



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed June 26, 2024
8:00 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.

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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 26, 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. Amendment No. 3, 2023-24 Budget
 - B. Eagleridge Water Booster Station Improvement Plan
 - C. Draft 2025-2030 Strategic Business Plan
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:	June 18, 2024	MEETING DATE:	June 26, 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 06.25.2024****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 6.12.24 Regular Board Meeting
- Payroll for Pay Period #13 (06.08.2024 through 06.21.2024) total to be added
- Benefits for Pay Period #13 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

June 12, 2024

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

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

Excused Absence: Commissioner John Carter

Also in attendance were Nate Palmatier and Kenneth Gray from BHC Consulting, Ron DesMarais of Convergent Technologies, LTD (v), and Aidan Smith and Colter Nunn (v) of Verkada. Attendees noted with a (v) attended virtually.

Consent Agenda

Action Taken

Jeff moved, Holland seconded, approval of:

- **Minutes for the 5.29.2024 Regular Board Meeting**
- **Payroll for Pay Period #12 (05.24.2024 through 06.07.2024) totaling \$48,324.12**
- **Benefits for Pay Period #12 totaling \$56,028.78**
- **Accounts Payable Vouchers totaling \$116,720.54**

Motion passed.

Facility Security Assessment Presentation

Clary recalled that 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 recommendations on how to mitigate those risks. Representatives from BHC provided a presentation to the board on their findings and recommendations. Discussion followed.

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

Clary explained that 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. 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, and changes become effective July 1, 2024. Resolution 899 revises the District’s administrative code to comply with the new statute.

Action Taken

Holland moved, Knakal seconded, to adopt Resolution No. 899 as presented. Motion passed.

Letter to Whatcom County Council Regarding On-site Sewage System Regulation

On May 8, 2024, the Board conducted a work session on the topic of On-site Sewage System Regulation, during which the Board requested a letter be drafted requesting a timeline for implementation of the Health Department-proposed actions, and allocation of necessary resources to inspect and enforce OSS regulations in the Lake Whatcom Watershed. A revised letter was presented for Board consideration. Discussion followed.

Action Taken

Ford moved, Knakal seconded, 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. Motion passed.

General Manager’s Report

Clary updated the Board on several topics, including completion of the Washington State financial audit of the District’s 2022-23 finances, progress on re-instatement of the District’s bond rating with S&P, ongoing work at the Beaver Creek sewer line crossings affected by the November 2021 flood event, and a brief update on the District’s request for extension on permitted water rights.

Public Comment

Aidan Smith of Verkada Security introduced himself as a vendor.

With no further business, Citron adjourned the regular session at 7:42 p.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**

**2023-24 Budget
Amendment No. 3**

DATE SUBMITTED:	June 5, 2024	MEETING DATE:	June 26, 2024
TO: BOARD OF COMMISSIONERS	FROM: Jenny Signs, Finance Manager/ Treasurer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Amendment No. 3, 2023-24 Budget Amendment Detail		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Lake Whatcom Water and Sewer District’s Administrative Code requires development of an operating and capital improvement budget for both the water and sewer systems, which forecasts revenues and expenditures for the budget period. The District works in a collaborative effort to develop a budget with pay-as-you-go financing to the best extent practicable. However, as situations arise, it is necessary and best practice to perform budget amendments to ensure the District is operating within an approved budget. This helps create transparency and control over the budget and cash flow analysis for the District.

The 2023-24 Biennial Budget was adopted at the regularly scheduled Board of Commissioner’s meeting on December 6, 2022 (available for review at <https://lwwsd.org/about-us/financial-information/>.) The Board has adopted two previous amendments to the original budget to account for changes in revenues, operating expenses, and capital costs over the course of 2023. This third budget amendment reflects necessary changes to recognize additional grant revenue and expenditures associated with ongoing or new capital projects resulting from grant awards not anticipated when the biennial budget was adopted. The attached detail of budget amendment outlines additional needs for specific items in the operating budgets of both the Water Utility Fund and the Sewer Utility Fund. The proposed amendments are outlined in the attached detail.

FISCAL IMPACT

Due to increased grant and external revenue sources in the Water Utility Fund, the impact of the proposed budget amendment will increase the Water Utility Fund balance to approximately \$2.7 million. The impact of the proposed budget amendment to the Sewer Utility Fund will decrease the Sewer Utility Fund balance to approximately

\$2.3 million. However, both funds will remain fully funded and continue to maintain required reserves.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

The 2023-2024 Biennial Budget funds District support to all ten EUM attributes at various levels.

RECOMMENDED BOARD ACTION

Staff recommends approving the attached amendments to the 2023-2024 Biennial Budget.

PROPOSED MOTION

A recommended motion is:

“I move to approve Amendment No. 3 to the 2023 -2024 Biennial Budget as presented.”

Water Fund

Revenue			Original Budget	Increase	Decrease	Amended Budget	Net Effect On Budget	Notes
BARS Code	BARS Title	Description						
343.40.30.01	DEA Cost Reimbursement	Establish Budget to Align with Projected Revenue	\$ -	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	Establish budget to recognize money received from DEA project.
331.66.00.01	Federal Direct Grant from Environmental Protection Agency	Congressional Earmark from Congressman Larson's Office for Division 7 Reservoir	\$ -	\$ 220,000.00		\$ 220,000.00	\$ 225,000.00	Establish budget to recognize award.
391.80.00.01	Intergovernmental Loans	Establish Budget for Public Works Board Loan - Anticipated Loan Proceeds for 2024	\$ -	\$ 200,000.00		\$ 220,000.00	\$ 425,000.00	The District doesn't anticipate needing the full loan proceeds in 2024
333.97.00.02	Federal Indirect Grant Homeland Security	Increase Budget for Chlorine Contact Basin & Geneva Pump House; Div 7 Phase I	\$ 1,600,000.00	\$ 710,877.00		\$ 2,310,877.00	\$ 1,135,877.00	Expenses from Phase I of Div 7 were reimbursed in 2024; Other awards granted in 2024; CCB = \$220,996; Geneva = \$223,146; Div 7 = \$266,775
334.01.80.01	State Grant from Military Department	Increase Budget for Chlorine Contact Basin & Geneva Pump House; Div 7 Phase I	\$ -	\$ 93,700.00		\$ 93,700.00	\$ 1,229,577.00	Expenses from Phase I of Div 7 were reimbursed in 2024; Other awards granted in 2024; CCB = \$36,826; Geneva = \$12,397; Div 7 = \$44,462
361.11.00.00	Interest Income	Increase Budget to Align with Projected Revenue	\$ 34,091.00	\$ 30,000.00		\$ 64,091.00	\$ 1,259,577.00	Due to interest rates remaining high, District has already earned in 5 months the annual adopted budget.
Water Fund Revenue - Net Effect of Amendments				\$ 1,254,577.00			\$ 1,259,577.00	
Expenditures								
534.10.41.00	Quality Assurance	Increase Budget to Align with Projected Expenditures	\$ 87,810.00	\$ 44,500.00		\$ 132,310.00	\$ 44,500.00	City of Bellingham billed 2023 dues in 2024, years past billed in current year due for. Supposed to bill 2024 in 2024; establish budget for 2024 dues
534.10.41.01	General Admin Professional Services	Increase Budget for State Audit of 2022-2023 Financials	\$ 107,925.00	\$ 16,250.00		\$ 124,175.00	\$ 60,750.00	Anticipated costs to be realized in 2025 due to the lateness in the past from SAO; Audit moved to earlier in the year for S&P rating.
535.10.43.00	Software/IT Subscriptions	Increase Budget for 3-Year Subscription of ESRI Software & Waterworth (\$2500)	\$ 54,905.00	\$ 8,500.00		\$ 63,405.00	\$ 69,250.00	The majority of costs associated with Waterworth were funded through an internal amendment from lease expense, funds no longer needed for office equipment lease (\$5500)
534.50.49.00	Insurance Claims	Increase Budget to Align with Projected Expenditures	\$ 2,500.00	\$ 2,500.00		\$ 5,000.00	\$ 71,750.00	
534.80.47.00	Utilities	Increase Budget to Align with Projected Expenditures	\$ 138,835.00	\$ 15,000.00		\$ 153,835.00	\$ 86,750.00	Increase budget due to inflation costs being higher than anticipated
Water Fund Expenditures - Net Effect of Amendments				\$ 86,750.00	\$ -		\$ 86,750.00	
Debt Service								
Water Fund Debt Service - Net Effect of Amendments			\$ -					
Capital Outlay								
594.34.60.01	Capital Outlay - Budget Only	Increase Budget to Align with Projected Expenditures	\$ 1,878,500.00	\$ 99,638.00	\$ -	\$ 1,978,138.00	\$ 99,638.00	See Capital Outlay Breakdown
Water Fund Capital Outlay - Net Effect of Amendments								
Summary		Amendment Amount			Net Effect on Budget			
Revenue Net Increase		\$ 1,254,577.00	\$		\$ 1,254,577.00			
Expenditures Net Increased Budget		\$ 86,750.00	\$		\$ 1,167,827.00			
Debt Service Increased Budget		\$ -	\$		\$ 1,167,827.00			
Capital Outlay Increased Budget		\$ 99,638.00	\$		\$ 1,068,189.00			
Amendment Effect on Water Fund Balance								
2024 Beginning Fund Balance (Actual)			\$		\$ 1,541,238.00			
2024 Projected Ending Balance with Adopted Budget			\$		\$ 1,641,216.00			
2024 Net Increase (Decrease) As a Result of Amendments			\$		\$ 1,068,189.00			
2024 Projected Ending Fund Balance			\$		\$ 2,709,405.00			

Other items to note:

Sewer Fund

Revenue

BARS Code	BARS Title	Description	Original Budget	Increase	Decrease	Amended Budget	Net Effect On Budget	Notes
361.11.00.02	Investment Interest	Increase Budget to Align with Projected Revenue	\$ 34,091.00	\$ 30,000.00		\$ 64,091.00	\$ 30,000.00	Due to interest rates remaining high, District has already earned in 5 months the annual adopted budget.
Sewer Fund Revenue - Net Effect of Budget Amendments				\$ 30,000.00	\$ -		\$ 30,000.00	

Expenditures

535.10.41.01	General Admin Professional Services	Increase Budget to Align with Projected Expenditures	\$ 107,925.00	\$ 16,250.00		\$ 124,175.00	\$ 16,250.00	Anticipated costs to be realized in 2025 due to the lateness in the past from SAO; Audit moved to earlier in the year for S&P rating. The majority of costs associated with Waterworth were funded through an internal amendment from lease expense, funds no longer needed for office equipment lease (\$5500)
535.10.43.00	Software/IT Subscriptions	Increase Budget for 3-Year Subscription of ESRI Software & Waterworth (\$2500)	\$ 54,905.00	\$ 8,500.00		\$ 63,405.00	\$ 24,750.00	
535.80.47.00	Utilities	Increase Budget to Align with Projected Expenditures	\$ 141,383.00	\$ 15,000.00		\$ 156,383.00	\$ 39,750.00	Increase budget due to inflation costs being higher than anticipated
Sewer Fund Expenditures - Net Effect of Budget Amendments				\$ 39,750.00	\$ -		\$ 39,750.00	

Debt Service

Sewer Fund Debt Service - Net Effect of Amendments			\$ -					
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Capital Outlay

595.35.60.02	Capital Outlay - Budget Only		\$ 1,832,000.00	\$ 897,500.00		\$ 2,729,500.00	\$ 897,500.00	See Capital Outlay Breakdown
Sewer Fund Capital Outlay - Net Effect of Amendments				\$ 897,500.00	\$ -		\$ 897,500.00	

Summary	Amendment Amount	Net Effect on Budget
Revenue Increase	\$30,000	\$ 30,000.00
Expenditures Net Increased Budget	\$ 39,750.00	\$ (9,750.00)
Debt Service Increased Budget	\$ -	\$ (9,750.00)
Capital Outlay Increased Budget	\$ 897,500.00	\$ (907,250.00)

Amendment Effect on Sewer Fund Balance

2024 Beginning Fund Balance (Actual)	\$ 4,012,484.00
2024 Projected Ending Balance with Adopted Budget	\$ 3,188,854.00
2024 Net Increase (Decrease) As a Result of Amendments	\$ (907,250.00)
2024 Projected Ending Fund Balance	\$ 2,281,604.00

Other items to note:

Capital Outlay

Water Portion

Project Number	Description	Original Budget	Over	Under	Net	Notes
C2316	Chlorine Contact Basin - Phase I	\$ -	\$ 52,700.00	\$ -	\$ 52,700.00	Grant Funds Awared to Offset Costs; \$6,588 District Share
C2402	Geneva Pump House - Phase I	\$ -	\$ 46,938.00	\$ -	\$ 99,638.00	Grant Funds Awared to Offset Costs; \$2,347 District Share

Sewer Portion

Project Number	Description	Original Budget	Over	Under	Net	Notes
	2023 Budget Carryover	\$ -	\$ 897,500.00		\$ (897,500.00)	From Projects Budgeted but Not Completed in 2023



**AGENDA
BILL
Item 6.B**

**Eagleridge Water
Booster Station
Improvement Plan**

DATE SUBMITTED:	June 18, 2024	MEETING DATE:	June 26, 2024
TO: BOARD OF COMMISSIONERS	FROM: Greg Nicoll, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. None		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Lake Whatcom Water and Sewer District (District) operates three primary water distribution systems within the District boundaries: South Shore, Agate Heights and Eagleridge. The Eagleridge system serves the Eagleridge neighborhood located on the north shore of Lake Whatcom which consists of 68 residential connections served by an intertie with the City of Bellingham.

In 1989, the developer of the Eagleridge community installed the water distribution system to serve the Eagleridge development. Due to insufficient water pressure provided by the City, the developer installed the Eagleridge booster pump station to increase pressure within the Eagleridge system as well as providing additional capacity during high flow events such as firefighting events. This booster station was subsequently dedicated to the District and the District has owned and operated the station since that time. The station includes three 7.5 horsepower domestic flow pumps and two 30 horsepower high flow pumps housed within a CMU building. Emergency backup power is provided by an 80-kW standby generator that is also housed within the building.

At some point between 1989 and 2016, the City of Bellingham modified the water service to the Eagleridge intertie, increasing the water pressure to the Eagleridge system. In 2021, the District contracted with Wilson Engineering to complete a hydraulic analysis of the Eagleridge system. This analysis determined that the City pressure was sufficient to provide at least the Washington State Department of Health minimum required water pressure of 30 psi to all water meters within the Eagleridge system. The analysis also determined that the high flow pumps were still necessary to meet fire flow requirements. Although Wilson’s investigation determined that the domestic pumps are not required, the District has elected to retain the existing domestic pumps to maintain historic service levels to the system.

The pumps and controls have not been replaced or substantially improved since they were installed and are upwards of 35 years old. Based on the typical pump and control system expected useful lives, the pumps and controls are near the end of their useful life. To address this aging infrastructure, a capital improvement project was included in the 2024 system reinvestment plan. This project scope, which includes a budget of \$116,000, recommended further evaluation of the booster station to identify repairs and improvements to extend the useful life of the pumps and controls.

In early 2024, the Engineering and Operations & Maintenance Departments collaborated to further investigate the condition, operation and anticipated remaining useful life of the various components of the system. This investigation concluded that all five pumps are generally in good working order and controls continue to reliably operate the station. In addition, staff evaluated the risk of failure of the two systems. As noted above, the City intertie provides sufficient system pressure to the system to provide at least the minimum required pressure of 30 psi at all connections within the system. In the event that the domestic pumping system did unexpectedly fail, the District would be able to continue to serve the area with no interruption in service. As mentioned above, the high flow pumps are required to provide the required fire flow to the service area. However, these high flow pumps rarely operate and the system includes a fully redundant backup pump to provide service in the event that the lead pump fails. Therefore, the risk of failure of this system is interpreted to be low.

Based on the findings above, District staff believes that the pumping systems in the Eagleridge Booster Station have at least five years of remaining useful life. In lieu of a major overhaul of this station during the current biennium, staff recommends implementing a program to regularly inspect and evaluate the operation of the system as well as completing minor improvements that will assist with on-going monitoring to ensure that the system continues to operate properly. Recommended improvements include installation of a flow meter on the pump station discharge piping to provide continuous monitoring of discharge flow and pressure. If this proposed option is acceptable to the board, District staff would conduct on-going evaluation of the pump control system to reduce pump cycling on both the high flow and domestic flow pumps to further extend the useful life of these pumps and controls.

Although the pumps and controls are currently in serviceable condition, they are nearing the end of their useful lives and staff will plan for renovation or complete replacement of this booster station in approximately five years. There are numerous alternatives for renovation of the station that will be further evaluated in the coming years.

FISCAL IMPACT

The proposed action would require a substantially lower investment during the current biennium. It is estimated that the new flow meter will cost less than \$20,000 and all other efforts would be completed by District staff. The remaining capital budget would be available for reallocation to other projects or carried forward to the upcoming biennium. However, no budget reallocation is proposed at this time.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy and Performance
Operational Optimization
Financial Viability

RECOMMENDED BOARD ACTION

No action is recommended at this time.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 6.C**

**2025-2030
Six-year Strategic
Business Plan**

DATE SUBMITTED:	June 19, 2024	MEETING DATE:	June 26, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft 2025-2030 Six-year Strategic Business Plan		
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 Board of Commissioners adopted the District’s first (and current) six-year strategic business plan (2022-2027) during a regularly scheduled meeting of the Board on December 8, 2021.

District management, in collaboration with staff, has developed a draft update to the six-year strategic business plan based upon goals accomplished through implementation of the current plan and input received through completion of the Effective Utility Management (EUM) assessment conducted earlier this year. The draft plan (attached) will be presented during the June 26 meeting for the Board’s review and input. The Plan has been developed to look beyond the traditional biennial budget process in identifying, and better positioning the District to adequately respond to future needs and fiscal constraints. Recognizing that the District undergoes development of Board -guided goals through creation of a biennial budget, the 2025-2030 plan looks six years into the future with an intent to proactively plan today for what is anticipated tomorrow. Built into this Plan are department-specific goals with strategies for completion, and workload indicators and performance measures to monitor goal attainment.

The Plan looks at the trends of the District to anticipate future needs. Financial resources are also forecast, taking into consideration economic indicators, recent legislation, and anticipated mandates. The Plan is then focused on using available resources in the most efficient manner to provide quality service to our customers, while supplementing existing resources as necessary to meet the current and future needs of the District.

FISCAL IMPACT

Fiscal impact will be dependent upon Board input and what goals are incorporated into the final revision of the plan that is adopted by the Board.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

The six-year strategic business plan has the potential to play a role in the District's operations and services under all ten EUM attributes.

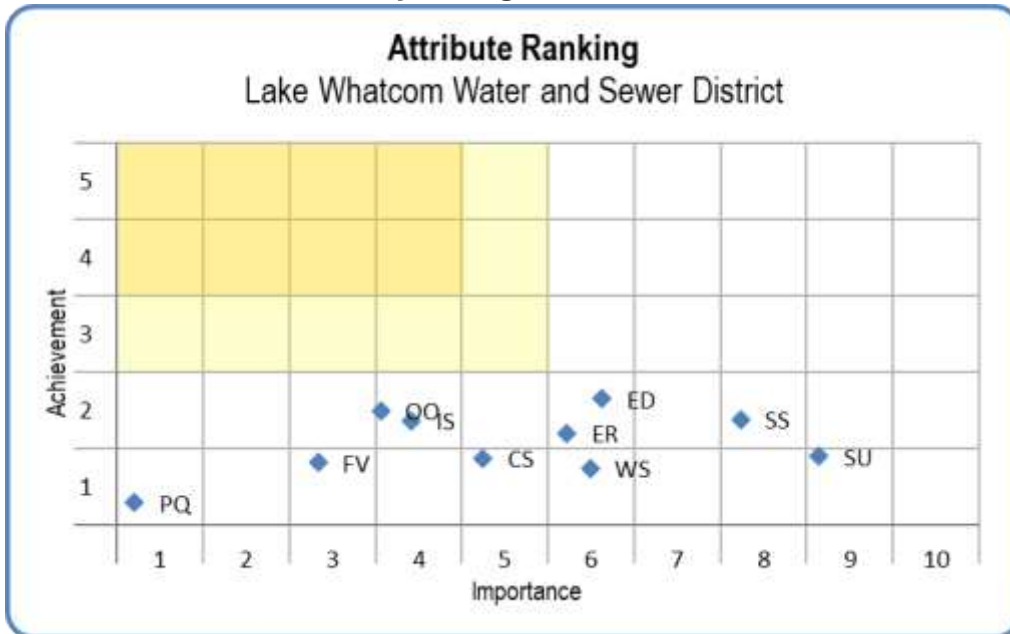
RECOMMENDED BOARD ACTION

No action is recommended at this time.

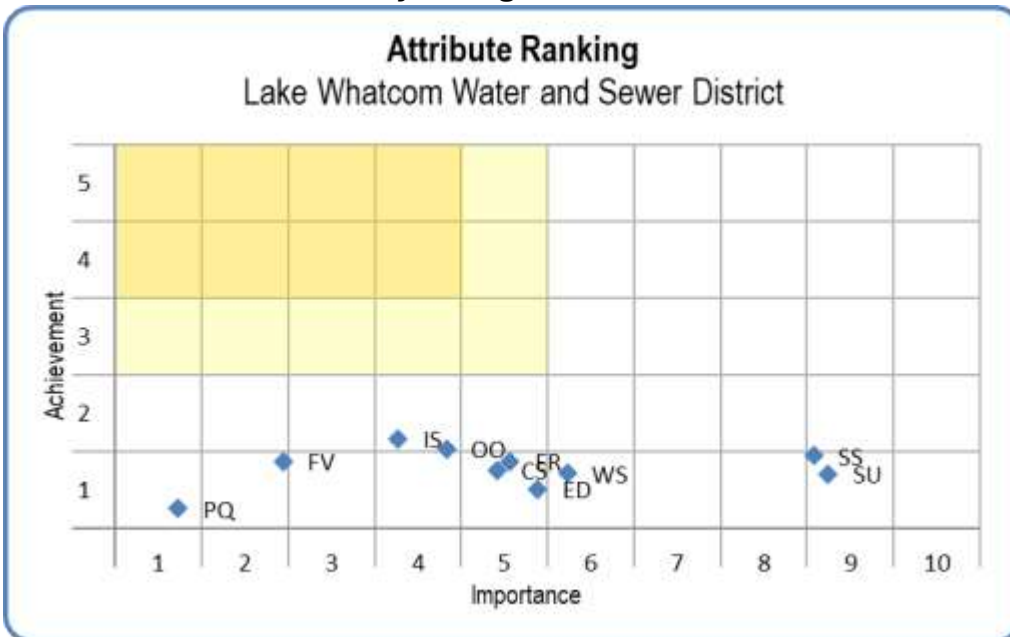
PROPOSED MOTION

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

2025-2030 SIX-YEAR STRATEGIC BUSINESS PLAN

LAKE WHATCOM WATER & SEWER DISTRICT



Adopted **Month Day**, 2024

Mission

To provide the best possible water and sewer services to District customers in a cost efficient manner, and in a way that contributes to protecting Lake Whatcom water quality.

LAKE WHATCOM WATER & SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WASHINGTON 98229

2025-2030
SIX-YEAR STRATEGIC BUSINESS PLAN
LAKE WHATCOM WATER & SEWER DISTRICT

Todd Citron
President, Board of Commissioners

Justin Clary
General Manager

DRAFT

CONTENTS

ACRONYMS AND ABBREVIATIONS	IV
1 INTRODUCTION	1
1.1 DISTRICT GUIDING PRINCIPLES	1
1.2 PLAN PURPOSE	2
1.3 PLAN DEVELOPMENT PROCESS	2
2 DEPARTMENT-SPECIFIC PLANS	4
2.1 EXECUTIVE	4
2.2 FINANCE	9
2.3 ENGINEERING	13
2.4 OPERATIONS AND MAINTENANCE	18
3 SIX-YEAR BUDGET AND STAFFING SUMMARY	24
4 DISTRICT-WIDE STRATEGIC BUSINESS PLAN	25
REFERENCES	
APPENDIX A	
2024 EFFECTIVE UTILITY MANAGEMENT SELF-ASSESSMENT RESULTS	

ACRONYMS AND ABBREVIATIONS

Board	Board of Commissioners
CCCP	cross connection control program
City	City of Bellingham
COG	Whatcom Council of Governments
County	Whatcom County
District	Lake Whatcom Water and Sewer District
EUM	Effective Utility Management
District	Lake Whatcom Water and Sewer District
IACC	Washington Infrastructure Assistance Coordinating Council
I&I	inflow and infiltration
LWMP	Lake Whatcom Management Program
NASSCO	National Association of Sewer Service Companies
Plan	Six-Year Strategic Business Plan
PRV	pressure reducing valve
RCW	Revised Code of Washington
SCADA	supervisory control and data acquisition (system)
SVCA	Sudden Valley Community Association
SWFA	South Whatcom Fire Authority
USEPA	U.S. Environmental Protection Agency
WASWD	Washington Association of Sewer and Water Districts
WSRMP	Washington Water and Sewer Risk Management Pool
WUCC	Whatcom Water Utility Coordinating Committee
WWA	Whatcom Water Alliance

1 INTRODUCTION

This Lake Whatcom Water and Sewer District (District) six-year strategic business plan (Plan) has been developed to look beyond the traditional budget process in identifying, and better positioning the District to adequately respond to future needs and fiscal constraints. Recognizing that the District biennially undergoes development of Board of Commissioners (Board) -guided goals through creation of an operating and capital budget, this Plan looks six years into the future with an intent to proactively plan today for what is anticipated tomorrow. Built into this Plan are department-specific goals with strategies for completion, and workload indicators and performance measures to monitor goal attainment.

This Plan looks at the trends of the District to anticipate future needs. Financial resources are also forecast, taking into consideration economic indicators, recent legislation, and anticipated mandates. This Plan is then focused on using available resources in the most efficient manner to provide quality service to our customers, while supplementing existing resources as necessary to meet the current and future needs of the District.

1.1 District Guiding Principles

The District is a special purpose district authorized under [Title 57 Revised Code of Washington](#) (RCW). Originally formed in 1968 as Whatcom County Water District No. 10, the District provides water service to approximately 3,800 connections and sewer service to approximately 4,000 connections (a population base of approximately 10,700 customers) in an 18-square mile area encompassing Lake Whatcom. The District is operated by 18 full-time professionals, governed by a five-member board of commissioners elected from within the District, and has an annual budget of approximately \$10.5 million.

The District's mission is *to provide the best possible water and sewer services to District customers in a cost efficient manner, and in a way that contributes to protecting Lake Whatcom's water quality*. The mission is achieved through continual pursuit of the following principles:

1. Provide safe and reliable drinking water with sufficient capacity to meet fire flow requirements and sewage collection to District customers.
2. Establish connection charges and utility rates necessary to maintain the District's financial viability.
3. Protect the natural resources within the Lake Whatcom watershed through cooperative efforts with other community and governmental organizations.
4. Be recognized as an outstanding public utility that is responsive to the diverse expectations of its customers.
5. Maintain the District's facilities through effective planning, prevention, and corrective maintenance practices.

6. Provide sewer and water service to those portions of the District as may reasonably be served.
7. Have an organization environment that is responsive to customer needs, promotes teamwork and a safe work environment, and allows all people to achieve their full potential.

1.2 Plan Purpose

The purpose of this strategic business plan is to define District goals, and the actions and resources necessary to achieve those goals, over the near-term (six year) planning horizon, while ensuring consistency with the District’s mission and Board-defined policy objectives.

1.3 Plan Development Process

This Plan serves as an integral mechanism supporting the District’s objective of continual improvement of its operations and services. The District’s mission statement, when coupled with its administrative code, form the *foundation* from which all operational-level decisions are made. Relying upon the policies defined in its foundation, the Board develops operational and capital improvement budgets that align with the foundation and that are influenced by employee input, District planning processes, and analysis and other forms of *internal input*, along with *external input* received from our customers and partners.

To define areas in which to focus improvement efforts relative to all District functions, the District first conducted a comprehensive assessment of all operational attributes of its services. To accomplish this, District Board and staff underwent a systematic process of assessing the ten attributes of a water/sewer utility, as defined under the Effective Utility Management (EUM) process (USEPA, 2017). The ten attributes are:

- product quality
- customer satisfaction
- employee and leadership development
- operational optimization
- financial viability
- infrastructure strategy and performance
- enterprise resiliency
- community sustainability
- water resource sustainability
- stakeholder understanding and support

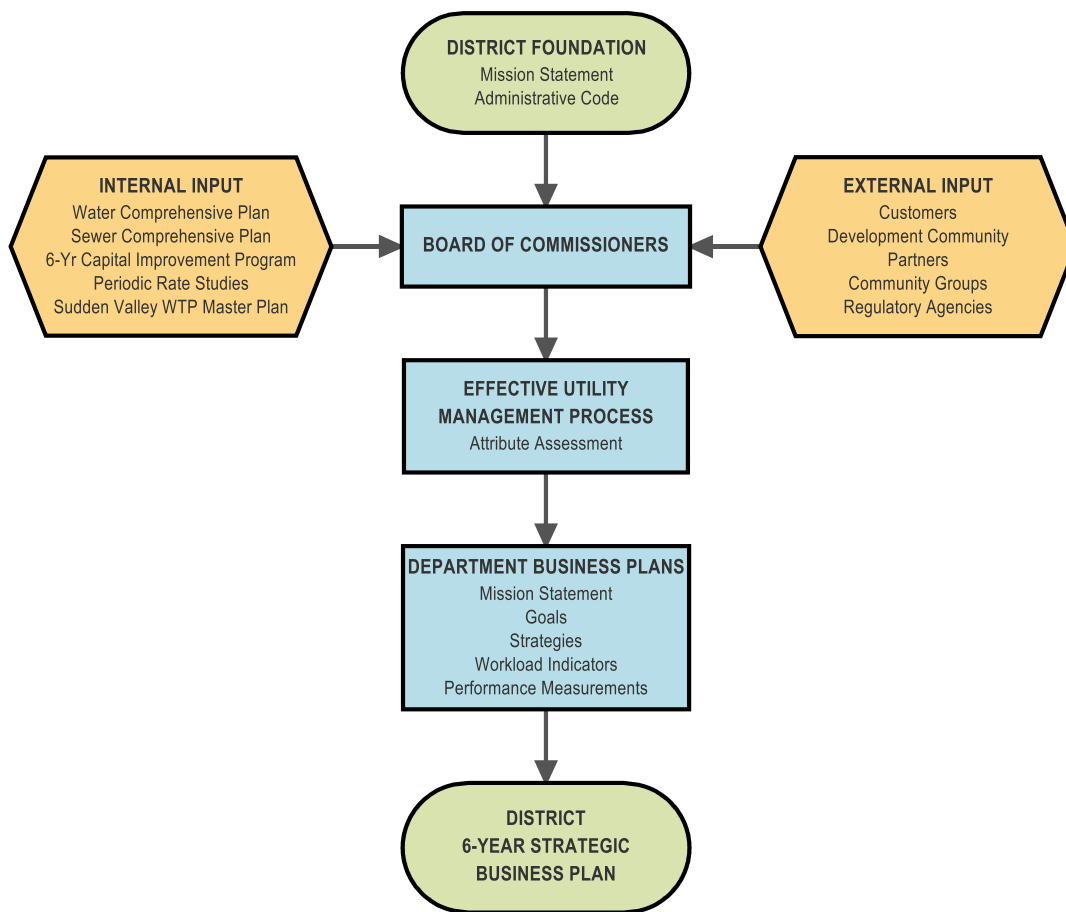
The EUM self-assessment process allows for the rating of the District’s performance of each attribute, and for the ranking of importance of each attribute relative to the others. The self-assessment process was completed independently by the Board, management team, and staff to determine each group’s assessment of current performance and prioritization of attributes, and then aggregated into an overall assessment for Board consideration. Conducting the self-assessment exercise independently by each group allowed that group to gain a better understanding of the other two groups’ perspectives (Appendix A presents the overall results of the 2024 EUM self-assessment).

From the EUM self-assessment process outcomes, the Board identified areas in which additional resources should be allocated over the six-year planning horizon, while still maintaining an overall focus on meeting the District’s mission and compliance with all applicable laws and regulations. Attributes identified by the Board for additional focus are:

- operational optimization
- infrastructure strategy and performance

That said, the Board was also clear in its desire that additional focus towards improvement within these attribute services not be to the detriment of District performance associated with the remaining attributes. Relying upon the District’s Foundation while taking into consideration Board direction received through undertaking the EUM self-assessment process, each District department reviewed its mission statement that guides its function and goals, and developed a department-specific business plan that is consistent with the Board vision. Each department’s business plan was then integrated into this Plan.

The following provides an overview of the process undertaken to prepare this Plan.



2 DEPARTMENT-SPECIFIC PLANS

Building upon the District's mission and Board direction as an outcome of the EUM self-assessment process, each department developed a department-specific mission; goals to pursue over the six-year planning horizon that align with the District's and departmental missions and Board direction; schedule, and budgetary and staffing impacts necessary to attain each goal; and performance measures to monitor goal attainment.

2.1 Executive

Mission Statement

Provide the Board and staff with leadership and advice while implementing best practices to achieve adopted goals and deliver quality services to the community.

Overview

The Executive Department is accountable to the Board for the operational results of the organization, effective support of elected officials in achieving their collective goals, fulfillment of the requirements of the general manager, implementation of Board-adopted policies, and provision of a communication linkage among customers, the Board, District departments and other government agencies.

Description of Programs

The General Manager recommends and implements policy, oversees the operations of the District, and develops and implements the budget. All employees report directly or indirectly to the General Manager. The General Manager is directly supported by the management team and the Administrative Assistant.

Administration. The Administrative Assistant is responsible a variety of administrative functions including management of District records in accordance with state laws, maintenance of District resolutions and the Administrative Code, maintaining a log of all contracts and agreements, and providing timely response public records requests, as well as serving as clerk to the Board.

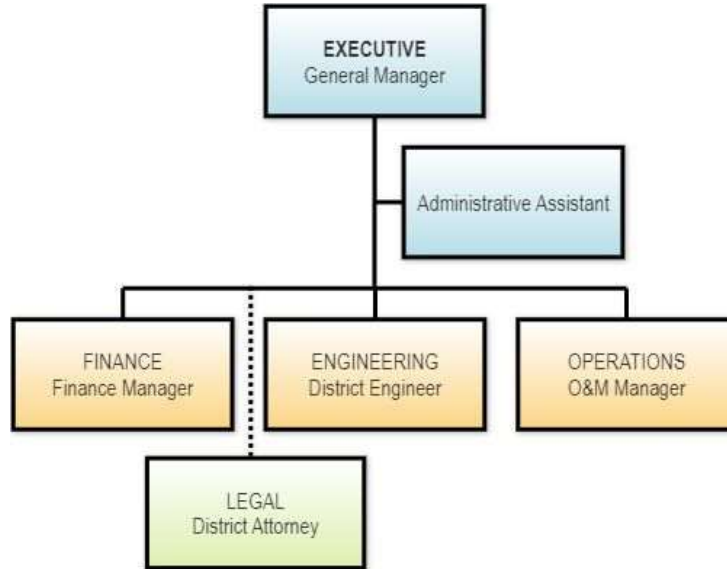
Legal. Legal counsel services are contracted through personal services agreements. Primary, day-to-day counsel is provided by the District Attorney, while additional counsel services may be contracted on a case-by-case basis as needed.

Governmental Affairs. Governmental affairs are primarily completed by the General Manager in collaboration with the Washington Association of Sewer and Water Districts (WASWD). The General Manager works with WASWD lobbyists to ensure that the District's state and federal legislative agendas align with and are promoted during WASWD lobbying efforts.

Public Relations. The General Manager and Administrative Assistant collaborate in developing and publicizing communications that support the distribution of information on District issues and activities to internal and external constituents with the ultimate goal of enhancing public awareness, understanding and interest in District programs, policies, services, and initiatives.

Human Resources. The General Manager, with support from the District Attorney and department managers, is generally responsible for human resources-related functions including labor relations, risk management, serving as the claims agent, citizen advocacy and Title VI civil rights compliance.

2024 Organizational Chart



Six-Year Goal Summary:

The Executive Department’s goals over the six-year planning period consist of:

- Goal 1 – Facilitate achievement of annually established Board initiatives
- Goal 2 – Biennial EUM attribute assessment and update to the Six-Year Business Plan
- Goal 3 – Maintain intergovernmental relations program
- Goal 4 – Enhance public relations program
- Goal 5 – Water rights adjudication participation
- Goal 6 – American Public Works Association accreditation

Detailed Six-Year Goal List

Goal 1 – Facilitate achievement of annually established Board initiatives

Applicable Guiding Principle(s) (see Section 1.1)

- Principle(s) will vary dependent upon Board initiative

Applicable EUM Attribute(s)

- Attributes vary dependent upon Board initiative

Strategies

1. Annually develop objectives and strategies to accomplish Board initiatives
2. Report goal attainment progress to the community in the semi-monthly Manager’s Report

Workload Indicators

- Meetings with management team to attain Board initiatives
- Reporting on the status of completion of Board initiatives

- Annual number of Board initiatives
- Annual number of Board meetings/work sessions held

Performance Measures

- Completion of initiatives within Board/staff agreed timelines

Goal 2 – Biennial EUM self-assessment and update to the Six-Year Business Plan

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 4, 5, and 7

Applicable EUM Attribute(s)

- Product Quality
- Financial Viability

Strategies

1. Update the associated financial forecast on an ongoing basis
2. Update departmental business plans
3. Project fiscal impacts identified in business plans
4. Assess revenue and expenditure trends
5. Merge trend data with business plan cost data
6. Determine the financial delta
7. Develop best/worst case scenarios
8. Formulate revenue and expenditure options
9. Determine affordable service levels
10. Select budget balancing options
11. Obtain Board authorization to proceed with selected option(s)

Workload Indicators

- Draft Departmental Business Plans completed by June 30 of each even-numbered year
- Financial forecast reviewed and updated biennially (each even-numbered year)
- Balanced budget presented to District Board biennially (each even-numbered year)

Performance Measures

- Completion of business plan and associated financial forecast updates by September 1 of each even-numbered year

Goal 3 – Maintain intergovernmental relations program

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 3 and 4

Applicable EUM Attribute(s)

- Stakeholder Understanding and Support

Strategies

1. Continue participation in regional organizations (e.g., Lake Whatcom Management Program [LWMP], Whatcom Water Alliance [WWA], Whatcom Water Utility Coordinating Committee [WUCC], Whatcom County Council of Governments [COG], Whatcom Water District Caucus, etc.)
2. Expand collaboration with city of Bellingham (City), Whatcom County (County), Sudden Valley Community Association (SVCA), and South Whatcom Fire Authority (SWFA) staff and officials

3. Expand participation in state organizations (e.g., Washington Association of Sewer and Water Districts [WASWD], Water and Sewer Risk Management Pool [WSRMP], Infrastructure Assistance Coordinating Council [IACC], etc.)

Workload Indicators

- Participation in LWMP data group, interjurisdictional coordinating team, policy group, and joint councils meetings
- Participation in WWA, WUCC, COG, and Whatcom Water Districts meetings
- Participation WASWD and WSRMP meetings (section meeting, managers meetings, etc.)
- Meet with City, County, SVCA, and SWFA staff
- Attendance of WASWD and IACC conferences
- Presentation at SVCA board meetings

Performance Measures

- Annual budgetary allocation supporting organization memberships, as applicable
- Number of LWMP meetings attended
- Number of WWA, WUCC, COG, and Whatcom Water Districts meetings attended
- Number of meetings with City, County, SVCA, and SWFA staff
- Number of conferences attended
- Number of presentations to the SVCA board

Goal 4 – Enhance public relations program

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 3, 4, and 7

Applicable EUM Attribute(s)

- Customer Satisfaction
- Community Sustainability
- Stakeholder Understanding and Support

Strategies

1. Comprehensive update of website
2. Complete District rebranding
3. Increase number of Facebook followers
4. Increase frequency of issuance of press releases and Facebook and Nextdoor posts
5. Continue participation in community events

Workload Indicators

- Update of the District’s website
- Issuance of press releases and Facebook/Nextdoor posts on a regular basis
- Active participation in community events

Performance Measures

- Completion of website update in 2025
- Completion of District rebranding by 2028
- Number of Facebook followers
- Number of press releases issued
- Number of Facebook posts (target one per week average)
- Number of community events District participates in

Goal 5 – Water rights adjudication participation

Applicable Guiding Principle(s) (see Section 1.1)

- Principle 1

Applicable EUM Attribute(s)

- Product Quality
- Water Resource Sustainability

Strategies

1. Attend adjudication-related public meetings, open houses, webinars, etc. to stay abreast of the adjudication process
2. Consult with District legal counsel and consultant engineer as needed
3. Prioritize filing of claims to position for early review in process

Workload Indicators

- Attendance of adjudication-related presentations/meetings

Performance Measures

- Claims filed associated with each District water right within the required year (2025)
- Documentation supporting claims filed within two years of filing the associated claim (2027)

Goal 6 – American Public Works Association accreditation

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1, 4, and 7

Applicable EUM Attribute(s)

- Product Quality
- Customer Satisfaction
- Employee Leadership and Development
- Operational Optimization
- Financial Viability
- Infrastructure Strategy and Performance

Strategies

1. Review and pursue completion of accreditation requirements in advance of formal registration
2. Assign District resources (staff) to pursue/complete specific accreditation metrics
3. Solicit assistance from accredited agencies as needed

Workload Indicators

- Accreditation Team status meetings
- Consistent completion of accreditation-required metrics (Practice sub-goals)

Performance Measures

- Number of Accreditation Team meetings held annually
- Number of Practice sub-goals completed annually
- Formal registration in 2026
- APWA accreditation in 2029

Timeline for Goal Completion



Budgetary/Staffing Impacts to Implement

Following presents estimated staffing increases (presented as full-time equivalents) above baseline (2024) conditions associated with implementation of departmental goals.

Position	2025	2026	2027	2028	2029	2030	Total
none	-	-	-	-	-	-	-

The following presents an estimated cost above baseline (2024) conditions associated with implementation of each departmental goal.

Goal	2025	2026	2027	2028	2029	2030	Total
1	\$ TBD*	\$ TBD*	\$ TBD*	\$ TBD*	\$ TBD*	\$ TBD*	\$ TBD
2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	\$ 15,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 35,000
5	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 20,000
6	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ 10,000	\$ 16,000

*pursue subject to available funds

2.2 Finance

Mission Statement

Utilize a financial best practices model to effectively employ compliance, innovation, technology, and resources through a service-oriented, team approach in meeting regulatory responsibilities and customer needs while creating financial sustainability.

Overview

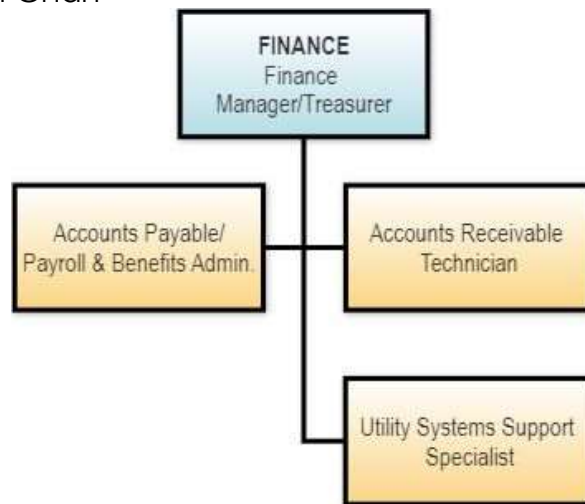
The Finance Department oversees the financial planning for the District to include budgeting for capital projects and operations, investments, debt service obligations, and fiscal policy development. The Finance Department also manages the financial resources and accounting functions of the District, which includes maintenance of the financial system, preparation of the annual comprehensive

financial statements, payroll, benefit administration, and utility billing. The Finance Manager/Treasurer manages the department.

Description of Programs

The Finance Department ensures the District’s financial stability through proper accounting procedures and management of funds that include revenues, expenditures, investments, and debt service, in accordance with District fiscal policies and state statutes. The Finance Department is also responsible for long-range planning relative to service rates, general facilities charges, and investments.

2024 Organizational Chart



Six-Year Goal Summary:

The Finance Department’s goals over the six-year planning period consist of:

- Goal 1 – Improve performance standards and enhance professional growth and development
- Goal 2 – Improve financial sustainability and forecasting
- Goal 3 – Maximize and utilize technology to improve workflow

Detailed Six-Year Goal List

Goal 1 – Improve performance standards and enhance professional growth and development

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 4 and 7

Applicable EUM Attribute(s)

- Employee Leadership and Development
- Operational Optimization

Strategies

1. Create a working environment that encourages growth and responsibility among staff
2. Expand employee cross-training and focus on employee professional development
3. Reinforce adopted policies and procedures
4. Enhance communication between staff and management

Workload Indicators

- Review each job description within the department on a regular basis and seek opportunities for cross-training where job descriptions and duties allow
- Identify professional trainings and webinars that align with job duties and encourage growth in accounting principles for each employee
- Issue weekly updates to staff addressing policies, procedures, events, and ongoing projects
- Increase number of employee training opportunities centered on accounting standards and best practices
- Develop a comprehensive financial procedure manual

Performance Measures

- Number of trainings and webinars attended by staff
- Cross-training and development of a tracking system for each employee as part of their annual review listing new skills and knowledge base acquired year over year
- Number of weekly updates from the Finance Manager
- Number of staff meetings and engagement activities
- Implementation of comprehensive financial procedure manual which focuses on best practices, standard operating procedures for each position, internal controls to protect against fraud, and financial policies

Goal 2 – Improve financial sustainability and forecasting

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 2 and 5

Applicable EUM Attribute(s)

- Financial Viability
- Enterprise Resiliency

Strategies

1. Manage overhead and personnel costs for rate sustaining operational costs
2. Develop a long-term forecasting model
3. Assist other departments in achieving operational goals which include compliance and accountability as part of the District's financial standards and state statutes
4. Review and update of financial policies
5. Review of investments and investment opportunities
6. Remain current with financial industry standards

Workload Indicators

- Development and routine evaluation of long-term forecasting model
- Provide clear and timely instructions, guidance, and schedule to departments for: preparation of budgets, budget amendments or modifications, and reporting requirements
- Routine evaluation of biennial budget
- Routine evaluation of financial policies
- Routine evaluation of investments

Performance Measures

- Overhead and personnel costs align with sustainable rate revenue by increasing proportionately to rate increases

- