



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed June 12, 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>

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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

June 12, 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. Facility Security Assessment Presentation
 - B. Resolution No. 899—Revision to Administrative Code Section 2.16.5—Public Works Contracting
 - C. Letter to Whatcom County Council regarding On-site Sewage System Regulation
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	June 6, 2024	MEETING DATE:	June 12, 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 06.12.2024****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 5.29.24 Regular Board Meeting
- Payroll for Pay Period #12 (05.24.2024 through 06.07.2024) total to be added
- Benefits for Pay Period #12 total to be added
- 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.”



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

May 29, 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	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

Also in attendance were Luke Gaba with Waterworth (v) and Brian Smith of Wilson Engineering (v). Attendees noted with a (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Holland seconded, approval of:

- **Minutes for the May 8, 2024 Regular Board Meeting**
- **Minutes for the May 8, 2024 Special Board Meeting**
- **Payroll for Pay Period #10 (04.27.2024 through 05.10.2024) totaling \$50,291.13**
- **Benefits for Pay Period #10 totaling \$55,010.14**
- **Payroll for Pay Period #11 (05.10.2024 through 05.23.2024) totaling \$53,501.51**
- **Benefits for Pay Period #10 totaling \$31,300.37**
- **Accounts Payable Vouchers totaling \$446,953.20**

Motion passed.

Geneva Reservoir and SVWTP Booster Station Seismic Retrofits Project Hazard Mitigation Grant No. D24-057 Approval

Nicoll outlined that water treated at the District’s Sudden Valley Water Treatment Plant (SVWTP) is conveyed to the South Shore water distribution system by the SVWTP Booster Station. Storage and system pressure is maintained in the South Shore distribution system by five reservoirs, which includes the 500,000-gallon welded steel Geneva Reservoir, which serves roughly 1,136 connections.

In 2016, BHC Consultants performed a seismic vulnerability assessment of the District’s steel reservoirs. The assessment identified two structural deficiencies with the Geneva Reservoir that would prohibit it from surviving a significant earthquake. In 2022 Gray & Osborne Engineers completed a seismic evaluation of the SVWTP Booster Station and identified non-structural improvements that

are required to ensure that the building can survive a significant earthquake. As a result, District staff identified the need to complete upgrades to ensure that both structures meet current seismic standards.

Also in 2022, the District submitted a FEMA Hazard Mitigation Grant application to complete seismic retrofits to the Geneva Reservoir and the SVWTP Booster Station. The grant application was developed in conjunction with Washington State Emergency Management Division (WA-EMD) of the Washington State Military Department and the Federal Emergency Management Agency (FEMA) as a hazard mitigation project. The cost sharing is as follows: FEMA 90% (\$1,820,160), WA-EMD 5% (\$101,120), and Lake Whatcom Water and Sewer District 5% (\$101,120).

The project has been split into two phases: Phase 1 – Design/Permitting; and Phase 2 – Construction. The goal is to approve an initial Hazard Mitigation Grant agreement for Phase 1 and a professional services agreement with an engineering consultant to enable completion of design/permitting in 2025. Phase 2 targets construction during the summer of 2026. Discussion followed.

Action Taken

Carter moved, Ford seconded, to authorize the general manager to execute the Hazard Mitigation Grant Agreement No. D24-057 with the Washington State Military Department to enable receipt of federal and state funds supporting Phase 1 of the Geneva Reservoir and Sudden Valley Water Treatment Plant Booster Station Seismic Upgrades Project as presented. Motion passed.

Geneva Reservoir and SVWTP Booster Station Seismic Retrofits Alternative Analysis Professional Services Agreement Approval

Nicoll explained that following the District’s issue of a request for qualifications for design and permitting of this project, Wilson Engineering was selected as the most qualified consultant. As part of the selection process, Wilson Engineering proposed an alternative to replace the Geneva Reservoir with two concrete reservoirs with a combined volume equal to the existing reservoir capacity rather than completing seismic upgrades to the existing reservoir. In considering this new alternative, District staff requested Wilson to provide an initial scope of work to further assess the cost and viability of this option. Staff presented the Board with a professional services agreement for completion of alternative analysis for the two reservoir upgrade alternatives. Nicoll noted that a future contract amendment will be prepared to include design and permitting for the selected alternative. Discussion followed.

Action Taken

Knakal moved, Holland seconded, to authorize the general manager to execute the professional services agreement with Wilson Engineering for alternative analysis for the Geneva Reservoir and SVWTP Booster Station Seismic Retrofits Project as presented. Motion passed.

Commissioner Insurance Authorization

Clary recalled that at the April 24, 2024 regular meeting, the Board revisited the topic of insurance coverage through the District for members of the Board. During the discussion, the Board was in favor of providing the option as long as participating commissioners paid the full premium. Because PEBB will not directly bill individual commissioners, a payment agreement was developed to be executed between the District and commissioners wishing to participate in the PEBB insurance program. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to authorize the general manager to execute an amended contract between the District and the Washington State Public Employees Benefit Board to add District commissioners as a separate group under the condition that each participating commissioner shall be required to pay the full premium associated with the insurance plan in which that individual has enrolled. Motion passed.

District Financial Model Presentation

At the regularly scheduled Board meeting on March 13, 2024, the Board of Commissioners approved purchase of rate modeling software from Waterworth to assist the District in creating a rate model that can be updated at any time, model “what-if” scenarios, and be used in creating the future budgets. Signs introduced Luke Gaba of Waterworth, who provided a presentation of the developed District-specific model. Discussion followed.

General Manager’s Report

Clary updated the Board on several topics, including topics discussed at the recent Lake Whatcom Management Program (LWMP) meeting and the availability of a 5-year follow-up survey to a LWMP survey of watershed residents completed in 2018 regarding knowledge, education, and progress in education/outreach in the watershed. Discussion followed.

Engineering Department Report

Nicoll highlighted several projects, including a fully executed contract in place for the Rocky Ridge and Lakewood Sewer Lift Stations, initial construction meeting at the Division 7 Reservoir Replacement Project site, and progress on alternatives analysis for the Chlorine Contact Basin at the Sudden Valley Water Treatment Plant. He also updated the Board on the status of the cementitious sewer line blockage near Midnight Court. Discussion followed.

Finance Department Report

Signs’ report focused on April financial reports, which showed revenues exceeding expenditures in water and sewer funds as expected. She also gave an update of progress relating to staff pursuit of reinstatement of the District’s bond status with S&P Global. Discussion followed.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including recent review of procedures for operational efficiency, IT updates, crew development and training, and preparation and training for updates to monitoring systems on the District’s reservoirs. Discussion followed.

With no further business, Citron adjourned the regular session at 9:49 a.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on _____



**AGENDA
BILL
Item 6.A**

**Facility Security
Assessment Presentation**

DATE SUBMITTED:	June 3, 2024	MEETING DATE:	June 12, 2024
TO: BOARD OF COMMISSIONERS	FROM: Greg Nicoll, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District owns and operates two water treatment plants, five water pump stations, eight reservoirs, and approximately 71 miles of conveyance and distribution pipelines. Recognizing many of the District’s facilities were designed and constructed decades ago and in a time when risk of nefarious action was much less than it is today, the District hired BHC Consultants (BHC) to assess the physical vulnerability of the District facilities, and to provide prioritized recommendations on how to mitigate those risks. BHC will provide a presentation to the board on their findings and recommendations.

FISCAL IMPACT

No fiscal impact is anticipated with the presentation; costs associated with facility security improvements will be incorporated into future capital projects and/or accomplished under available operating budget.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Enterprise Resiliency

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable



**AGENDA
BILL
Item 6.B**

**Resolution No. 899
Revision to Administrative
Code Section 2.16.5
Public Works Contracting**

DATE SUBMITTED:	June 5, 2024	MEETING DATE:	June 12, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Resolution No. 899		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

As a water-sewer district authorized under Title 57 Revised Code of Washington, the District is required to follow state statute for projects requiring public works contracting. State statute allows for use of a small works roster for identifying a contractor to perform public works with an estimated value of less than \$350,000. A small works roster is a list of qualified, licensed contractors that allows for a more streamlined procurement process when compared to a full, formal bid process for a public works project. Section 2.16.5 of the District’s administrative code defines the District’s process for public works contracting, including the use of the Municipal Research Service Center of Washington (MRSC) small works roster.

The Washington State Legislature passed Second Substitute Senate Bill 5268 in 2023, modifying small works contracting requirements. With Governor Inslee’s subsequent approval, the changes become effective July 1, 2024. The attached draft resolution revises the District’s administrative code to comply with the new statute.

FISCAL IMPACT

No fiscal impact is anticipated associated with adoption of the resolution.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Operational Optimization

RECOMMENDED BOARD ACTION

Staff recommends adoption of the resolution.

PROPOSED MOTION

Recommended motion is:

“I move to adopt Resolution No. 899 as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 899**

A Resolution of the Board of Commissioners
Updating Administrative Code Section 2.16.5, Public Works Contracts

WHEREAS, the Lake Whatcom Water and Sewer District (“District”) is a special purpose district located in Washington State authorized under Title 57 Revised Code of Washington (“RCW”); and

WHEREAS, The District is subject to the public works contracting requirements of RCW 57.08.050; and

WHEREAS, during the 2023 legislative session the Washington State Legislature passed, and the Washington State Governor subsequently signed into law, Second Substitute Senate Bill No. 5268, which revised small works roster requirements for public works contracting; and

WHEREAS, the revisions in Second Substitute Senate Bill No. 5268 necessitate the revision of Section 2.16.5, Public Works Contracts, of Title 2 of the District’s Administrative Code to be consistent with the revised state law; and

WHEREAS, Second Substitute Senate Bill No. 5268’s effective date is July 1, 2024; and

WHEREAS, the District Board of Commissioners has reviewed and determined it appropriate to revise Section 2.16.5, Public Works Contracts, of Title 2, Fiscal Management Policies, of the Administrative Code, as reflected in Exhibit A attached hereto for reference purposes only, which identifies specific amendments to Section 2.16.5 with deletions in strikethrough and additions underlined; and

WHEREAS, the foregoing recitals are a material part of this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake Whatcom Water and Sewer District, Whatcom County, Washington as follows:

Section 1. Section 2.16.5 of Title 2 of the District Administrative Code is repealed and replaced with Section 2.16.5 of Title 2 of the Administrative Code, as attached hereto as Exhibit B.

Section 2. Any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.

Section 3. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof,

irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original resolution or resolutions shall be in full force and effect.

Section 4. This Resolution shall be effective on July 1, 2024.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 12th day of June, 2024.

Todd Citron, President, Board of Commissioners

Attest:

Rachael Hope, Recording Secretary

Approved as to form:

Robert Carmichael, Attorney for the District

EXHIBIT A

2.16.5 Public Works Contracts

~~2.16.5.1 Contracts less than \$50,000.00~~

~~The District need not comply with formal bidding procedures as set forth in RCW 57.08.050 when the estimated cost does not exceed \$50,000.00. [Resolution Nos. 833, 857]~~

2.16.5.~~12~~ Contracts less than \$350,000.00

The District may use the small works roster as described in RCW 39.04.15~~25(1)~~ and section 2.16.5.4 for public work with an estimated cost of \$350,000.00 or less excluding sales tax. [Resolution Nos. 833, 857, 861, 899]

2.16.5.~~23~~ Contracts greater than \$350,000.00

All public work estimated to cost in excess of the small works roster maximum of \$350,000.00, excluding sales tax, or such different maximum amount as may be authorized by future legislative amendment, shall be subject to formal competitive bidding procedures required by applicable state law. [Resolution Nos. 833, 857, 861, 899]

2.16.5.~~34~~ Contracts Utilizing Small Works Roster

All contracts for public work which are not exempt from public bidding under RCW 57.08.050, as hereafter amended, the estimated cost for which is three hundred fifty thousand dollars (\$350,000.00) or less, excluding sales tax, pursuant to RCW 39.04.15~~25~~, or in such different estimated cost threshold as provided in future amendment thereof, may be awarded as provided herein. Said estimated costs shall include the costs of labor, material, equipment and ~~sales and/or~~ use taxes as applicable.

- a) Cost. The District need not comply with formal sealed bidding procedures and may award public works contracts in conformance herewith for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property.
- b) MRSC and Roster Options. The General Manager is authorized to contract with Municipal Research and Services Center of Washington (MRSC) for roster service. While under contract with MRSC, MRSC will adopt for District use those state-wide electronic databases for small public works roster developed and maintained by MRSC. The District may utilize said state-wide electronic databases for selection of contractors in conformance with this Chapter.
- c) Publication for Contractors on Small Works Roster(s). At least once a year, on behalf of the District, MRSC shall publish in the Bellingham Herald a notice of the existence of the small works roster or rosters and solicit statements of qualifications from firms providing contractor services. Such advertisements will include information on how to find the address and telephone number of a representative of the District who can provide further details as to the District's projected needs for public works contractors from the small works roster. Firms or persons providing public work contracting services shall be added to appropriate MRSC roster or rosters at any time that they submit a written request and necessary records. The District may require master contracts to be

signed that become effective when a specific award is made using a small works roster.

- d) Written or Electronic Quotation Process for Small Works Roster. The District shall obtain written or electronic quotations for public works projects to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 39.04.010 and RCW 39.04.350. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. Quotations ~~shall~~ may be invited from all appropriate contractors on the appropriate small works roster that have indicated an interest in performing work within the District's geographical area. Quotations shall be received by securing written or electronic quotations to ensure that a competitive price is established and to award contracts to the responsible bidder with the lowest responsive bid. As an alternative, quotations may be invited from at least five (5) contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted; provided that, if the estimated cost of work is from two hundred fifty thousand dollars (\$250,000.00) to three hundred fifty thousand dollars (\$350,000.00) or within such other amounts as are provided by future amendment to state statute (RCW 39.04.155), the District shall notify the remaining contractors on the small works roster that quotations on the work are being sought. Said notice may be provided by any means authorized by state statute (RCW 39.04.155), or as said statute is later amended. The District will attempt to equitably distribute the opportunity among the contractors on the appropriate roster by not favoring certain contractors over other contractors who perform similar services. Immediately after an award is made, the bid quotations obtained shall be ~~noted in writing~~ recorded, open to publicly available inspection, and available by ~~telephone inquiry~~ request. The District shall post a list of small public works contracts awarded annually in accordance with RCW 39.04.200.
- e) Determining Lowest Responsible Bidder. The District shall award the contract for the public works project to the lowest responsible bidder who meets applicable responsibility criteria set forth in RCW 39.04, however, the District reserves the right to reject all proposals and re-solicit the call for proposals, to waive informalities or irregularities in a proposal or in the proposal process, or to accept the proposal that is in the best interest of the District. ~~This section shall also apply to use of the limited public works roster under Section 7 herein.~~
- f) Award and Compliance. All bids and quotations shall be collected and presented at the same time to the District for consideration and determination of the lowest responsible bidder and award of the job. In general, all contractors must comply with the following:
- a. Prevailing wages must be paid and documented in compliance with RCW 39.12.
 - b. ~~A Performance Bond shall be executed in compliance with RCW 39.08 prior to beginning work. For small public works contracts under \$5,000, the District may waive retainage and performance bond requirements. Small public works contracts valued at more than \$5,000 shall be subject to performance bond requirements set forth in chapter 39.08 RCW and retainage requirements set forth in chapter 60.28 RCW, provided, however that the District may reduce or waive retainage requirements set forth in RCW 60.28.011(1)(a), thereby assuming the liability for the~~

contractor's nonpayment of: (a) laborers, mechanics, subcontractors, material persons, and suppliers; and (b) taxes, increases, and penalties pursuant to Titles 50, 51, and 82 RCW that may be due from the contractor for the project. Any such waiver will not affect the rights of the District to recover against the contractor for any payments made on the contractor's behalf.

- c. The contractor must hold a current Washington State Contractor's License.
 - d. The contractor must provide a certificate of insurance naming District as additional insured.
 - e. General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate, automobile liability.
 - f. \$1,000,000 Worker's Compensation and Employer's Liability insurance in the amount required by law and paid to date.
 - g. Contractor must have a satisfactory record of performance
 - h. Contractor must meet any mandatory bidder responsibility criteria established by RCW 39.05.155 or elsewhere in state law, and any supplementary bidder responsibility criteria established by the District.
- g) Alternative Limited Small Works Roster Process for Small Public Works Projects Direct Contract Option
- a. In lieu of awarding contracts under Sections a through f herein, the District may award a contract for public work estimated to cost less than one hundred fifty thousand dollars (\$150,000.00), not including sales tax, or such other amount as is authorized by future amendment of state statute (RCW 39.04.1525), using the limited direct contract public works process provided under this section. Public works projects awarded under this section are exempt from providing a certificate of insurance naming the District as additional insured, and are further exempt from the requirement that contracts be awarded after advertisement as provided under RCW 39.04.010.
 - b. For limited direct contract public works projects, the District shall solicit electronic or written quotations from a minimum of three (3) contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder where there are six or more contractors meeting the definition of small business, as defined in RCW 39.04.010, on the applicable roster, the District shall direct contract with one of those small businesses on the applicable roster that have indicated an interest in performing work in the District's geographical area.
 - c. For direct contract public works projects where there are five or less contractors meeting the definition of small business, as defined in RCW 39.04.010, on the applicable roster, the District may direct contract with any contractor on the applicable roster.
 - d. The District shall notify small, minority, women, or veteran-owned businesses on the applicable roster when direct contracting is utilized. After an award is made, the quotations shall be open to public inspection and available by telephonic or electronic request.
 - e. The District must equitably distribute opportunities for limited direct contract public

works projects among contractors willing to perform in the geographic area of work. The District shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four (24) months under the ~~limited direct contract~~ public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

- f. ~~For limited public works projects, the District may in its discretion waive the payment and performance bond requirements of Chapter 39.08 RCW and may waive the retainage requirements of RCW 60.28.011(1)(a), thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material persons, suppliers, and taxes, increases, and penalties imposed under Titles 50, 51, and 82 RCW that may be due from the contractor for the limited public works project, however the District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.~~ [Resolution Nos. 833, 857, 861, 899]

2.16.5.~~45~~ Contracts Utilizing Unit Pricing

- a) The District may procure public works with a unit-priced contract for the purpose of completing anticipated types of work based on hourly rates or unit pricing for one or more categories of work or trades.
- b) Unit-priced contracts shall be executed for an initial contract term not to exceed one year, with the District having the option of extending or renewing the unit-priced contract for one additional year.
- c) Invitations for unit price bids must include, for purposes of bid evaluation, estimated quantities of the anticipated types of work or trades, and specify how the District will issue or release work assignments, work orders, or task authorizations pursuant to a unit-priced contract for projects, tasks, or other work based on the hourly rates or unit prices bid by the contractor. Contracts shall be awarded to the lowest responsible bidder as per RCW 39.04.010. Whenever possible, the District will invite at least one proposal from a certified minority or woman contractor who otherwise qualifies.
- d) Unit price contractors shall pay prevailing wages for all work that would otherwise be subject to the requirements of Chapter 39.12 RCW. Prevailing wages for all work performed pursuant to each work order must be the prevailing wage rates in effect at the beginning date for each contract year. Unit-priced contract must have prevailing wage rates updated annually. Intent and affidavits for prevailing wages paid must be submitted annually for all work completed within the previous twelve-month period of the unit priced contract. [Resolution No. 861]

EXHIBIT B

2.16.5 Public Works Contracts

2.16.5.1 Contracts less than \$350,000.00

The District may use the small works roster as described in RCW 39.04.152 and section 2.16.5.4 for public work with an estimated cost of \$350,000.00 or less, excluding sales tax. [Resolution Nos. 833, 857, 861, 899]

2.16.5.2 Contracts greater than \$350,000.00

All public work estimated to cost in excess of the small works roster maximum of \$350,000.00, excluding sales tax, or such different maximum amount as may be authorized by future legislative amendment, shall be subject to formal competitive bidding procedures required by applicable state law. [Resolution Nos. 833, 857, 861, 899]

2.16.5.3 Contracts Utilizing Small Works Roster

All contracts for public work which are not exempt from public bidding under RCW 57.08.050, as hereafter amended, the estimated cost for which is three hundred fifty thousand dollars (\$350,000.00) or less, excluding sales tax, pursuant to RCW 39.04.152, or in such different estimated cost threshold as provided in future amendment thereof, may be awarded as provided herein. Said estimated costs shall include the costs of labor, material, equipment and use taxes as applicable.

- a) Cost. The District need not comply with formal sealed bidding procedures and may award public works contracts in conformance herewith for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property.
- b) MRSC and Roster Options. The General Manager is authorized to contract with Municipal Research and Services Center of Washington (MRSC) for roster service. While under contract with MRSC, MRSC will adopt for District use those state-wide electronic databases for small public works roster developed and maintained by MRSC. The District may utilize said state-wide electronic databases for selection of contractors in conformance with this Chapter.
- c) Publication for Contractors on Small Works Roster(s). At least once a year, on behalf of the District, MRSC shall publish in the Bellingham Herald a notice of the existence of the small works roster or rosters and solicit statements of qualifications from firms providing contractor services. Such advertisements will include information on how to find the address and telephone number of a representative of the District who can provide further details as to the District's projected needs for public works contractors from the small works roster. Firms or persons providing public work contracting services shall be added to appropriate MRSC roster or rosters at any time that they submit a written request and necessary records. The District may require master contracts to be signed that become effective when a specific award is made using a small works roster.
- d) Written or Electronic Quotation Process for Small Works Roster. The District shall obtain written or electronic quotations for public works projects to assure that a

competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 39.04.010 and RCW 39.04.350. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. Quotations shall be invited from all appropriate contractors on the appropriate small works roster that have indicated an interest in performing work within the District's geographical area. Quotations shall be received by securing written or electronic quotations to ensure that a competitive price is established and to award contracts to the responsible bidder with the lowest responsive bid. Immediately after an award is made, the bid quotations obtained shall be recorded, publicly available, and available by request. The District shall post a list of small public works contracts awarded annually in accordance with RCW 39.04.200.

- e) Determining Lowest Responsible Bidder. The District shall award the contract for the public works project to the lowest responsible bidder who meets applicable responsibility criteria set forth in RCW 39.04, however, the District reserves the right to reject all proposals and re-solicit the call for proposals, to waive informalities or irregularities in a proposal or in the proposal process, or to accept the proposal that is in the best interest of the District.
- f) Award and Compliance. All bids and quotations shall be collected and presented at the same time to the District for consideration and determination of the lowest responsible bidder and award of the job. In general, all contractors must comply with the following:
 - a. Prevailing wages must be paid and documented in compliance with RCW 39.12.
 - b. For small public works contracts under \$5,000, the District may waive retainage and performance bond requirements. Small public works contracts valued at more than \$5,000 shall be subject to performance bond requirements set forth in chapter 39.08 RCW and retainage requirements set forth in chapter 60.28 RCW, provided, however that the District may reduce or waive retainage requirements set forth in RCW 60.28.011(1)(a), thereby assuming the liability for the contractor's nonpayment of: (a) laborers, mechanics, subcontractors, materialpersons, and suppliers; and (b) taxes, increases, and penalties pursuant to Titles 50, 51, and 82 RCW that may be due from the contractor for the project. Any such waiver will not affect the rights of the District to recover against the contractor for any payments made on the contractor's behalf.
 - c. The contractor must hold a current Washington State Contractor's License.
 - d. The contractor must provide a certificate of insurance naming District as additional insured.
 - e. General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate, automobile liability.
 - f. \$1,000,000 Worker's Compensation and Employer's Liability insurance in the amount required by law and paid to date.
 - g. Contractor must have a satisfactory record of performance
 - h. Contractor must meet any mandatory bidder responsibility criteria established by state law, and any supplementary bidder responsibility criteria established by the District.

- g) Small Public Works Projects Direct Contract Option
 - a. In lieu of awarding contracts under Sections a through f herein, the District may award a contract for public work estimated to cost less than one hundred fifty thousand dollars (\$150,000.00), not including sales tax, or such other amount as is authorized by future amendment of state statute (RCW 39.04.152), using the direct contract public works process provided under this section.
 - b. For direct contract public works projects where there are six or more contractors meeting the definition of small business, as defined in RCW 39.04.010, on the applicable roster, the District shall direct contract with one of those small businesses on the applicable roster that have indicated an interest in performing work in the District's geographical area.
 - c. For direct contract public works projects where there are five or less contractors meeting the definition of small business, as defined in RCW 39.04.010, on the applicable roster, the District may direct contract with any contractor on the applicable roster.
 - d. The District shall notify small, minority, women, or veteran-owned businesses on the applicable roster when direct contracting is utilized.
 - e. The District must equitably distribute opportunities for direct contract public works projects among contractors willing to perform in the geographic area of work. The District shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four (24) months under the direct contract public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded. [Resolution Nos. 833, 857, 861, 899]

2.16.5.4 Contracts Utilizing Unit Pricing


- a) The District may procure public works with a unit-priced contract for the purpose of completing anticipated types of work based on hourly rates or unit pricing for one or more categories of work or trades.
- b) Unit-priced contracts shall be executed for an initial contract term not to exceed one year, with the District having the option of extending or renewing the unit-priced contract for one additional year.
- c) Invitations for unit price bids must include, for purposes of bid evaluation, estimated quantities of the anticipated types of work or trades, and specify how the District will issue or release work assignments, work orders, or task authorizations pursuant to a unit-priced contract for projects, tasks, or other work based on the hourly rates or unit prices bid by the contractor. Contracts shall be awarded to the lowest responsible bidder as per RCW 39.04.010. Whenever possible, the District will invite at least one proposal from a certified minority or woman contractor who otherwise qualifies.
- d) Unit price contractors shall pay prevailing wages for all work that would otherwise be subject to the requirements of Chapter 39.12 RCW. Prevailing wages for all work

performed pursuant to each work order must be the prevailing wage rates in effect at the beginning date for each contract year. Unit-priced contract must have prevailing wage rates updated annually. Intent and affidavits for prevailing wages paid must be submitted annually for all work completed within the previous twelve-month period of the unit priced contract. [Resolution No. 861]



**AGENDA
BILL
Item 6.C**

**Letter to Whatcom County
Council regarding On-site
Sewage System Regulation**

DATE SUBMITTED:	May 22, 2024	MEETING DATE:	June 12, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Letter to Whatcom County Council regarding OSS Regulation		
	2. Whatcom County Northshore Drive OSS Strategy		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Together with the city of Bellingham (City) and Whatcom County (County), the Lake Whatcom Water and Sewer District formed a partnership in 1992 to develop a joint management strategy for the Lake Whatcom watershed. The resulting Lake Whatcom Management Program guides actions by the three entities to protect the quality of Lake Whatcom water. The prior 2015-2019 and current 2020-2024 work plans for the Lake Whatcom Management Program include as an objective under the Monitoring & Data program area “collect and manage data to increase our understanding of water quality and pollution sources, and to guide management decisions.”

In the winter/spring of 2017, Herrera Environmental Consultants, Inc. (Herrera) under contract with the District, conducted a series of monitoring events along the north shore of Lake Whatcom to assess the impact of existing on-site sewage systems (OSS; commonly referred to as septic systems) on the water quality of the lake. The findings of the assessment, which were published in a report in July 2017, indicated that OSS are likely adversely impacting water quality. However, the City and County raised several concerns regarding the monitoring approach of the assessment. To address the data gaps of the 2017 assessment identified by the City and County, and to collect additional data to better understand the impact of OSS, a scope of work for a second round of monitoring was jointly developed by the City, County, and District, and an interlocal agreement between the District and County was executed in November 2019 to share funding of the assessment.

Herrera was again selected to conduct a second round of monitoring, with the scope expanded to address City/County comments on the 2017 study. Herrera completed the monitoring effort during winter/spring 2020 and issued a findings report in September 2020. Herrera provided a presentation to the Board on the results and

conclusions of the 2020 monitoring effort during the Board’s September 9, 2020 meeting, as well as to the Lake Whatcom Management Program Policy Group during its September 23, 2020 meeting. In summary, the 2020 assessment indicated that results were consistent with the 2017 study relative to the presence of target analytes in OSS-served drainages; however, the presence of human DNA biomarkers did not correlate with loadings of phosphorus or live fecal coliform bacteria (Lake Whatcom TMDL-specific contaminants). As a result, Herrera concluded phosphorus and fecal coliform bacteria are effectively removed from OSS effluent by soils before entering the lake. The study did note the presence of human DNA biomarkers in District sewer-served drainage No. 485, indicating a possible leaking sewer pipe. The District subsequently performed inspection of sewer mains in the drainage, which confirmed the integrity of the sewer system.

The Board discussed the assessment findings and the District’s policy/direction regarding existing OSS during its January 27, 2021 meeting. The Board ultimately determined it infeasible to pursue sewer system expansion to remove OSS and rather to focus on OSS compliance through Whatcom County.

With the turnover of two commissioner positions since 2021, the Board discussed the District’s policy regarding OSS during a work session held on January 10, 2024. The Board subsequently, during its January 31, 2024 meeting, considered a draft letter to the Whatcom County Council regarding OSS regulation in the Lake Whatcom Watershed. A majority of the Board did not support issuance of the draft letter at that time. An outcome of the discussion, however, was to invite Whatcom County Health and Community Services (Health Department) staff to a Board meeting to gain a better understanding of the County’s OSS regulation program. Health Department staff provided a presentation on the program during a regularly scheduled meeting held on February 28, 2024. A result of the presentation was the Health Department’s proposal, which was discussed during the April 10, 2024 Board meeting, for enhanced inspection of OSS along the north shore of Lake Whatcom, as well as TMDL contaminant monitoring of certain drainages along the north shore (by the County Public Works Department).

A work session on the topic was conducted by the Board on May 8, during which the Board requested a letter be drafted requesting a timeline for implementation of the Health Department-proposed actions, as well as the allocation of necessary resources to inspect and enforce OSS regulations in the Lake Whatcom Watershed. Attached is a letter, which has been revised from the letter considered by the Board during its January 31 meeting (provided in track changes mode), for Board consideration.

FISCAL IMPACT

No fiscal impact is anticipated associated with the Board’s issuance of the draft letter to the Whatcom County Council. Should the Board wish to proceed with additional actions, fiscal impacts would be dependent upon the action(s).

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Water Resource Sustainability

RECOMMENDED BOARD ACTION

Staff recommends issuance of the draft letter to the Whatcom County Council with the revisions incorporated.

PROPOSED MOTION

Recommended motion is:

“I move to approve issuance of the letter to the Whatcom County Council regarding on-site sewage system regulation in the Lake Whatcom Watershed with the revisions incorporated, as presented.”



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

~~January 31~~ June 12, 2024

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

Re: On-site Sewage System Inspection Program

Dear Whatcom County Councilmembers:

Together with Whatcom County and the City of Bellingham, over the past three decades the Lake Whatcom Water and Sewer District has been a proud partner in the development and implementation of the Lake Whatcom Management Program's (LWMP) joint management strategy for protecting Lake Whatcom. As the drinking water source for over 120,000 Whatcom County residents, coupled with the City and County's ongoing efforts to meet the Total Maximum Daily Load (TMDL) requirements, effective implementation and management of all ten program areas defined by the LWMP is critical in the ultimate attainment of the LWMP's goals.

As the owner and operator of 26 sewer lift stations and over 75 miles of sewage collection and conveyance pipelines in the Lake Whatcom Watershed (with many facilities directly adjacent to the Lake), the District succinctly understands the important role we play in the protection of Lake Whatcom. Though the District is not immune to its own system failures, we have implemented an aggressive capital improvement program to proactively maintain and replace infrastructure to mitigate the potential of sewage releases. With rate revenues being the District's primary funding source for its maintenance and capital improvement programs, this commitment to the effective management of our systems has necessitated the difficult decision to set sewage rates that are the highest in the region. Though these rates directly impact our customers (as well as each of us personally as customers of the District), we recognize that development within the watershed must be regulated in a manner that protects this invaluable resource.

It is in this vein that the District respectfully requests Whatcom County's review of its current on-site sewage system (OSS; commonly referred to as septic systems) management program. There are nearly 800 OSS in the Lake Whatcom Watershed that are regulated by ~~the~~ Whatcom County Health and Community Services ~~Department~~ (WCHCS). Due to the number of OSS throughout Whatcom County requiring ~~Health~~ ~~Department~~ WCHCS regulation, the County has understandably created a self-inspection program to lessen the workload countywide struggled to enforce OSS program compliance within the Watershed. The District supports the enhancements to the OSS inspection program recently proposed by WSHCS (attached), but requests that a timeline for implementation also be adopted. In addition, consistent with Whatcom County Comprehensive Plan Policy 5S-1 (support state on-site sewage system regulations [WAC 246-272] which requires that local health departments implement a program ensuring proper maintenance and operation for all on-site systems) and Policy 5S-2 (the maintenance and operation program should be phased in beginning with high priority areas designated by the Couy

~~Council. In implementing this policy, Lake Whatcom and Drayton Harbor are high priority areas), the District strongly encourages the County to allocate the necessary resources to WCHCS to ensure the implementation of the OSS program and ultimately, the protection of Lake Whatcom from the impacts of failing or improperly maintained OSS. However, as the District has recognized sewage systems within the Lake Whatcom Watershed must be maintained more stringently than industry standards, we also believe that OSS within the watershed require additional management. Therefore, the District respectfully requests that the Whatcom County Code (WCC) be revised to prohibit participation in the self-inspection program for owners of OSS located within the Lake Whatcom Watershed. This could be accomplished through an addition to WCC Section 24.05.160.B specifying OSS located within the Lake Whatcom Watershed Overlay District (WCC Chapter 20.51).~~

Again, thank you for your commitment to the protection of Lake Whatcom. Should you have any questions, please do not hesitate to contact the District's general manager, Justin Clary, at 360.734.9224.

Sincerely,

Lake Whatcom Water and Sewer District

Todd Citron
President, Board of Commissioners

John Carter
Secretary, Board of Commissioners

Bruce Ford
Commissioner

David Holland
Commissioner

Jeff Knakal
Commissioner

Enc. Whatcom County Follow Up Strategy for OSS on Northshore Drive, March 2024

cc: Satpal Sidhu, Whatcom County Executive
Sue Sullivan, Whatcom County Environmental Health Manager
Gary Stoyka, Whatcom County Natural Resources Program Manager
Kim Lund, City of Bellingham Mayor
Eric Johnston, City of Bellingham Public Works Director

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:	June 6, 2024	MEETING DATE:	June 12, 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, June 12, 2024 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed June 26, 2024	8:00 a.m.	Board Room/Hybrid
Employee Staff Meeting	Thu June 13, 2024	8:00 a.m.	Board Room/Hybrid Commissioner Carter to attend
Investment Comm. Meeting	Wed Aug 28, 2024	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thur June 27, 2024	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed July 10, 2024	3:00 p.m.	City of Bellingham Pacific St Ops Center, Rm 111/Hybrid
Joint Councils Meeting	March 2025	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tues June 11, 2024	6:00 p.m.	Bob’s Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed July 17, 2024	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Oct 9, 2024	3:00 p.m.	Council of Governments Offices 314 E Champion Street/Hybrid

Committee Meeting Reports

Safety Committee:

- The committee met on May 30; discussion included the status of fall protection devices at the North Point sewer lift station and the SVWTP raw water pump pit; development of protocol for routine inspection of the boom lift, and status of safety program review.

Investment Committee:

- The committee met on May 29; discussion included review of current District investment portfolio, and plans for investing over the remainder of the year.

Upcoming Board Meeting Topics

- Eagleridge water booster station capital improvement plan presentation
- 2023-24 Budget Amendment No. 3 approval
- 2025-2030 strategic business plan presentation
- Water/sewer systems overview/capital improvement program 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 with the results discussed during the April 10 board meeting. A draft of the 2025-2030 six-year strategic business plan will be presented during the June 26 board meeting.

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 Summer 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 filed for adjudication on May 1, 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 underway and 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 four (4) programs (meter reading, wildfire smoke, employee orientation, and chemical hazard communication) and is reviewing the motor vehicle operation program and the return-to-work 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.

J Clary and R Munson met with Holly Woll-Salkeid (Whatcom County) on April 11 to coordinate 2024 exercises (the first is scheduled for July 10).

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

A press release was issued on April 29 (Division 7 Reservoir project groundbreaking).

Intergovernmental Relations

- *J Clary chaired the Whatcom Water Utility Coordinating Committee meeting on June 5.*
- *J Clary attended the WASWD Section III meeting in Marysville on June 11.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.

J Clary attended two meetings (May 29 and June 4) regarding the TMDL reassessment and the policy group meeting on June 5.