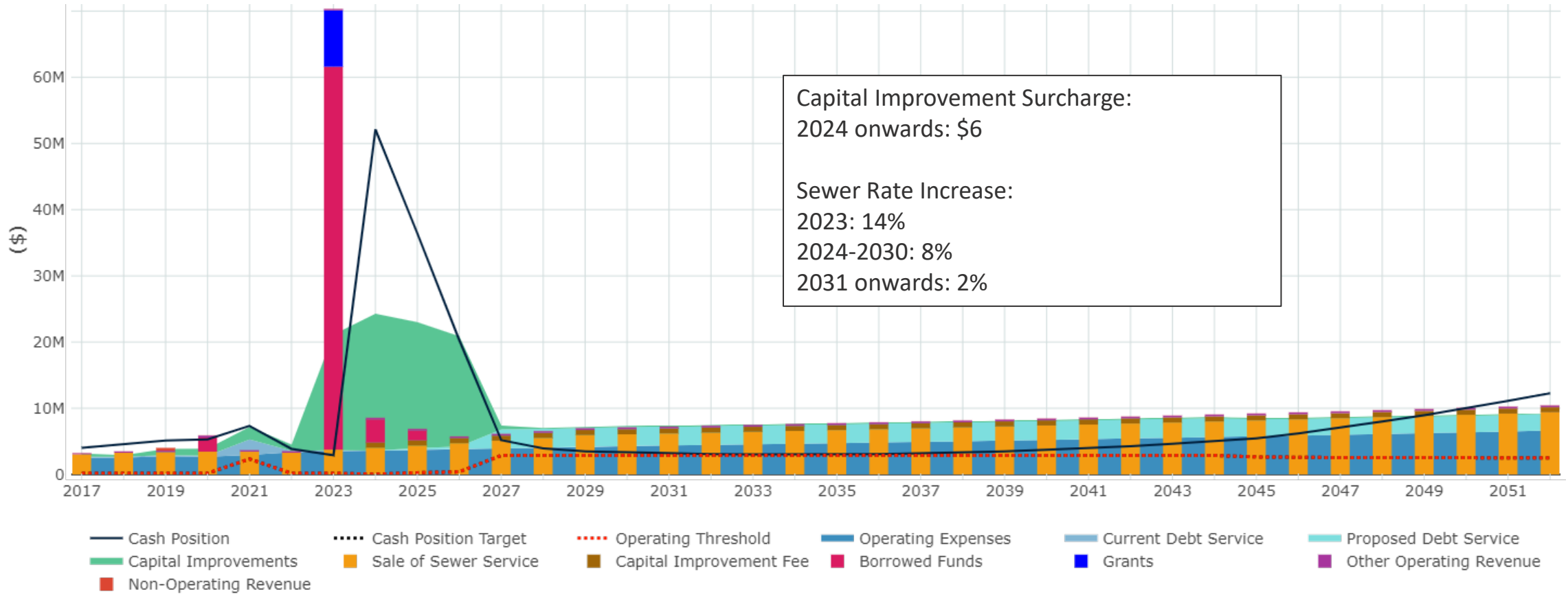
## Option D



## Option D: Billing Impact

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Adjustment		14%	8%	8%	8%	8%	8%	8%	8%
Meter Charge	\$6.98	\$7.96	\$8.59	\$9.28	\$10.02	\$10.83	\$11.69	\$12.63	\$12.88
Capital Improvement Fee	\$0.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Volumetric Charge (\$/CCF)	\$3.41	\$3.89	\$4.20	\$4.53	\$4.90	\$5.29	\$5.71	\$6.17	\$6.29

