



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed March 27, 2024
8:00 a.m. - 10:00 a.m.

Meeting Access

Meetings are held in person at our Administrative offices at 1220 Lakeway Drive in Bellingham. If you prefer to attend remotely, access information is below.

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 Access Code: 596-307-141

*Press *6 to mute/unmute your microphone*

New to GoToMeeting? Get the app now and be ready when the meeting starts:

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

Attending a Meeting

Lake Whatcom Water & Sewer District's regular Board meetings take place on the second Wednesday of each month at 6:30 pm and the last Wednesday of each month at 8:00 am.

Meetings are open to the public per the Open Public Meetings Act.

All meetings are hybrid, available in person or online. 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 your display name to "Observation Only."

Public Comment Periods

Public comment periods are built in to the agenda, one near the beginning of the meeting and one near the end.

Commissioners will listen, but will not respond or engage in dialogue during the comment period. Direct questions or requests are noted by staff for follow-up.

For the sake of time, and to leave plenty of time for scheduled agenda items, public comments are limited to 3 minutes per person and 45 minutes per comment period.

Comments may be submitted at any time through mail, email, our online contact form, or by phone.

For more information about communicating with the Board of Commissioners, [please visit our website!](#)



Questions?

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



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

March 27, 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. Board Meeting Protocol and Compliance with the Open Public Meetings Act
 - B. Effective Utility Management Assessment
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:	March 21, 2024	MEETING DATE:	March 27, 2024
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL	<i>[Signature]</i>		
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 03.26.2024****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the February 28, 2024 Regular Board Meeting
- Minutes for the March 13, 2024 Regular Board Meeting
- Payroll for Pay Period #6 (03.02.2024 through 03.15.2024) totaling \$52,984.68
- Benefits for Pay Period #6 totaling \$56,138.57
- 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

March 13, 2024

Board President Todd Citron called the Regular Session to order at 6:00 p.m.

Attendees: Commissioner Todd Citron General Manager Justin Clary
Commissioner John Carter Engineering Manager Greg Nicoll
Commissioner Bruce Ford Finance Manager Jenny Signs
Commissioner Jeff Knakal Operations Manager Jason Dahlstrom
Recording Secretary Rachael Hope Legal Counsel Bob Carmichael

Excused Absence: Commissioner David Holland

Also in attendance were Lachlan Hunter(v) & Grange Gordon(v) of Waterworth. An un-named member of the public was also present for a portion of the meeting. Attendees noted with a (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Carter seconded, approval of:

- **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**

Motion passed.

Division 7 Reservoir Replacement Project Public Works Contract Award

Nicoll explained that following seismic vulnerability analyses done in 2016 and subsequent alternatives analysis and sizing calculations, the District opted to move forward with the construction of two 46-foot-tall concrete reservoirs with a combined volume of 476,000 gallons.

The District published an advertisement for bids in the Bellingham Herald on January 10, 2024. Bids were due on February 27, 2024. The Board was provided with the bid summary. Nine bids were received, including the bid alternate and excluding Washington State sales tax, ranging 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 completed a review of the mandatory and supplemental bidder criteria and contacted references provided by Tiger Construction, allowing for determination 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 land disturbance window, which opens on June 1, 2024, with project completion anticipated by the end of the 2025 work window on September 30, 2025. Discussion followed.

Action Taken

Ford moved, Knakal seconded, 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. Motion passed.

Whatcom County Comprehensive Plan Update Comments

Clary recalled 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.

An update to the current Whatcom County Comprehensive Plan is required by June 30, 2025, and the County is soliciting comments from its public agency partners, including the District. The Board discussed draft comments during its regularly scheduled meetings held on February 14 and February 18th. Based upon those dialogues, Clary presented the Board with a letter for consideration. Discussion followed.

Action Taken

Carter moved, Knakal seconded, 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. Motion passed.

Rate Modeling Software Presentation

Signs explained that 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 as well as 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.

At the approach to the mid-cycle point of the current rate study, the District has faced challenges including inflation, supply chain delays, and other economic factors which have impacted costs. With these challenges in mind, as well as significant rising costs in consulting services, staff sought alternative, high-quality options. During this research, staff was recommended a company called Waterworth.

Waterworth is a cloud-based rate analysis and forecasting solution that offers the capability of continuous utility rate management enabling proactive capital reinvestment and adaptability to change. Lachlan Hunter and Grange Gordon from Waterworth provided the Board with a presentation and demonstration of the system's abilities. Discussion followed.

Action Taken

Carter moved, Ford seconded, to authorize the Finance Manager to move forward with purchasing of licensing rights for Waterworth rate modeling software, funded by previously allocated funds in the existing 2023-2024 budget. Motion passed.

General Manager’s Report

Clary updated the Board on several topics, including official announcement of the \$220,000 earmark from U.S. Representative Larsen’s office, the upcoming Joint Councils meeting for Lake Whatcom Management Program on March 27, and recognized District employees Ken Zangari and Cyrus Gates for completion of the ongoing project of replacing all florescent bulbs in District facilities with LED bulbs. Clary also recognized District employees Jenny Signs and Norma Rowland for significant work in conversion of a new timesheet system.

With no further business, Citron adjourned the regular session at 7:47 p.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope pre

Minutes approved by motion at Regular Special Board Meeting on _____



LAKE WHATCOM WATER AND SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

February 28, 2024

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

Attendees:

Commissioner Todd Citron (v)	General Manager Justin Clary
Commissioner John Carter (v)	Engineering Manager Greg Nicoll
Commissioner Bruce Ford	Finance Manager Jenny Signs
Commissioner Jeff Knakal	Operations Manager Jason Dahlstrom
Commissioner David Holland	Recording Secretary Rachael Hope
Legal Counsel Bob Carmichael	

Also in attendance were Sue Sullivan, Environmental Health Manager, and Hayli Hruza, Environmental Health Specialist, from the Whatcom County Department of Health and Community Services, and public attendee Lachlan Hunter of Waterworth(v). Attendees noted with a (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Ford seconded, approval of:

- **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 totaling \$162,683.47**

Motion passed.

Whatcom County Onsite Sewage System Compliance Program Presentation

Clary explained that 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 (WCDOH) is responsible for administering the regulations throughout Whatcom County, including the 789 recorded OSS in the Lake Whatcom Watershed. Hayli Hruza, WCDOH Environmental Health Specialist, provided an overview of OSS compliance and regulation in Whatcom County, accompanied by Sue Sullivan, Environmental Health Manager. Discussion followed.

Whatcom County Comprehensive Plan Update Comments

Clary recalled 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. An update to the current Whatcom County Comprehensive Plan is required by June 30, 2025, and the County is soliciting comments from its public agency partners, including the District. 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, 2024. Based upon this discussion, Clary presented the Board with a letter for consideration. Discussion followed.

General Manager’s Report

Clary updated the Board on several topics, including the in-progress salary survey, the Division 7 Reservoir Replacement Project bid opening, and the winner of the District’s Annual Chili Cook-off, Kristin Hemenway!

Engineering Department Report

Nicoll highlighted several projects, including more information on bids for the Division 7 Reservoir Replacement Project, replacement of the generator at the Euclid Sewer Lift Station, receipt of statements of qualification for the SWWTP Chlorine Contact Basin design, and upcoming bid opening for Rocky Ridge & Lakewood sewer lift stations improvements. Discussion followed.

Finance Department Report

Signs report focused on January revenues, money invested with the Local Government Investment Pool, and reinvestment of a bond that matured in January 2024. She anticipates that high interest rates will linger through the end of 2024.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including another month of no time loss or near miss injuries, ongoing replacement of identified low flow pressure reduction valves, and predicted September delivery of the new service truck ordered in August 2023.

With no further business, Citron adjourned the regular session at 10:10 a.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope pre

Minutes approved by motion at Regular Special Board Meeting on _____

PAYROLL

CHECK REGISTER

Lake Whatcom W-S District

Time: 12:28:33 Date: 03/19/2024

03/21/2024 To: 03/21/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
838	03/21/2024	Payroll	5	EFT		439.99	03/02/2024 - 03/15/2024 PR 06
839	03/21/2024	Payroll	5	EFT		439.99	03/02/2024 - 03/15/2024 PR 06
840	03/21/2024	Payroll	5	EFT		3,754.07	03/02/2024 - 03/15/2024 PR 06
841	03/21/2024	Payroll	5	EFT		3,983.72	03/02/2024 - 03/15/2024 PR 06
842	03/21/2024	Payroll	5	EFT		3,507.39	03/02/2024 - 03/15/2024 PR 06
844	03/21/2024	Payroll	5	EFT		2,859.30	03/02/2024 - 03/15/2024 PR 06
846	03/21/2024	Payroll	5	EFT		2,048.07	03/02/2024 - 03/15/2024 PR 06
847	03/21/2024	Payroll	5	EFT		3,240.57	03/02/2024 - 03/15/2024 PR 06
848	03/21/2024	Payroll	5	EFT		590.39	03/02/2024 - 03/15/2024 PR 06
849	03/21/2024	Payroll	5	EFT		2,587.22	03/02/2024 - 03/15/2024 PR 06
850	03/21/2024	Payroll	5	EFT		2,213.67	03/02/2024 - 03/15/2024 PR 06
851	03/21/2024	Payroll	5	EFT		439.99	03/02/2024 - 03/15/2024 PR 06
852	03/21/2024	Payroll	5	EFT		2,622.55	03/02/2024 - 03/15/2024 PR 06
853	03/21/2024	Payroll	5	EFT		2,614.51	03/02/2024 - 03/15/2024 PR 06
854	03/21/2024	Payroll	5	EFT		3,299.01	03/02/2024 - 03/15/2024 PR 06
855	03/21/2024	Payroll	5	EFT		1,443.00	03/02/2024 - 03/15/2024 PR 06
856	03/21/2024	Payroll	5	EFT		2,341.83	03/02/2024 - 03/15/2024 PR 06
857	03/21/2024	Payroll	5	EFT		4,148.92	03/02/2024 - 03/15/2024 PR 06
858	03/21/2024	Payroll	5	EFT		2,224.42	03/02/2024 - 03/15/2024 PR 06
859	03/21/2024	Payroll	5	EFT		2,790.72	03/02/2024 - 03/15/2024 PR 06
837	03/21/2024	Payroll	5	15086		3,312.77	03/02/2024 - 03/15/2024 PR 06
843	03/21/2024	Payroll	5	15087		439.99	2/7/2024, 2/14/2024 &
845	03/21/2024	Payroll	5	15088		1,642.59	03/02/2024 - 03/15/2024 PR 06
						16,495.99	
						36,488.69	
						<u>52,984.68</u>	Payroll: 52,984.68

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

Sign  Date 3/19/2024
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

BENEFITS

CHECK REGISTER

Lake Whatcom W-S District

Time: 12:41:42 Date: 03/19/2024

03/21/2024 To: 03/21/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
860	03/21/2024	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	5,592.50	Pay Cycle(s) 03/21/2024 To 03/21/2024 - DCP; Pay Cycle(s) 03/21/2024 To 03/21/2024 - ROTH DCP
861	03/21/2024	Payroll	5	EFT	UNITED STATES TREASURY	18,409.24	941 Deposit for Pay Cycle(s) 03/21/2024 - 03/21/2024
862	03/21/2024	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	8,882.46	Pay Cycle(s) 03/21/2024 To 03/21/2024 - PERS 2
863	03/21/2024	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,342.17	Pay Cycle(s) 03/21/2024 To 03/21/2024 - PERS 3
864	03/21/2024	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	897.64	Pay Cycle(s) 03/21/2024 To 03/21/2024 - SUP ENF
865	03/21/2024	Payroll	5	15089	AFLAC	354.85	Pay Cycle(s) 03/21/2024 To 03/21/2024 - AFLAC PRE-TAX; Pay Cycle(s) 03/21/2024 To 03/21/2024 - AFLAC POST-TAX
866	03/21/2024	Payroll	5	15090	AFSCME LOCAL	334.70	Pay Cycle(s) 03/21/2024 To 03/21/2024 - UNION DUES; Pay Cycle(s) 03/21/2024 To 03/21/2024 - UNION FUND
867	03/21/2024	Payroll	5	15091	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 03/21/2024 To 03/21/2024 - VEBA
868	03/21/2024	Payroll	5	15092	WA ST HEALTH CARE AUTHORITY	17,735.01	Pay Cycle(s) 03/21/2024 To 03/21/2024 - PEBB MEDICAL; Pay Cycle(s) 03/21/2024 To 03/21/2024 - PEBB ADD LTD; Pay Cycle(s) 03/21/2024 To 03/21/2024 - PEBB SMK Surcharge; Pay Cycle(s) 03/21/2024 To 03/21/2024
						41,565.20	
						14,573.37	
						56,138.57	Payroll: 56,138.57

CHECK REGISTER

Lake Whatcom W-S District


Time: 12:41:42 Date: 03/19/2024

03/21/2024 To: 03/21/2024

Page: 2

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
------------	------	--------	-------	----------	--------	------

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 3/19/2024
 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**

**Board Meeting Protocol
and Compliance with the
Open Public Meeting Act**

DATE SUBMITTED:	March 18, 2024	MEETING DATE:	March 27, 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

In light of a disruptive event that occurred during the Board of Commissioners' regularly scheduled meeting on March 13, 2024, staff recommends review of the Washington State Open Public Meetings Act (OPMA), as codified under [Chapter 42.30 Revised Code of Washington](#) (RCW).

As a special purpose district authorized under [Title 57 RCW](#), meetings of the District Board of Commissioners are required to be held open to the public per RCW 42.30.030(1):

All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter.

However, the OPMA does provide measures to ensure governing bodies of public agencies the ability to effectively conduct their business in the event of interruption by members of the public ([RCW 42.30.050](#)):

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. Nothing in this section prohibits the

governing body from stopping people from speaking to the governing body when not recognized by the governing body to speak.

Should a disruptive event occur like that which occurred during the March 13 meeting, staff recommends that the Board President first request the interrupting parties' compliance with the OPMA and District meeting rules. If the interruption continues, staff recommends that the Board President direct that the meeting room be cleared of the public so that the remainder of District business listed on the published meeting agenda may be conducted. Should any member of the public refuse to comply with the order to vacate the meeting room, the Board President should direct the general manager to contact public safety authorities to have the individual(s) removed and recess the meeting until the room has been vacated by the public.

FISCAL IMPACT

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

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Customer Satisfaction

RECOMMENDED BOARD ACTION


No action is recommended.

PROPOSED MOTION

Not applicable.



**AGENDA Effective Utility Management
BILL Assessment
Item 6.B**

DATE SUBMITTED:	January 22, 2024	MEETING DATE:	March 27, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. EUM Assessment memorandum dated January 22, 2024		
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 Effective Utility Management (EUM) assessment process has been developed by industry professionals to help water and wastewater utilities make informed decisions and practical, systematic changes to enhance level-of-service and achieve excellence in utility performance. Please refer to that attached memorandum for additional information on the EUM process and its implementation by the District.

FISCAL IMPACT

No fiscal impact is anticipated with the board's completion of the EUM assessment.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Conducting the EUM assessment supports all ten EUM attributes.

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

Not applicable.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

To: District Board and Staff

Date: January 22, 2024

From: Justin Clary, General Manager

RE: Effective Utility Management Assessment

The Effective Utility Management (EUM) assessment process has been developed by industry professionals to help water and wastewater utilities make informed decisions and practical, systematic changes to enhance level-of-service and achieve excellence in utility performance. The process provides a practical approach to assessing, managing, and measuring a utility's performance through identification of opportunities and challenges that allows for developing an action plan for areas requiring additional focus. Ten *attributes* are identified within the EUM assessment process that comprise a comprehensive framework related to operations, infrastructure, customer satisfaction, community sustainability, natural resource stewardship, and financial performance of a water and/or wastewater utility. The ten attributes are:

- Product Quality
- Customer Satisfaction
- Employee & Leadership Development
- Operational Optimization
- Financial Viability
- Infrastructure Strategy & Performance
- Enterprise Resiliency
- Community Sustainability
- Water Resource Sustainability
- Stakeholder Understanding & Support

District board and staff underwent an initial EUM assessment in 2020, the results of which were integrated into the District's current 2022-2027 Strategic Business Plan. Recognizing four years have passed since the last assessment, coupled with two new commissioners and five new staff members, it is my intent to engage board, management, and all staff in the completion of the assessment process so that we may gain a comprehensive understanding of how the District's performance of each of the ten attributes are currently viewed relative to each other by each group (board, management, and staff), and as-a-whole. This will allow for identifying any significant differences in perception of District performance specific to each attribute between the groups, so that we may all gain a better understanding of others' perspectives. Ultimately, the assessment process will allow for the identification and prioritization of specific attributes to focus the District's resources on improving through the next revision to the District's Strategic Business Plan.

Ten Attributes of Effective Utility Management

Following identifies and defines the ten attributes that will be assessed specific to the District's performance. Please note that the following definitions were taken directly from the EUM guidance document; therefore, some of the references do not specifically apply to the District's operations (e.g., wastewater treatment) but have been retained to provide context.

- **Product Quality.** Produces “fit for purpose” water and other recovered resources (e.g., energy, nutrients, biosolids) that meet or exceed full compliance with regulatory and reliability requirements and consistent with customer, public health, ecological, and economic needs. Products include treated drinking water, treated wastewater effluent, recycled water, stormwater discharges, and recovered resources.
- **Customer Satisfaction.** Provides reliable, responsive, and affordable services in line with explicit, customer-derived service levels. Utilizes a mix of evolving communication technologies to understand and respond to customer needs and expectations, including receiving timely customer feedback and communicating during emergencies. Provides tailored customer service and outreach to traditional residential, commercial, and industrial customers, and understands and exercises as appropriate the opportunities presented by emergent customer groups.
- **Employee Leadership and Development.** Recruits, develops, and retains a workforce that is competent, motivated, adaptive, and safety-focused. Establishes a participatory, collaborative organization dedicated to continual learning, improvement, and innovation. Ensures employee institutional knowledge is retained, transferred, and improved upon over time. Emphasizes and invests in opportunities for professional and leadership development, taking into account the differing needs and expectations of a multi-generational workforce and for resource recovery operations. Establishes an integrated and well-coordinated senior leadership team.
- **Operational Optimization.** Ensures ongoing, timely, cost-effective, reliable, and sustainable performance improvements in all facets of its operations in service to public health and environmental protection. Makes effective use of data from automated and smart systems, and learns from performance monitoring. Minimizes resource use, loss, and impacts from day-to-day operations, and reduces all forms of waste. Maintains awareness of information and operational technology developments to anticipate and support timely adoption of improvements.
- **Financial Viability.** Understands and plans for the full life-cycle cost of utility operations and value of water resources. Establishes and maintains an effective balance between long-term debt, asset values, operations and maintenance expenditures, and operating revenues. Establishes predictable rates—consistent with community expectations and acceptability—adequate to recover costs, provides for reserves, maintains support from bond rating agencies, plans and invests for future needs, taking into account affordability and the needs of disadvantaged households. Implements sound strategies for collecting customer payments. Understands the opportunities available to diversify revenues and

raise capital through adoption of new business models, including revenues from resource recovery.

- **Infrastructure Strategy and Performance.** Understands the condition of and costs associated with critical infrastructure assets. Plans infrastructure investments consistent with community needs, anticipated growth, system reliability goals, and relevant community priorities, building in a robust set of adaptation strategies (e.g., for changing weather patterns, customer base). Maintains and enhances the condition of all assets over the long-term at the lowest possible life-cycle cost and acceptable risk consistent with customer, community, and regulator-supported service levels. Assures asset repair, rehabilitation, and replacement efforts are coordinated within the community to minimize disruptions and other negative consequences.
- **Enterprise Resiliency.** Ensures utility leadership and staff work together internally, and coordinates with external partners, to anticipate, respond to, and avoid problems. Proactively identifies, assesses, establishes tolerance levels for, and effectively manages a full range of business risks (include interdependencies with other services and utilities, legal, regulatory, financial, environmental, safety, physical and cybersecurity, knowledge loss, talent, and natural disaster-related) consistent with industry trends and system reliability goals. Plans for and actively manages around business continuity.
- **Community Sustainability.** Takes an active leadership role in promoting and organizing community sustainability improvements through collaboration with local partners (e.g., transportation departments, economic development organizations, watershed and source water protection groups). Manages operations, infrastructure, and investments to support the economic, environmental, and social health of its community. Integrates water resource management with other critical community infrastructure, social and economic development planning to support community-wide resilience, support for disadvantaged households, community sustainability, and livability.
- **Water Resource Sustainability.** Ensures the availability and sustainable management of water for its community and watershed, including water resource recovery. Understands its roles in the complete water cycle, understands fit for purpose water reuse options, and integrates utility objectives and activities with other watershed managers and partners. Understands and plans for the potential for water resource variability (e.g., changing weather patterns, including extreme events, such as drought or flooding), and utilizes as appropriate a full range of watershed investment and engagement strategies (e.g., integrated planning). Engages in long-term integrated water resource management, and ensures that current and future customer, community, and ecological water-related needs are met.
- **Stakeholder Understanding and Support.** Engenders understanding and support from stakeholders (anyone who can affect or be affected by the District), including customers, oversight bodies, community and watershed interests, and regulatory bodies for service levels, rate structures, operating budgets, capital improvement programs, and risk management decisions. Actively promotes an appreciation of the true value of water and

water services, and water's role in the social, economic, public and environmental health of the community. Actively engages in partnerships, involves stakeholders in decisions that will affect them, understands what it takes to operate as a "good neighbor," and positions the District as a critical asset (anchor institution) in the community.

