



# Lake Whatcom Water & Sewer District Board Meeting Access Information

**Next Meeting:**

Wed April 10, 2024  
6:30 p.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](mailto: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

*April 10, 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. Effective Utility Management Assessment Results Review
  - B. Whatcom County Onsite Septic System Regulation Approach Discussion
7. OTHER BUSINESS
8. STAFF REPORTS
  - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



**AGENDA  
BILL  
Item 5**

**Consent Agenda**

DATE SUBMITTED:	April 4, 2024	MEETING DATE:	April 10, 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 04.09.2024\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Payroll for Pay Period #7 (03.16.2024 through 03.30.2024) totaling \$46,712.21
- Benefits for Pay Period #7 totaling \$53,410.48
- 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: 10:47:05 Date: 04/02/2024

04/04/2024 To: 04/04/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
972	04/04/2024	Payroll	5	EFT		3,745.71	03/16/2024 - 03/29/2024 PR 07
973	04/04/2024	Payroll	5	EFT		2,775.85	03/16/2024 - 03/29/2024 PR 07
974	04/04/2024	Payroll	5	EFT		3,507.39	03/16/2024 - 03/29/2024 PR 07
975	04/04/2024	Payroll	5	EFT		1,811.64	03/16/2024 - 03/29/2024 PR 07
977	04/04/2024	Payroll	5	EFT		2,045.66	03/16/2024 - 03/29/2024 PR 07
978	04/04/2024	Payroll	5	EFT		3,180.81	03/16/2024 - 03/29/2024 PR 07
979	04/04/2024	Payroll	5	EFT		2,457.11	03/16/2024 - 03/29/2024 PR 07
980	04/04/2024	Payroll	5	EFT		2,214.08	03/16/2024 - 03/29/2024 PR 07
981	04/04/2024	Payroll	5	EFT		3,539.55	03/16/2024 - 03/29/2024 PR 07
982	04/04/2024	Payroll	5	EFT		2,617.30	03/16/2024 - 03/29/2024 PR 07
983	04/04/2024	Payroll	5	EFT		3,303.19	03/16/2024 - 03/29/2024 PR 07
984	04/04/2024	Payroll	5	EFT		1,641.42	03/16/2024 - 03/29/2024 PR 07
985	04/04/2024	Payroll	5	EFT		2,341.42	03/16/2024 - 03/29/2024 PR 07
986	04/04/2024	Payroll	5	EFT		4,148.92	03/16/2024 - 03/29/2024 PR 07
987	04/04/2024	Payroll	5	EFT		2,961.05	03/16/2024 - 03/29/2024 PR 07
988	04/04/2024	Payroll	5	EFT		2,777.59	03/16/2024 - 03/29/2024 PR 07
976	04/04/2024	Payroll	5	15120		1,643.52	03/16/2024 - 03/29/2024 PR 07
						13,386.93	
						33,325.28	
						<u>46,712.21</u>	
						46,712.21 Payroll:	46,712.21

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 4/2/2024  
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

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

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

Approved by motion at \_\_\_\_\_ Regular \_\_\_\_\_ Special Board Meeting on \_\_\_\_\_  
Date Approved