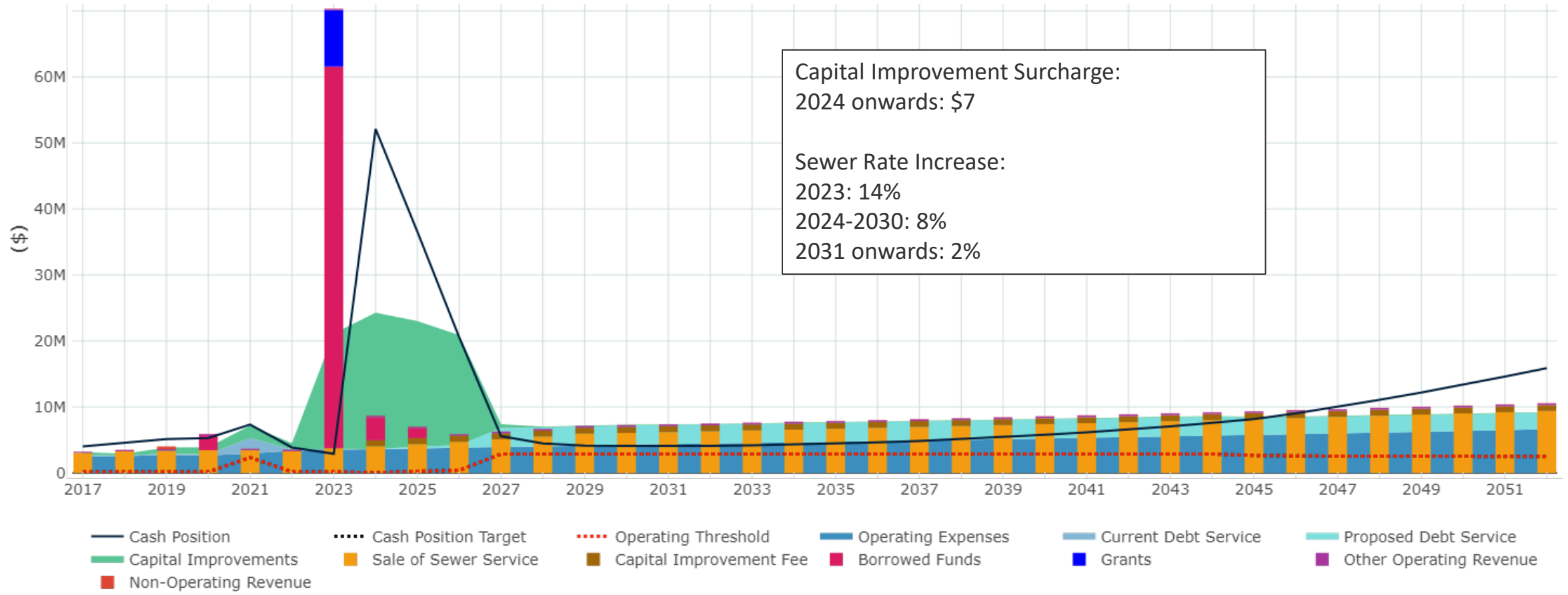
## Option E



## Option E: Billing Impact

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Adjustment		14%	8%	8%	8%	8%	8%	8%	8%
Meter Charge	\$6.98	\$7.96	\$8.59	\$9.28	\$10.02	\$10.83	\$11.69	\$12.63	\$12.88
Capital Improvement Fee	\$0.00	\$0.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
Volumetric Charge (\$/CCF)	\$3.41	\$3.89	\$4.20	\$4.53	\$4.90	\$5.29	\$5.71	\$6.17	\$6.29

## Option F

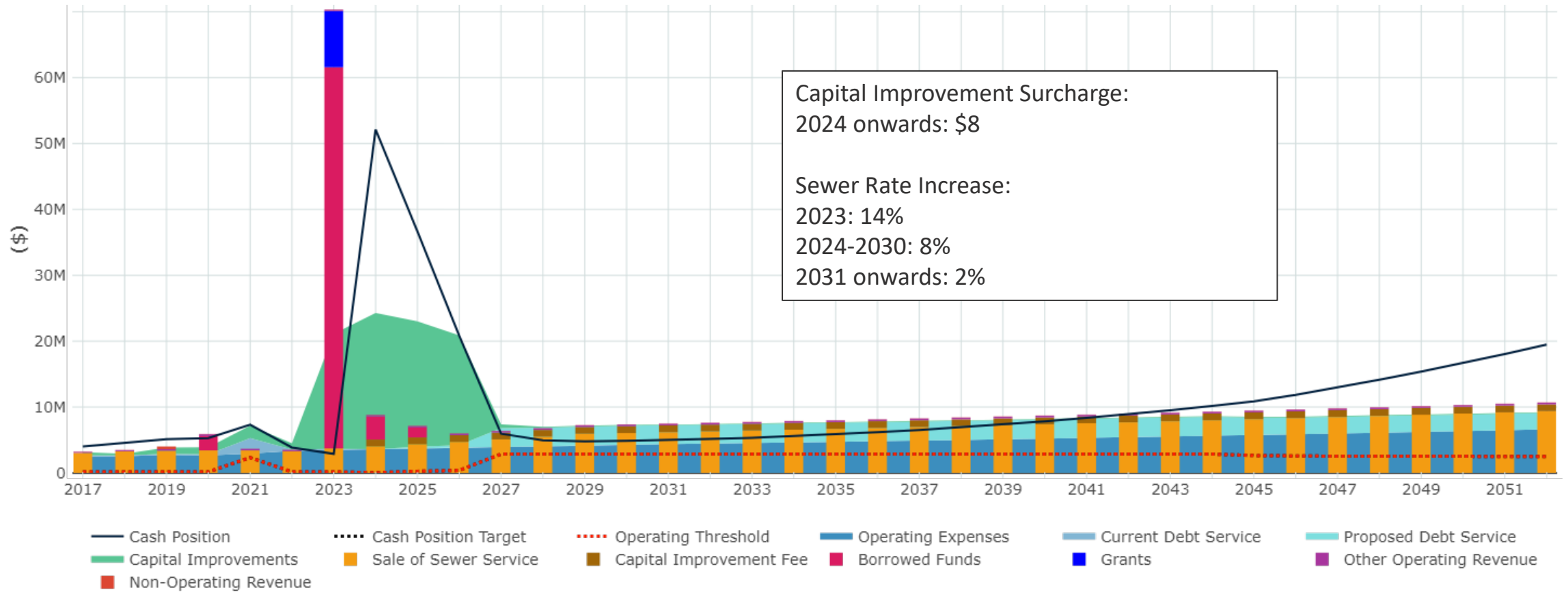




## Option F: Billing Impact

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Adjustment		14%	8%	8%	8%	8%	8%	8%	8%
Meter Charge	\$6.98	\$7.96	\$8.59	\$9.28	\$10.02	\$10.83	\$11.69	\$12.63	\$12.88
Capital Improvement Fee	\$0.00	\$0.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
Volumetric Charge (\$/CCF)	\$3.41	\$3.89	\$4.20	\$4.53	\$4.90	\$5.29	\$5.71	\$6.17	\$6.29

## Option G

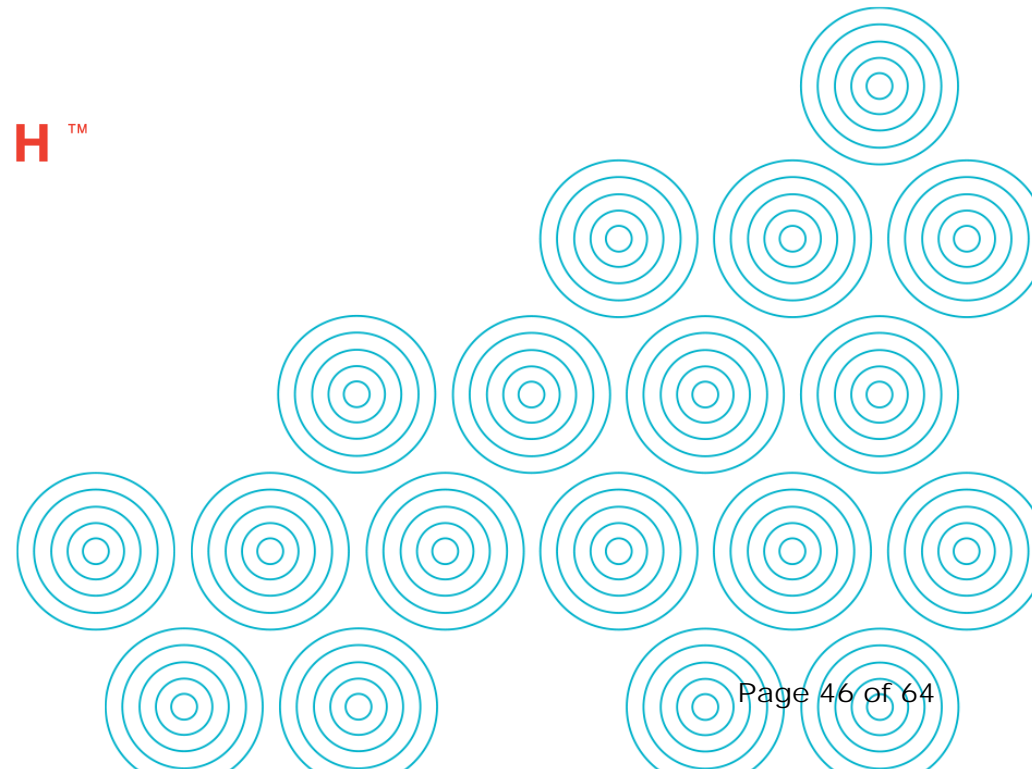


## Option G: Billing Impact

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Adjustment		14%	8%	8%	8%	8%	8%	8%	8%
Meter Charge	\$6.98	\$7.96	\$8.59	\$9.28	\$10.02	\$10.83	\$11.69	\$12.63	\$12.88
Capital Improvement Fee	\$0.00	\$0.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Volumetric Charge (\$/CCF)	\$3.41	\$3.89	\$4.20	\$4.53	\$4.90	\$5.29	\$5.71	\$6.17	\$6.29



**W A T E R W O R T H <sup>TM</sup>**





# Continuous Utility Rate Management

Lake Whatcom Water and Sewer District, WA

Lachlan Hunter

[Lachlanh@waterworth.net](mailto:Lachlanh@waterworth.net)

2067047112

Date: 1/29/2024



# OUR MISSION

Empowering financially sustainable local government services and winning back the public trust.



## YOUR GOALS

Based on our conversations Lake Whatcom Water and Sewer District staff, we understand your key goal is:

Continuous analysis of rates to generate sufficient funding so we can stay proactive with capital reinvestment and adaptable as capital plans change. While communicating our needs clearly to elected officials and the public

Related priorities:

- Sufficient funding for reservoir projects and capital reinvestment
- Continuously looking at rates to ensure they are supporting capital plans and keeping reserves sustainable
- Look at long term cost recovery and explore funding scenarios for major capital needs
- Stay adaptable to market changes and impending regulations
- Protect affordability and ensure rates are equitable and fair
- Educate the council of the long-term impacts on the decisions we make today, while communicating our needs

Waterworth can help the Lake Whatcom Water and sewer District achieve these goals and priorities through **Continuous Utility Rate Management.**

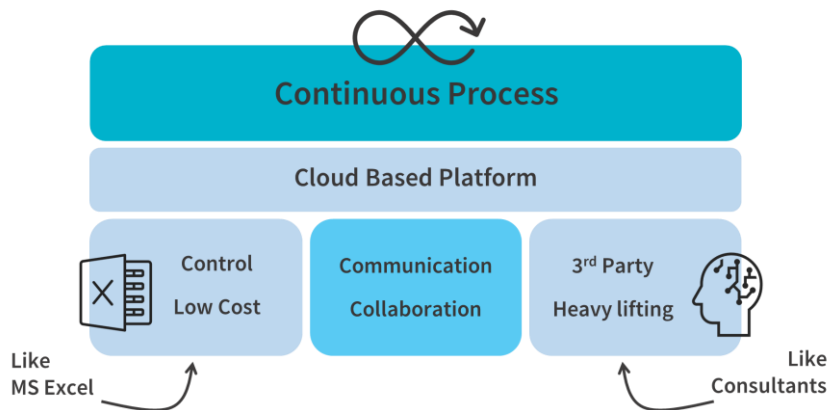
# Continuous Utility Rate Management

## What is it?

There are two methods of rates management commonly used today. When people want total control and low cost, they build in-house models with Microsoft Excel. We all love Excel - you can build what you want, it's flexible and practically free. It also has headaches. With Waterworth you have the control but without the headaches that come with maintaining an Excel spreadsheet. It's easy to use and very cost effective.

Other communities use rate consultants. They do an excellent job. They're experts and bring credibility to a council presentation. Similarly, the Waterworth team can step in as needed to do the heavy lifting and facilitate communications and action among staff and your elected officials.

Waterworth also addresses a critical gap by enabling easy Communication & Collaboration between individual departments, city administration and elected officials. With Waterworth, options can be carefully and efficiently reviewed, updated, reported on, compared with other scenarios. You can communicate difficult financial stories with ease so Council and the public can really buy in to the right decisions.



The thing our customers love the most is how we enable Continuous Rate Management. Rate studies are static in time. But variables keep changing - inflation is high, projects are getting repriced and reshuffled, interest rates fluctuate, sometimes you might get a grant, but you don't want to plan on it.

With Waterworth, you can stay in total control of all the moving parts while keeping everyone on the same page. This makes managing rates effortless and builds a synergistic relationship between city and elected officials.





## KEY FEATURES

### LONG-TERM FINANCIAL MODEL

Build a purpose-built full-cost recovery model to understand long-term revenue requirements. Integrate CIP, Master Plans, and future capital reinvestment budgeting along with debt service scenarios, cash reserve policies, and tie it all back to a rate schedule.



### ASSET REPLACEMENT SCHEDULE

Leverage your GIS data to produce a long-term asset replacement schedule to understand the cost of sustainable ownership, and benchmark how much to invest annually in capital renewal to avoid emergencies and preserve intergenerational equity.

### COST OF SERVICE ANALYSIS

Review historical demand patterns and work towards a true cost-of-service model for each customer category including wholesale customers. Explore cost reallocation scenarios to see how you can make rates more equitable.

### RATE DESIGN

Onboard billing data, analyze your current rate structure, easily model new rate structure options and immediately visualize the billing impacts of various options – what the changes will mean for revenues and affordability for residents.

### SCENARIO EXPLORATION

Perhaps one of the most powerful features is the ability to quickly create and manage scenarios, compare them visually using 3 comparative modes (difference, side-by-side, overlay) and combine scenarios from different service areas into one complete organization-wide model.



## SAVE TIME AND AGGRAVATION

Take pride in telling a better financial story. This makes communicating tough, complex issues easier leading to more efficient conversations. In the end, smarter decisions are made more quickly and with very little effort. Everyone saves time and aggravation.

## BENEFITS



## LEVERAGE YOUR DATA TO DRIVE BETTER DECISIONS

Up-to-date data reflects the real-world circumstances of your community so you can have confidence that analysis and recommendations plot the best path forward in real-time. Waterworth is compatible with many other systems, so onboarding is relatively easy.



## ENSURE LONG-TERM FINANCIAL SUSTAINABILITY

Plan for intergenerational equity by first determining long-term cost of sustainable ownership of infrastructure. Then become financially resilient and mitigate uncertainty about future events through better planning by developing and exploring scenarios.

## LEVERAGE PROFESSIONAL SUPPORT THAT'S TAILORED TO YOU

Short-staffed? Think of us as a specialized part of your team. We're here to make sure you are asking the right questions and making progress towards community goals. Support is here, whenever and however you need it: we'll assist with data needs, analysis, scenario exploration, presentation, and succession.

We've got your back!



## UNLIMITED SUPPORT & ADVISING

Included with all services. We're here for you by chat, email, phone or zoom as much or as little as needed to ensure you meet your goals.

- Unlimited 1:1 coaching with all included tools
- Expert advice with Financial Modeling, Cost of Service Analysis, Infrastructure Analysis and Rate Design
- Onboarding and refining of external financial model or Pro Forma into Waterworth's financial model
- Assistance with project management and organization to help meet deadlines and stay on track of priorities
- Training for effective communication with elected officials and between departments
- Assistance with analysis of complex datasets, and impact analysis of any scenarios or proposed changes
- Assistance with presenting models internally or to Boards/Councils
- Assistance with onboarding instructions for Assets, Population, Flows or Billing Data
- Training of new staff on Waterworth
- Facilitating succession transitions

# METHODOLOGY

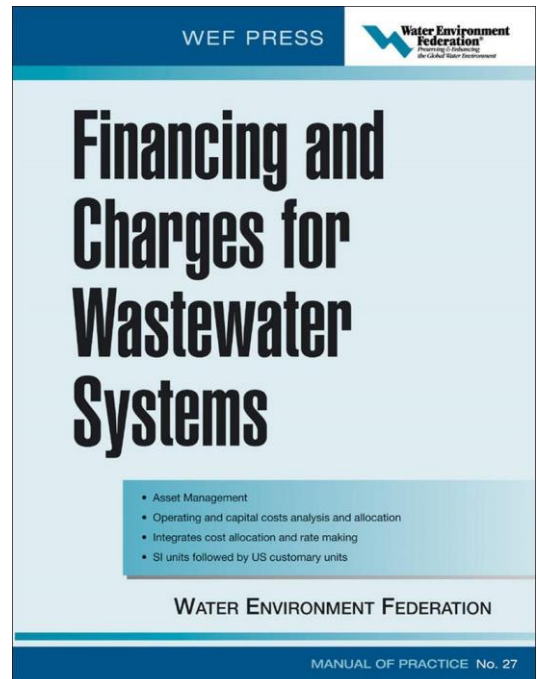
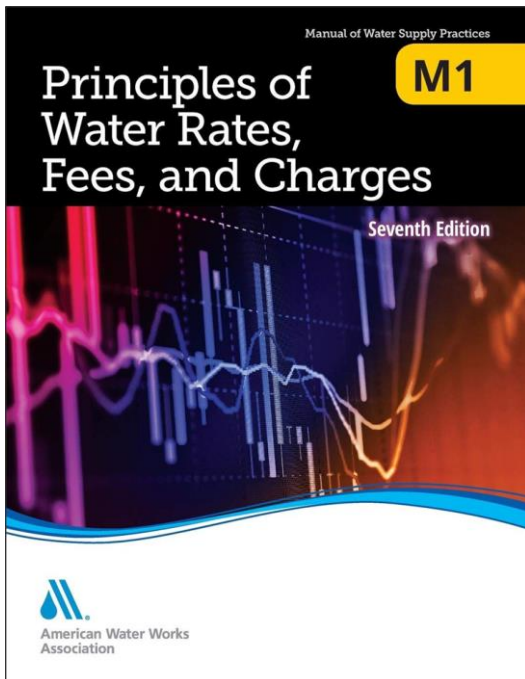
Waterworth is based on the fundamentals of rate design as outlined in AWWA M1 and WEF 27.

These manuals set the industry accepted standard practices in financial planning and rate making to establish cost-based rates, fees, and charges to recover the full costs associated with utilities.



**American Water Works Association**

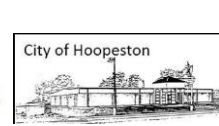
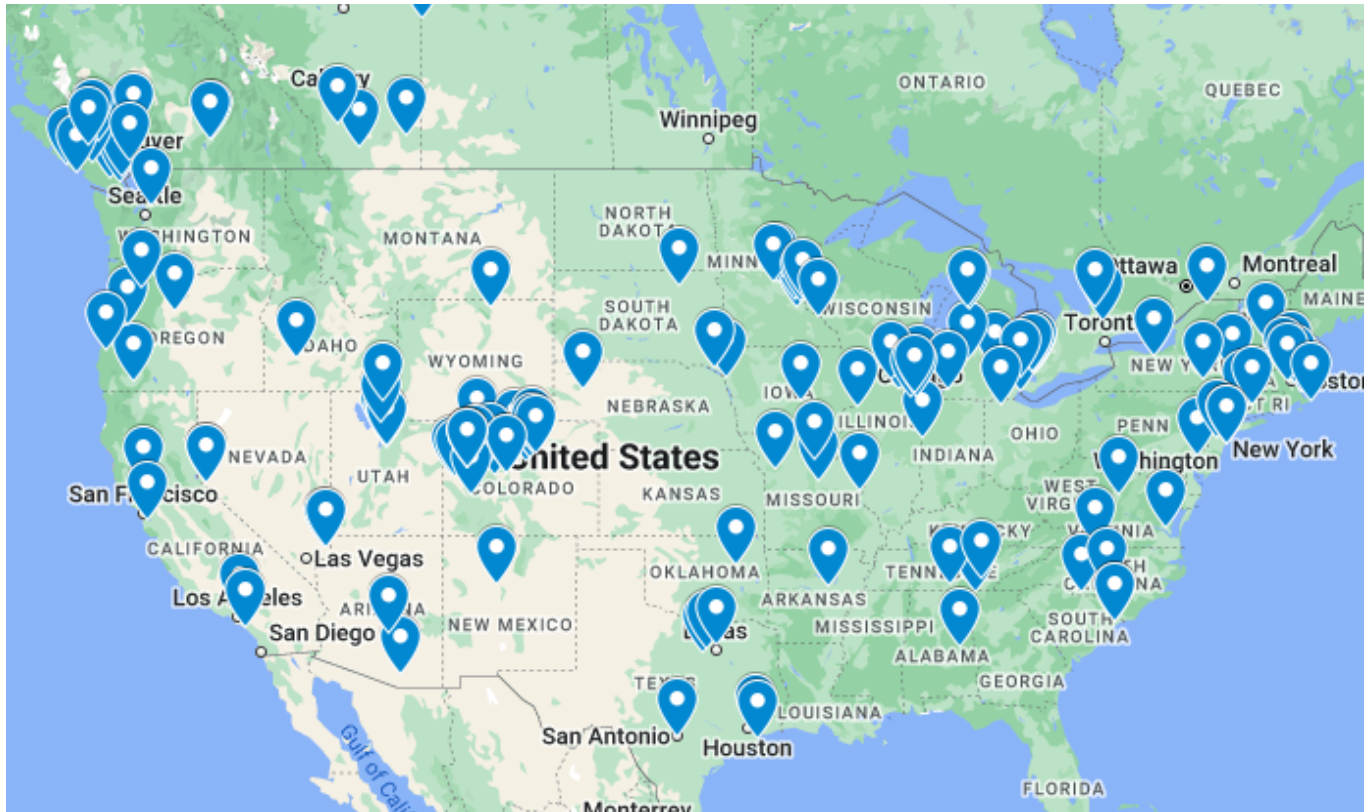
*Dedicated to the World's Most Important Resource®*





# WHO ELSE DOES THIS?

Waterworth is trusted by over 150 cities and towns across North America.



**SAINT PAUL**  
MINNESOTA







## CLIENT TESTIMONIALS

"We've been trying to do this on our own for 10 years, to have something so turnkey was just an absolute blessing."

Lisa Vollbrecht, Public Utilities Director  
City of St. Cloud, Minnesota



"Previously, we relied on outside consultants to provide us with data to make decisions on. By us actually performing and executing the models with the help of and support of the Waterworth team, we were able to do that work ourselves."

Tony Loete, Utilities Director  
City of Moline, Illinois



"That's how we have found Waterworth to be valuable: showing our elected officials the scenarios of if we don't do anything, if we do something, and having those changes side by side."

John Mastandona, Director of Finance  
Village of Western Springs, Illinois





# ANNUAL SUBSCRIPTION

Item	Description	Unit Price	Cumulative Price
1 <sup>st</sup> Service Area	Software Access to Wastewater Service Area Unlimited Support and Advising for Wastewater	\$8,150	\$8,150
2 <sup>nd</sup> Service Area	Software Access to Water Service Area Unlimited Support and Advising for Water	\$6,500	\$14,650
Total USD			\$14,650

## Included:

- Implementation
- Unlimited User Licenses
- Unlimited Support and Advising
- Training
- Workshop Facilitation
- Presentation
- Assistance with: Data Onboarding, Data Analysis, Scenario Exploration

Subscription effective date begins on the day of the Getting Started Meeting when user sign-in accounts are created. Renewal invoices will be sent 60 days before the anniversary of the effective date. Prices set to increase by 4.5% per year.



## SOLE SOURCE

Waterworth is a unique and specialized solution with no comparable alternative. No customer has ever had to procure Waterworth through an RFP process.

### Sole Source Qualifying Factors

1. Unique & Proprietary Technology
2. Highly Specialized Purpose-Built
3. Compatibility with Existing Systems
4. Quick Implementation & Training
5. Professional Advice & Coaching

Based on the Sole Source Requirements outlined by the National Association of State Procurement Officials (NASPO), the Single/Sole Source Procurement our clients have referenced when subscribing to Waterworth.

Sole Source Documentation available upon request:



- Template memo to council/board that you can edit
- Detailed documentation describing what is unique and specialized about Waterworth in support of sole sourcing



# Gain total financial control over your water systems



*Waterworth is a cloud-based water rate analysis and forecasting solution that is backed by professional support.*

*Staff are empowered to perform higher quality analysis using visual, dynamic scenario modeling. This leads to better conversations and decision making. All without the need for expensive consultants.*

## Tell a Better Story

Take pride in analysis that tells a financial story. This better informs elected officials on complex issues, which leads to smarter decisions made more efficiently.

## Use data to drive better decisions

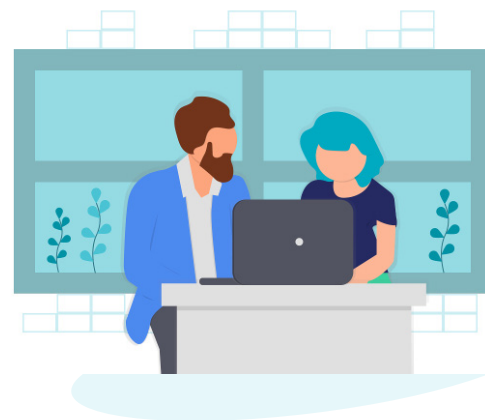
Up-to-date data reflects the real-world circumstances of your community so you can have confidence that analysis and recommendations plot the best path forward.

## Ensure financial sustainability

Be financially resilient and mitigate uncertainty about future events by exploring scenarios. Easily adjust variables to explore 'what if' situations.

## Leverage professional support that's tailored to you

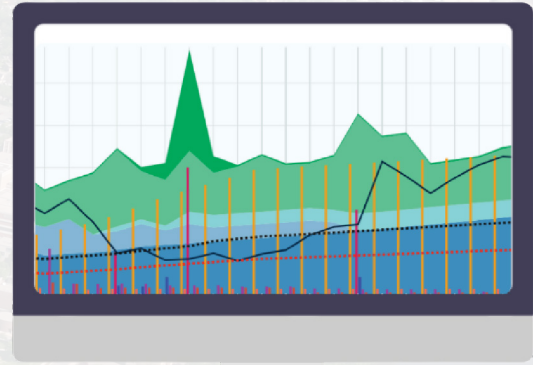
We're here to make sure you are asking the right questions and making progress towards community goals. Support is here, whenever and however you need it.



# Case Study



The City of St. Cloud, Minnesota, needed \$70 million to upgrade its drinking water treatment facility and to meet the need of its fast-growing population. They were also required by the state to implement a conservation rate structure. These objectives were hindered by less than 1% in rate increases over the previous 10 years.



St. Cloud solved these challenges by developing and presenting three water rate and bond scenarios in Waterworth's visual, interactive financial model. That informed elected officials on this multifaceted challenges to facilitate efficient decision making. In the end, St. Cloud's funding strategy allowed them to generate the total necessary funding to support their growth, while remaining compliant with state regulations.

Tell a better financial story



Have effective conversations



Make smart decisions more efficiently

*"Waterworth was helpful in showing us what future growth looks like and how much money needs to go into that."*

Lisa Vollbrecht, Utilities Director  
City of St. Cloud, MN

*"It's amazing how quickly our board members are beginning to understand the issues related to this process."*

Wes Smith, Chief Financial Officer  
Virgin Valley Water District, NV


*"Because we had the visuals of the [Waterworth] graphs... it just was clicking and making a lot more sense."*

Stephanie Wilson, General Manager  
Macon Municipal Utilities, MO



**AGENDA  
BILL  
Item 8.A**

**General Manager's  
Report**

DATE SUBMITTED:	March 7, 2024	MEETING DATE:	March 13, 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, March 13, 2024 – 6:30 p.m.

#### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Mar 27, 2024	8:00 a.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 May 29, 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:

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

##### Investment Committee:

- The committee met on February 28, discussion included review of the Waterworth utility rate modelling software.

#### Upcoming Board Meeting Topics

- SVWTP chlorine contact basin design project professional services agreement approval
- Effective Utility Management assessment work session
- Geneva reservoir/SVWTP booster station seismic retrofits project professional services agreement approval
- Facility security assessment presentation
- Rocky Ridge/Lakewood sewer lift stations improvements public works contract approval
- Euclid sewer lift station improvements project contract closeout

## 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.*

#### 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 has finalized updates to two (2) programs (meter reading and wildfire smoke) and has initiated review of the employee orientation 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 is scheduled to attend the WASWD Section III meeting in Marysville on March 12.*

## **Lake Whatcom Water Quality**

### Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary is scheduled to attend a meeting on March 11 in preparation for the annual Joint Councils meeting.*