Next Steps

Once each group has gained an understanding of the ten attributes, I will facilitate independent meetings of each group to define each group's assessment of the District's current level of achievement specific to each attribute, and to determine each group's perspective on the rank of importance of each attribute relative to each other. The assessment results will then be evaluated by the Board to identify specific attributes that it wishes for additional focus/resources to be placed upon. Based upon Board direction, staff will then proceed with the next step in the EUM process—revision to the Strategic Business Plan to incorporate enhancement of the selected attribute(s) relative to overall District operations.



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	March 21, 2024	MEETING DATE:	March 27, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL	<i>Justin Clary</i>		
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 27, 2024 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Apr 10, 2024	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Apr 11, 2024	8:00 a.m.	Board Room/Hybrid Commissioner Ford 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 Fireplace Rm 625 Halleck Street/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	Wed Apr 17, 2024	7:00 a.m.	WASWD Spring Conference
Whatcom Water Districts Caucus Meeting	Wed Apr 17, 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:

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

Upcoming Board Meeting Topics

- SWWTP chlorine contact basin design project hazard mitigation grant and professional services agreements approval
- Geneva reservoir/SWWTP booster station seismic retrofits project hazard mitigation grant and professional services agreements approval
- Effective Utility Management assessment results review
- 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 during the March 27 board meeting. 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 is reviewing 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.
Complete.

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 attended a WASWD capital project funding insights webinar on March 19.*
- *J Clary attended the Whatcom Water Districts Caucus meeting (virtual) on March 20.*
- *J Clary attended the Water and Sewer Risk Management Pool semi-annual meeting (virtual) on March 21.*

Lake Whatcom Water Quality


Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the data group and executive team meetings on March 11 and the interjurisdictional coordinating team meeting on March 21.



**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 March 27, 2024 Board Meeting
Data Compiled 3/20/24 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	3969	70	45	2
Remaining Capacity (ERUs)	**	15	36	0
Permitted ERUs Under Construction	32	0	1	0
Pre-paid Connection Certificates & Expired Permits	12	0	3	0
Water Availabilities (trailing 12 months)	69	0	0	0
Subtotal - Commitments not yet connected	113	0	4	0
Available ERUs	**	15	32	0

** Per DOH, water system capacity is sufficient for buildout. Oct 2018

Agate Heights approved ERUs increased from 57 to 81 with DOH approval on August 10, 2021

Annual Reports		
Name Of Report	Deadline	Completed
Report Number of Sewer ERUs to City of Bellingham Prepared by: Greg Nicoll	January 15	January 31, 2024
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: 3/20/2024

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. Contractor has proposed replacing the generator, which would be installed in August based on projected equipment lead times.

PROJECT SCHEDULE

	4/10/2018	2/4/2019	12/1/2019	9/26/2020	7/23/2021	5/19/2022	3/15/2023	1/9/2024	11/4/2024
TOTAL PROJECT	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>								
PROGRESS	<div style="width: 85%; height: 10px; background-color: #90EE90;"></div>								

Budget Summary	
Budget:	\$ 1,816,583.06
Spent to Date:	\$ 1,718,707.15
Balance:	\$ 97,875.91
Budget Year:	2018



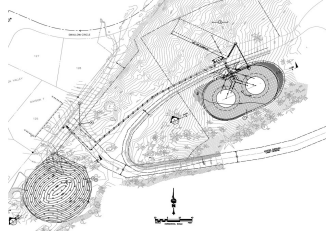
C2111 - DIVISION 7 RESERVOIR REPLACEMENT

Project Summary:	Replace existing steel reservoir with two concrete reservoirs and provide seismic improvements.
Project Status:	Bids opened 2/27/24. Board approved staff's recommendation to award the construction contract to Tiger Construction at the March 13, 2023 meeting. Contract's are being executed and pre-con will be scheduled for the first week of April. On-site work anticipated to start in the beginning of June.

PROJECT SCHEDULE

	6/14/2017	10/27/2018	3/10/2020	7/23/2021	12/5/2022	4/18/2024	8/31/2025
TOTAL PROJECT	<div style="width: 100%; height: 10px; background-color: #00AEEF;"></div>						
PROGRESS	<div style="width: 65%; height: 10px; background-color: #00AEEF;"></div>						

Budget Summary	
Budget:	\$ 3,301,000.00
Spent to Date:	\$ 399,278.07
Balance:	\$ 2,901,721.93
Budget Year:	2021



MAJOR PROJECTS IN DESIGN:

C2112 - ROCKY RIDGE AND LAKEWOOD PUMP STATIONS REHABILITATION


Project Summary:	Replace existing pumps, enclosures, controls and power service.
Project Status:	Project was advertised for bids on March 6. Pre-bid meeting on March 26 and bid opening on April 9. Requesting board approval to award at the April 24 meeting and construction starting May 2024. Four out of nine construction easements have been obtained. Still awaiting PSE approval of electrical service.

PROJECT SCHEDULE

	10/31/2021	3/30/2022	8/27/2022	1/24/2023	6/23/2023	11/20/2023	4/18/2024	9/15/2024
TOTAL PROJECT	[Green bar spanning from 10/31/2021 to 9/15/2024]							
PROGRESS	[Light green bar spanning from 10/31/2021 to 4/18/2024]							

Budget Summary	
Budget:	\$ 2,116,353.00
Spent to Date:	\$ 281,072.20
Balance:	\$ 1,835,280.80

Budget Year: 2021



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

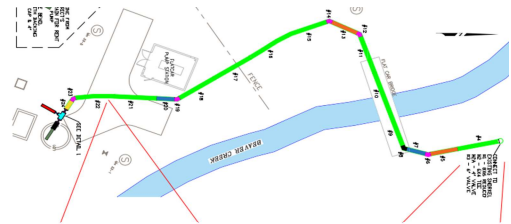
Project Summary:	Construct a utility bridge across Beaver Creek and install new piping from Flat Car, across the new bridge to an existing bypass connection that will allow Flat Car PS to pump to the detention basin in the event of an emergency.
Project Status:	Finalizing design and completing permitting. Due to budget constraints, only the buried piping and fittings will be installed this year (with maintenance crews). Additional budget will be requested as part of the 2025-26 budget to construct the pipe bridge in 2025.

PROJECT SCHEDULE

	6/23/2023	11/20/2023	4/18/2024	9/15/2024	2/12/2025	7/12/2025	12/9/2025
TOTAL PROJECT	[Green bar spanning from 6/23/2023 to 12/9/2025]						
PROGRESS	[Light green bar spanning from 6/23/2023 to 4/18/2024]						

Budget Summary	
Budget:	\$ 153,000.00
Spent to Date:	\$ 88,787.60
Balance:	\$ 64,212.40

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:	Three bids were solicited for the new tank. The selected tank will be a 2,550 gallon polyethylene tank manufactured by Poly Processing, Inc. and provided by TMG, Inc. 10-12 week lead time. Installation anticipated to be completed by District staff in mid-summer.

PROJECT SCHEDULE

	7/3/2023	9/16/2023	11/30/2023	2/13/2024	4/28/2024	7/12/2024	9/25/2024	12/9/2024
TOTAL PROJECT	[Progress bar from 7/3/2023 to 9/25/2024]							
PROGRESS	[Progress bar from 7/3/2023 to 2/13/2024]							

Budget Summary	
Budget:	\$ 88,000.00
Spent to Date:	\$ 51,971.31
Balance:	\$ 36,028.69

Budget Year: 2023

C2307 - EAGLERIDGE BOOSTER PUMP STATION EVALUATION AND UPGRADES

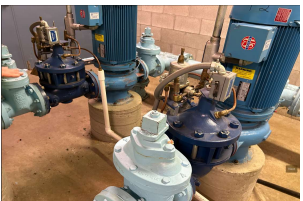

Project Summary:	Evaluate aging domestic and high flow pumps and controls and construct recommended upgrades to extend the useful life of the booster station.
Project Status:	District staff has completed field testing of the existing pumping system to identify the nature and extent of issues associated with the control system and is further evaluating historical operating data. Procuring new pump gaskets so that the O&M team can inspect the volutes, impellers and other pump components.

PROJECT SCHEDULE

	12/20/2023	3/4/2024	5/18/2024	8/1/2024	10/15/2024	12/29/2024	3/14/2025
TOTAL PROJECT	[Progress bar from 12/20/2023 to 12/29/2024]						
PROGRESS	[Progress bar from 12/20/2023 to 3/4/2024]						

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. District staff reviewed the two SOQs received and held breif interviews on 3/20/24. Staff intends to select a company, negotiate a proposed contract 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	[Progress bar from 12/20/2023 to 10/25/2025]										
PROGRESS	[Progress bar from 12/20/2023 to 3/4/2024]										

Budget Summary	
Budget:	\$ 1,963,000.00 <i>Not incl. in 2023/24 Budget. 87.5% grant funded</i>
Spent to Date:	\$ -
Balance:	\$ 1,963,000.00
Budget Year: 2024 (pushed forward from 2026)	





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 3/28/24.

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	[Progress bar from 12/20/2023 to 11/19/2025]							
PROGRESS	[Progress bar from 12/20/2023 to 3/29/2024]							

Budget Summary	
Budget:	\$ 1,399,640.00 <i>Not incl. in 2023/24 Budget. 95% grant funded</i>
Spent to Date:	\$ -
Balance:	\$ 1,399,640.00
Budget Year: 2024 (pushed forward from 2028)	

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. O&M staff is completing field investigation of 20% of approximately 700 connections with undocumented construction materials.

Budget Year:	2022	Projected Completion:	October 2024
--------------	------	-----------------------	--------------

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

<p>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.</p> <p>Status: Project submittals have been approved and shop fabrication of the various project components is underway. Field installation and startup is planned for April.</p> <p>Budget Year: <input type="text" value="2022"/> Projected Completion: <input type="text" value="May 2024"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="\$ 244,643.00"/> Spent to Date: <input type="text" value="\$ 76,441.38"/> Balance: <input type="text" value="\$ 168,201.62"/></p>
<p>C1209 - Geneva Reservoir Valve for Emergency Isolation: Install a new gate valve to allow shut off and isolation of the Geneva Reservoir</p> <p>Status: On hold pending resolution of the City of Bellingham emergency intertie.</p> <p>Budget Year: <input type="text" value="2021"/> Projected Completion: <input type="text" value="TBD"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="\$ 10,000.00"/> Spent to Date: <input type="text" value="\$ 5,650.00"/> Balance: <input type="text" value="\$ 4,350.00"/></p>
<p>A2210 - Reservoir and WTP Site Security Assessment: Assessment to identify recommended security improvements.</p> <p>Status: BHC Engineers has submitted and District staff is currently reviewing a preliminary security measures summary memo. Presentation of findings to the Board scheduled for the April 24 meeting.</p> <p>Budget Year: <input type="text" value="2022"/> Projected Completion: <input type="text" value="July 2024"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="\$ 50,000.00"/> Spent to Date: <input type="text" value="\$ 17,080.90"/> Balance: <input type="text" value="\$ 32,919.10"/></p>
<p>C2301 - LWBI CIPP: Phased project to complete relining of the Lake Whatcom Boulevard Interceptor.</p> <p>Status: 2023 CIPP is complete. Next phase of re-lining will be in 2025.</p> <p>Budget Year: <input type="text" value="2022"/> Projected Completion: <input type="text" value="July 2025"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="\$ 185,000.00"/> Spent to Date: <input type="text" value="\$ 144,702.50"/> Balance: <input type="text" value="\$ 40,297.50"/></p>
<p>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.</p> <p>Status: Staff has coordinated with the fire marshall regarding requirements for the proposed installation. The fire marshall has identified additional requirements that will result in additional costs beyond the project budget. Staff is looking at other, potentially more cost effective alternatives.</p> <p>Budget Year: <input type="text" value="2023"/> Projected Completion: <input type="text" value="December 2024"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="\$ 6,000.00"/> Spent to Date: <input type="text" value="\$ -"/> Balance: <input type="text" value="\$ 6,000.00"/></p>
<p>M2120C - Nov 2021 Flood Event Response: Cleanup and repairs associated with the November 2021 flood event.</p> <p>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.</p> <p>Budget Year: <input type="text" value="2021"/> Projected Completion: <input type="text" value="October 2024"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="\$ -"/> Spent to Date: <input type="text" value="\$ 271,928.83"/> Balance: <input type="text" value="\$ (271,928.83)"/></p>

C2308 - Div 30 Reservoir Cathodic Protection: Installation of cathodic protection.
Status: The District has contracted with Norton Corrosion. Due to extended lead times for materials, installation of the improvements is delayed until mid-May 2024.

Budget Year: **Projected Completion:**

Budget Summary		
Budget: <input type="text" value="\$ 36,000.00"/>	Spent to Date: <input type="text" value="\$ -"/>	Balance: <input type="text" value="\$ 36,000.00"/>

M2309 - Reservoir Inspection and interior cleaning: Clean and inspect all 8 reservoirs and raw water intake.
Status: The District has contracted with H2O Solutions to complete the work. A pre-construction meeting was held on March 19 and work is scheduled to start during the first week of April. On-site work is estimated to take ~1 week.

Budget Year: **Projected Completion:**

Budget Summary		
Budget: <input type="text" value="\$ 41,000.00"/>	Spent to Date: <input type="text" value="\$ -"/>	Balance: <input type="text" value="\$ 41,000.00"/>

PROJECTS COMPLETED IN PAST 12 MONTHS

Project #	Project Name	Budget	Spent	Balance
C 2301	LWBI CIPP Renewal Project Priority1 (2023)	\$ 185,000.00	\$ 144,702.50	\$ 40,297.50
C 1909	Little Strawberry Bridge Water Main Slip Line with HDPE	\$ 20,000.00	\$ 1,669.59	\$ 18,330.41
C 2012	Austin-Fremont PRV Rebuild	\$ 10,000.00	\$ 13,279.20	\$ (3,279.20)
C 2106	SVWTP to SVPS Telemetry Comm Study, Testing	\$ 10,000.00	\$ 4,224.00	\$ 5,776.00
C 2213	Pinto Creek PRV Replacement (labor by District crew)	\$ 14,000.00	\$ 16,238.00	\$ (2,238.00)
C 2216	Replace Tool Truck	\$ 75,000.00	\$ 60,801.18	\$ 14,198.82
M 2226	Div 30 Reservoir Removal of Hazard Trees	\$ 20,000.00	\$ 39,434.34	\$ (19,434.34)
A 2228	Agate Area Wells Exhibits and Mapping	\$ 5,400.00	\$ 2,413.86	\$ 2,986.14
M 2230	Scenic Ave Intertie Valve Repair	\$ 60,000.00	\$ 55,989.50	\$ 4,010.50
C 2202	Replace Sewer Camera Equipment	\$ 150,000.00	\$ 174,737.79	\$ (24,737.79)



**AGENDA
BILL
Item 8.C**

**Finance Department
Report**

DATE SUBMITTED:	March 12, 2024	MEETING DATE:	March 27, 2024
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. February 2024 Financial Report		
	2. February 2024 Cash & Investment Summary		
	3. February 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: 08:32:35 Date: 03/13/2024

Page: 1

401 Water Fund

Revenues	Amt Budgeted	February	YTD	Remaining		
330 State Generated Revenues						
333 97 00 02	Federal Indirect Grant Homeland Security	1,600,000.00	224,561.88	224,561.88	1,375,438.12	86.0%
334 01 80 01	State Grant From Military Department	0.00	37,426.98	37,426.98	(37,426.98)	0.0%
330 State Generated Revenues		1,600,000.00	261,988.86	261,988.86	1,338,011.14	83.6%
340 Charges For Services						
343 40 10 00	Water Sales Metered	3,161,387.00	305,478.72	650,418.74	2,510,968.26	79.4%
343 40 30 01	DEA Cost Reimbursement	0.00	4,951.16	4,951.16	(4,951.16)	0.0%
343 41 10 01	General Facilities Charges - Water	104,058.00	479.27	958.54	103,099.46	99.1%
340 Charges For Services		3,265,445.00	310,909.15	656,328.44	2,609,116.56	79.9%
350 Fines & Forfeitures						
359 81 10 00	Combined Fees	8,500.00	(1,544.77)	4,041.91	4,458.09	52.4%
359 90 00 00	Late Fees	60,000.00	1,704.20	7,986.79	52,013.21	86.7%
350 Fines & Forfeitures		68,500.00	159.43	12,028.70	56,471.30	82.4%
360 Misc Revenues						
361 11 00 00	Investment Interest	34,091.00	6,829.56	16,760.03	17,330.97	50.8%
369 91 01 00	Miscellaneous	1,000.00	112.99	112.99	887.01	88.7%
360 Misc Revenues		35,091.00	6,942.55	16,873.02	18,217.98	51.9%
Fund Revenues:		4,969,036.00	579,999.99	947,219.02	4,021,816.98	80.9%
Expenditures	Amt Budgeted	February	YTD	Remaining		
534 Water Utilities						
534 10 10 00	Water - Gen Admin Payroll	371,432.00	28,489.27	58,494.04	312,937.96	84.3%
534 10 20 00	Water - Gen Admin Personnel Benefits	184,645.00	11,492.56	26,713.41	157,931.59	85.5%
534 10 31 00	Water - Gen Admin Supplies	12,500.00	161.34	1,392.72	11,107.28	88.9%
534 10 31 01	Water - Meetings/Team building	2,000.00	1,256.53	1,337.65	662.35	33.1%
534 10 40 00	Water - Merchant Services Fees	14,200.00	2,307.04	3,487.80	10,712.20	75.4%
534 10 40 01	Water - Bank Fees	1,400.00	72.19	162.79	1,237.21	88.4%
534 10 41 00	Water - Quality Assurance Programs	87,810.00	0.00	66,134.00	21,676.00	24.7%
534 10 41 01	Water - Gen Admin Prof Srvc	107,925.00	4,209.03	14,850.38	93,074.62	86.2%
534 10 41 02	Water- Engineering Srvc	14,000.00	0.00	917.25	13,082.75	93.4%
534 10 41 03	Water - Legal Srvc	31,000.00	1,600.11	6,342.45	24,657.55	79.5%
534 10 42 00	Water - Admin Communication	33,000.00	2,681.12	5,565.15	27,434.85	83.1%
534 10 43 00	Water - Software/IT Subscriptions	41,405.00	3,056.41	21,429.61	19,975.39	48.2%
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	0.00	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	5,350.35	13,194.04	7,305.96	35.6%
534 10 49 02	Water - Taxes	165,095.00	17,563.13	29,554.23	135,540.77	82.1%
534 40 43 00	Water - Admin Training & Travel	13,000.00	704.87	762.87	12,237.13	94.1%

2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 08:32:35 Date: 03/13/2024

Page: 2

401 Water Fund

Expenditures	Amt Budgeted	February	YTD	Remaining		
534 Water Utilities						
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	11,422.30	21,876.33	98,623.67	81.8%
534 50 31 01	Water- Small Assets	47,250.00	536.92	10,502.85	36,747.15	77.8%
534 50 48 00	Water - Repair & Maint	120,750.00	1,231.80	3,926.55	116,823.45	96.7%
534 50 49 00	Water - Insurance Claims	2,500.00	5,000.00	5,000.00	(2,500.00)	0.0%
534 60 41 00	Water - Operations Contracted (Edge Analytical)	12,000.00	651.00	2,325.78	9,674.22	80.6%
534 60 47 00	Water - City of Bellingham	62,920.00	3,765.89	7,050.94	55,869.06	88.8%
534 80 10 00	Water - Operations Payroll	692,736.00	48,478.22	104,600.41	588,135.59	84.9%
534 80 20 00	Water - Operations Personnel Benefits	288,803.00	20,375.94	44,589.99	244,213.01	84.6%
534 80 32 00	Water - Operations Fuel	26,000.00	2,464.68	2,761.17	23,238.83	89.4%
534 80 35 00	Water - Safety Supplies	10,000.00	92.02	837.72	9,162.28	91.6%
534 80 35 01	Water - Safety Boots	1,400.00	0.00	62.55	1,337.45	95.5%
534 80 35 02	Water - Emergency Preparedness	3,000.00	0.00	49.39	2,950.61	98.4%
534 80 43 00	Water - Operation Training/Travel/Certifications	13,000.00	1,142.27	2,149.77	10,850.23	83.5%
534 80 47 00	Water - Ops Utilities	138,835.00	24,083.05	25,145.24	113,689.76	81.9%
534 80 49 00	Water - Operations Laundry	2,000.00	158.72	326.09	1,673.91	83.7%
534 Water Utilities		2,761,806.00	198,346.76	481,709.67	2,280,096.33	82.6%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	(2,120.60)	2,951.05	(2,951.05)	0.0%
580 Non Expenditures		0.00	(2,120.60)	2,951.05	(2,951.05)	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	42,049.52	48,444.74	(48,444.74)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	0.00	6,488.90	(6,488.90)	0.0%
594 Capital Expenditures		1,886,500.00	42,049.52	54,933.64	1,831,566.36	97.1%
Fund Expenditures:		4,869,058.00	238,275.68	539,594.36	4,329,463.64	88.9%
Fund Excess/(Deficit):		99,978.00	341,724.31	407,624.66		

2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 08:32:35 Date: 03/13/2024

Page: 3

402 Sewer Fund

Revenues	Amt Budgeted	February	YTD	Remaining	
340 Charges For Services					
343 50 11 00 Sewer Service Residential	4,763,437.00	486,238.81	1,090,899.77	3,672,537.23	77.1%
343 50 19 00 Sewer Service Other	5,540.00	529.64	891.21	4,648.79	83.9%
343 50 30 02 DEA Cost Reimbursement	0.00	6,185.47	6,185.47	(6,185.47)	0.0%
343 51 10 02 General Facilities Charges - Sewer	122,324.00	1,242.64	1,945.28	120,378.72	98.4%
340 Charges For Services	4,891,301.00	494,196.56	1,099,921.73	3,791,379.27	77.5%
360 Misc Revenues					
361 11 00 02 Investment Interest	34,091.00	6,829.55	16,760.03	17,330.97	50.8%
361 40 00 02 ULID 18 Interest/Penalties	0.00	1,674.30	1,674.30	(1,674.30)	0.0%
368 10 00 02 ULID 18 Principal Payments	0.00	1,396.40	1,396.40	(1,396.40)	0.0%
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	112.99	112.99	887.01	88.7%
360 Misc Revenues	40,232.00	10,013.24	19,943.72	20,288.28	50.4%
Fund Revenues:	4,931,533.00	504,209.80	1,119,865.45	3,811,667.55	77.3%

Expenditures	Amt Budgeted	February	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	371,434.00	28,489.25	58,493.91	312,940.09	84.3%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	163,622.00	11,492.42	26,712.99	136,909.01	83.7%
535 10 31 00 Sewer - Gen Admin Supplies	11,500.00	161.33	1,323.73	10,176.27	88.5%
535 10 31 01 Sewer - Meetings/Team Building	2,000.00	1,256.55	1,337.68	662.32	33.1%
535 10 40 00 Sewer -Merchant Services Fees	14,200.00	2,307.05	3,487.80	10,712.20	75.4%
535 10 40 01 Sewer - Bank Fees	1,400.00	72.20	162.80	1,237.20	88.4%
535 10 41 01 Sewer - Gen Admin Prof Srvc	107,925.00	4,208.96	12,367.78	95,557.22	88.5%
535 10 41 02 Sewer - Engineering Srvc	14,000.00	0.00	917.25	13,082.75	93.4%
535 10 41 03 Sewer - Legal Srvc	31,000.00	1,600.11	6,411.44	24,588.56	79.3%
535 10 42 00 Sewer - Admin Communication	33,000.00	2,516.27	5,400.28	27,599.72	83.6%
535 10 43 00 Sewer - Software/IT Subscriptions	41,405.00	3,076.41	21,449.60	19,955.40	48.2%
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	0.00	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	471.55	8,006.25	7,293.75	47.7%
535 10 49 02 Sewer - Taxes	115,000.00	13,712.33	20,796.42	94,203.58	81.9%
535 40 43 00 Sewer - Gen Admin TrainIng &Travel	13,000.00	684.86	742.86	12,257.14	94.3%
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	3,104.77	5,534.49	39,465.51	87.7%
535 50 31 01 Sewer - Small Assets	42,000.00	1,501.69	2,579.89	39,420.11	93.9%
535 50 48 00 Sewer - Repair & Maint	140,000.00	1,549.76	7,283.13	132,716.87	94.8%
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	87,424.80	163,651.94	778,848.06	82.6%
535 80 10 00 Sewer - Operations Payroll	588,048.00	46,351.69	97,988.99	490,059.01	83.3%
535 80 20 00 Sewer - Operations Personnel Benefits	255,921.00	19,553.03	42,118.21	213,802.79	83.5%
535 80 32 00 Sewer - Operations Fuel	26,000.00	2,464.68	3,932.51	22,067.49	84.9%
535 80 35 00 Sewer - Safety Supplies	10,000.00	92.03	837.72	9,162.28	91.6%

2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 08:32:35 Date: 03/13/2024

Page: 4

402 Sewer Fund

Expenditures	Amt Budgeted	February	YTD	Remaining	
535 Sewer					
535 80 35 01 Sewer - Safety Boots	1,400.00	0.00	62.56	1,337.44	95.5%
535 80 35 02 Sewer - Emergency Preparedness	5,000.00	0.00	49.38	4,950.62	99.0%
535 80 43 00 Sewer - Operations Training/Travel/Certification	13,000.00	1,142.29	2,009.79	10,990.21	84.5%
535 80 47 00 Sewer - Ops Utilities	141,383.00	21,991.90	25,813.15	115,569.85	81.7%
535 80 49 00 Sewer - Operations Laundry	2,500.00	158.68	409.84	2,090.16	83.6%
535 Sewer	3,270,238.00	255,384.61	520,048.89	2,750,189.11	84.1%
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	28,310.95	32,821.94	(32,821.94)	0.0%
594 35 63 02 Capital Projects- Sewer System	0.00	5,123.40	32,284.34	(32,284.34)	0.0%
594 35 64 02 Capital Outlay - Sewer Equipment	0.00	6,296.41	6,296.41	(6,296.41)	0.0%
594 Capital Expenditures	1,840,000.00	39,730.76	71,402.69	1,768,597.31	96.1%
Fund Expenditures:	5,755,163.00	295,115.37	591,451.58	5,163,711.42	89.7%
Fund Excess/(Deficit):	(823,630.00)	209,094.43	528,413.87		



LAKE WHATCOM WATER AND SEWER
INVESTMENTS/CASH AS OF 2/29/2024

Petty Cash	\$ 1,600	
Cash	\$ 1,113,427	
Public Funds Account	<u>\$ 275,789</u>	2.940%
 WA Federal	 \$ 1,390,816	
 Local Gov't Investment Pool	 \$ 3,111,126	 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 \$ 8,537,095

USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,185,000
Operating Assigned	\$ 5,304,761
	<u><u>\$ 8,537,095</u></u>

Fund Balance Summary

Water Utility Fund (401)	\$ 1,943,912
Sewer Utility Fund (402)	\$ 4,545,849
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	<u>\$ 772,334</u>
	<u><u>\$ 8,537,095</u></u>



LAKE WHATCOM WATER AND SEWER DISTRICT
February 2024 Utility Account Adjustments

Sudden Valley Adjustments

Late Fee Credits	\$ -
High Use/Leak Credits	\$ 2,548.12

North Shore/Geneva


Late Fee Credits	\$ 123.68
High Use/Leak Credits	\$ -

Total Account Adjustments	\$ 2,671.80
----------------------------------	--------------------



**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

DATE SUBMITTED:	March 21, 2024	MEETING DATE:	March 27, 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	FORMAL ACTION/ MOTION	INFORMATIONAL/ OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the March 27, 2024 Board Meeting
Data Compiled 03/21/24 by RH, RM

State Required Report Status													
Monthly Reports													
Name Of Report	Completed	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	x	x	x									
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	x	x	x									
Annual Reports													
Name Of Report	Deadline	Completed											
WA State Cross Connection Report Prepared by: Rich	May	March 3, 2024											
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	
<i>2023/24 Testing Period - Oct 23, 2023 to March 22, 2024</i>	
	% Complete
Engineering - Managers	100%
Engineering - Staff	100%
Field Crew - Managers	47%
Field Crew - Staff	85%
Office - Managers	100%
Office - Staff	83%
Overall	86%

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	0	0	0	0	0	0
• 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
3/27/2024 Board Meeting

Safety Activities	
	<ol style="list-style-type: none"> 1. No time-loss injuries or near misses. 2. Daily safety reminders directly relevant to the day's tasks. Weekly safety trainings based on District specific safety programs. 3. Jobsite tailgate meetings by project lead.
Water Utility Activities	
	<p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> 1. Sudden Valley <ol style="list-style-type: none"> a. Plant is operating well, averaging 0.5 million gallons per day (MGD) at 700 GPM. b. Water use is consistent with typical seasonal usage. 2. Agate Heights <ol style="list-style-type: none"> a. Plant is operating well. b. Water use is consistent with typical seasonal usage. <p><i>Distribution System</i></p> <ol style="list-style-type: none"> 1. 4 water service line leaks repaired this month 2. Water main flushing to start mid-April in North Shore area, then Geneva 3. Lead service line investigations have begun
Sewer Utility Activities	
	<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> 1. North Point VFD successfully repaired and reinstalled 2. Austin pump #2 being rebuilt in-house <p><i>Collection System</i></p> <ol style="list-style-type: none"> 1. Sewer I&I rehab work done last week, including manhole, vault, mainline grouting.
Fleet	
	<p><i>Vehicles</i></p> <ol style="list-style-type: none"> 1. All vehicles are in good order. 2. New service truck ETA 9/2024 - C2306 <p><i>Equipment</i></p> <ol style="list-style-type: none"> 1. All equipment is functional 2. Sewer camera inspection hardware and software ETA mid-April
Facilities	
	<ol style="list-style-type: none"> 1. All facilities are in good working order 2. Exchange and application server migration
Training	
	<ol style="list-style-type: none"> 1. Tim, Kevin, Jonathan attending Washington Operator Workshop conference Mar 26-28 2. Jason attending APWA Chapter Spring Conference Apr 10-11
Development	
	<ol style="list-style-type: none"> 1. There are 8 permits currently in stages of development

Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom - Operations and Maintenance Manager
3/27/2024 Board Meeting

2022-2027 Strategic Business Plan Implementation Status
 Lake Whatcom Water and Sewer District

Operations Department Goals		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual
1.	Ensure continuity of potable water production that meets or exceeds regulatory requirements					
	Workload Indicators					
	- Number of required water system reports submitted to agencies	18				
	- Number of water treatment plant samples collected/analyzed to maintain water quality	645				
	- Number of water distribution system samples collected/analyzed to maintain water quality	348				
	- Number of hours performing equipment calibration and maintenance	271				
	- Number of hours inventorying and preparing treatment chemicals	30				
	Performance Measures					
	- Meet all Department of Health water quality requirements	YES				
	- Annual receipt of Treatment Optimization Program (TOP) award	TBD				
	- Annual issuance of Consumer Confidence Reports by state deadline	TBD				
	- Number of annual water quality customer complaints received	0				
	- Operating Permit is color green	YES				
2.	Sustain, and as applicable enhance, utility efficiency and resiliency through proactive maintenance of electrical systems and SCADA instrumentation					
	Workload Indicators					
	- Scheduled inspections of electrical cabinets, components and assoc. equipment	25				
	- Scheduled repair of electrical cabinets, components and assoc. equipment	3				
	- SCADA hardware/software installation and maintenance	2				
	- Communication fails requiring follow up	13				
	- Execution of annual contract for generator inspection/maintenance	NA				
	Performance Measures					
	- Number of inspections per year	25				
	- Number of repairs per year	3				
	- Labor hours spent repairing/maintaining SCADA systems	14				
	- Number of repairs required from communications provider	2				
	- Number of generators inspected/maintained per year	0				
3.	Ensure the effective and reliable collections and conveyance of sewage out of the watershed through routine inspection and prevent. Maintenance					
	Workload Indicators					
	- Sewer pumpstations inspected weekly	156				
	- Submersible pumps inspected annually	0				
	- Suction lift pumpstations maintained annually	0				
	- Wetwells cleaned annually	0				
	- Labor hours expended televising/inspecting and cleaning sewer mains	47				
	- Manholes inspected annually	6				
	- Labor hours expended to clean/inspect air relief valves	0				
	Performance Measures					
	- Number of sewer system overflows per year	0				
	- Number of sewer pump fail alarms per year	4				
	- Trend of maintaining annual lift station energy use (pumping efficiencies)	TBD				

Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom - Operations and Maintenance Manager
3/27/2024 Board Meeting

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Operations Department Goals						
	- Trend of reducing costs associated with pump repairs	14,315				
	- Miles of sewer main inspected by camera per year	0.55				
	- Miles of sewer main cleaned per year	0.34				
	- Downward trend of volume of I&I conveyed to City of Bellingham	TBD				
4.	Ensure the maximum operable life of District water infrastructure					
	<i>Workload Indicators</i>					
	- Number of water valves exercised annually	0				
	- Number of water mains flushed annually	0				
	- Number of water PRVs inspected annually	23				
	- Number of water PRVs repaired/rebuilt annually	4				
	- Number of water storage tanks inspected annually	2				
	<i>Performance Measures</i>					
	- Number of valves failing to operate properly	0				
	- Number of distribution system water quality violations per year	0				
	- Percent of action level for disinfection byproducts (reduced monitoring)	40/35				
	- Number of customer complaints regarding water pressure per year	1				
	- Number of water mains flushed per year	0				
	- Number of water storage tanks requiring repair	0				
5.	Expand public relations program					
	<i>Maintain level-of-service expectations relative to development services</i>					
	- Water/sewer connection inquiries processed	24				
	- Water/sewer connection permits issued	0				
	- Pre-construction meetings attended	0				
	- Inspections conducted	1				
	- New water service installations	0				
	<i>Performance Measures</i>					
	- Number of permits issued within 5 working days per year	0				
	- Number of inspections completed per year	0				
- Number of water connections made within 10 days of request per year	0					