**CHECK REGISTER**

Lake Whatcom W-S District

Time: 10:57:58 Date: 04/02/2024

04/04/2024 To: 04/04/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
989	04/04/2024	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	5,592.50	Pay Cycle(s) 04/04/2024 To 04/04/2024 - DCP; Pay Cycle(s) 04/04/2024 To 04/04/2024 - ROTH DCP
990	04/04/2024	Payroll	5	EFT	UNITED STATES TREASURY	16,310.31	941 Deposit for Pay Cycle(s) 04/04/2024 - 04/04/2024
991	04/04/2024	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	8,370.87	Pay Cycle(s) 04/04/2024 To 04/04/2024 - PERS 2
992	04/04/2024	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,328.97	Pay Cycle(s) 04/04/2024 To 04/04/2024 - PERS 3
993	04/04/2024	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	897.64	Pay Cycle(s) 04/04/2024 To 04/04/2024 - SUP ENF
994	04/04/2024	Payroll	5	15121	AFLAC	354.85	Pay Cycle(s) 04/04/2024 To 04/04/2024 - AFLAC PRE-TAX; Pay Cycle(s) 04/04/2024 To 04/04/2024 - AFLAC POST-TAX
995	04/04/2024	Payroll	5	15122	AFSCME LOCAL	334.80	Pay Cycle(s) 04/04/2024 To 04/04/2024 - UNION DUES; Pay Cycle(s) 04/04/2024 To 04/04/2024 - UNION FUND
996	04/04/2024	Payroll	5	15123	HRA VEBA TRUST (PAYEE)	560.00	Pay Cycle(s) 04/04/2024 To 04/04/2024 - VEBA
997	04/04/2024	Payroll	5	15124	WA ST HEALTH CARE AUTHORITY	17,660.54	Pay Cycle(s) 04/04/2024 To 04/04/2024 - PEBB MEDICAL; Pay Cycle(s) 04/04/2024 To 04/04/2024 - PEBB ADD LTD; Pay Cycle(s) 04/04/2024 To 04/04/2024 - PEBB SMK Surcharge; Pay Cycle(s) 04/04/2024 To 04/04
401 Water Fund						39,188.86	
402 Sewer Fund						14,221.62	
						<u>53,410.48</u>	Payroll: 53,410.48

# BENEFITS

## CHECK REGISTER

Lake Whatcom W-S District

Time: 10:57:58 Date: 04/02/2024

04/04/2024 To: 04/04/2024

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 4/2/2024  
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 Effective Utility Management  
BILL Assessment Results  
Item 6.A Presentation**

DATE SUBMITTED:	April 4, 2024	MEETING DATE:	April 10, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. 2020 and 2024 Overall EUM Results		
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 sewer utilities make informed decisions and practical, systematic changes to enhance level-of-service and achieve excellence in utility performance. District staff, management, and board have gone through the assessment process over the past few months. The results of the assessment process, both by each group and in aggregate, will be presented to the Board and discussion facilitated to identify board-defined areas of focus.

**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.

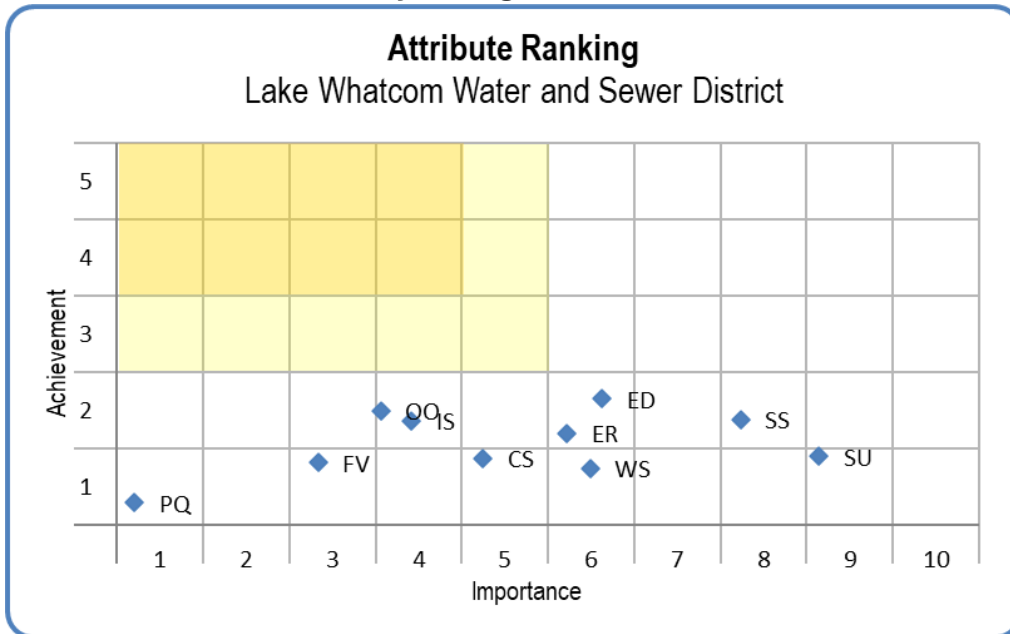
**RECOMMENDED BOARD ACTION**

None.

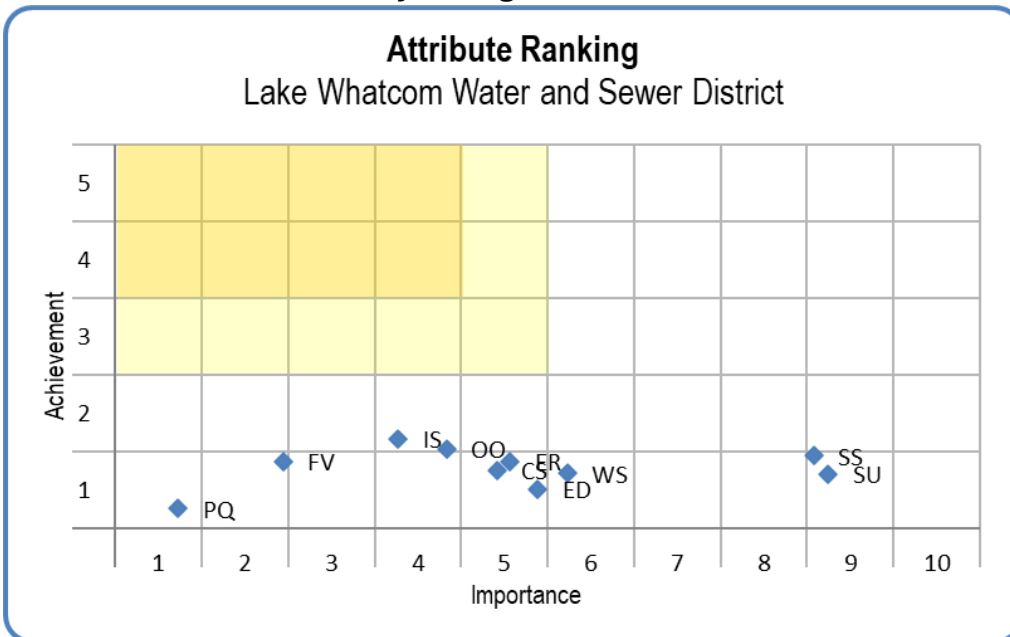
**PROPOSED MOTION**

Not applicable.

## 2020 Effective Utility Management Assessment Results



## 2024 Effective Utility Management Assessment Results



**EUM Attributes:**

- PQ – Product Quality
- CS – Customer Satisfaction
- ED – Employee Leadership & Development
- OO – Operations Optimization
- FV – Financial Viability

- IS – Infrastructure Strategy & Performance
- ER – Enterprise Resiliency
- SU – Community Sustainability
- WS – Water Resource Sustainability
- SS – Stakeholder Understanding & Support





**AGENDA  
BILL  
Item 6.B**

**Whatcom County Onsite  
Sewage System Regulation  
Approach Discussion**

DATE SUBMITTED:	April 4, 2024	MEETING DATE:	April 10, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Whatcom County OSS Regulation Approach Proposal		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

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

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

Health Department staff presented an overview of the OSS compliance monitoring program specific to regulation of OSS in the Watershed during the February 28, 2024 meeting. An outcome of that presentation was the County’s commitment to collaborate between its Health and Public Works departments to develop an enhanced approach to regulating OSS in the Watershed. Attached is the County’s proposed approach.

**FISCAL IMPACT**

No fiscal impact is anticipated.

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

Community Sustainability  
Water Resource Sustainability

**RECOMMENDED BOARD ACTION**

No action is recommended at this time.

**PROPOSED MOTION**

None.

## **Lake Whatcom Management Program**

County Follow Up Strategy for OSS on NorthShore Drive  
March 2024

Background: There are approximately 600 on-site sewage systems (OSS) in the Lake Whatcom watershed. Concerns were raised about whether OSS along North Shore Drive were adequately treating sewage during heavy rain events or potentially impacting water quality in Lake Whatcom. Studies were conducted in 2017 and 2020 to evaluate water quality in surface water drainages and the lake nearshore. These studies do not indicate OSS served areas as a whole are impacting lake water quality, however, the 2020 study identified multiple drainages of concern, three of these drainages are more likely to have onsite sewage systems as a possible source of pollution contributing to high counts of e. coli and coliforms. High counts of e. coli and coliforms warrant further investigation. Due to the monitoring parameters for Lake Whatcom it is also important to note that the drainages of concern do not have a total maximum daily load (TMDL) requirement.

County Coordination: Whatcom County Public Works (WCPW) and Health and Community Services (WCHCS) staff are coordinating follow up efforts. WCHCS is the lead for OSS permits, the OSS operation and maintenance program, and evaluating public health risk for recreational use. WCPW is the lead on water quality monitoring, TMDL implementation and tracking, a septic maintenance rebate program, and broad community outreach. These departments work together to provide these services through both the Lake Whatcom Management Program and Pollution Identification and Correction (PIC) Program. Review of progress, emerging issues, and adaptive management are regular components of these programs.

Next Steps: The following steps will be implemented by each department, coordinated through regular communication, and shared with program partners and decision-makers.

### WCHCS:

- Review process for homeowner OSS evaluations (Homeowner Report of System Status) in the Lake Whatcom watershed for options to enhance oversight.
  - Update Homeowner Report of System Status auditing tools and processes to incorporate the use of improved GIS data to increase sensitivity of at-risk OSS.
  - Update reported sewage concern follow-up process to refine and standardize actions and recommendations for property owners.
  - Create sewage spill notification process to improve notification process for spills and OSS failures within the Lake Whatcom watershed.
- Provide technical information and review for outreach materials created by WCPW.
- Coordinate with the PIC team with OSS of concern.

WCPW:

- Implement fecal bacteria monitoring at the three drainages of concern for a one-year period. Evaluate results in comparison to state water quality standards. Use PIC Program response thresholds to guide the need for site specific follow up with homeowners.
- Enhance community outreach to homeowners with OSS in the Lake Whatcom watershed. Include mailings and social media, particularly focusing on wet season concerns and best management practices.
- Continue the septic maintenance rebate program in the Lake Whatcom watershed. The program provides both a standard rebate and an assistance rebate for homeowners with a tax exemption for seniors and people with disabilities.



**AGENDA  
BILL  
Item 8.A**

**General Manager's  
Report**

DATE SUBMITTED:	April 4, 2024	MEETING DATE:	April 10, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL	<i>Justin Clary</i>		
ATTACHED DOCUMENTS	1. General Manager's Report		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Updated information from the General Manager in advance of the Board meeting.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

**General Manager’s Report**

**Upcoming Dates & Announcements**

Regular Meeting – Wednesday, April 10, 2024 – 6:30 p.m.

**Important Upcoming Dates**

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Apr 24, 2024	8:00 a.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 Apr 25, 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	March 2025	TBD	TBD
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:

- The committee met on March 28; discussion included progress on fall protection for the North Point sewer lift station and the Treatment Center reservoir, review of safety programs, de-escalation training for staff, and the status of completion of annual online safety training.

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
- Rocky Ridge/Lakewood sewer lift stations improvements public works contract approval
- Facility security assessment presentation
- 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, staff, and board completed the EUM assessment process on January 23 and 29, and March 27, respectively. Following discussion of assessment results with the board (April 10), 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.  
*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 and chemical hazard communication programs.*

#### Capital Improvement Program Support

- Support the Engineering Department through management of specific capital improvement project(s).  
*Due to workload issues within the Engineering Department, 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

- *Invitations to the Division 7 reservoir groundbreaking event were issued on March 28 (invitees included Congressman Larsen, 40<sup>th</sup> and 42<sup>nd</sup> district State legislators, State Public Works Board, State Military Department staff, Whatcom County officials, South Whatcom Fire Authority board, and Sudden Valley Community Association board).*
- *J Clary chaired the Whatcom Utility Coordinating Committee meeting on April 3.*
- *J Clary scheduled to attend the Whatcom Water Alliance meeting on April 8.*
- *J Clary and G Nicoll scheduled to meet with Bellingham Public Works Department management on April 10.*

## **Lake Whatcom Water Quality**

### Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary attended the joint councils meeting on March 27.*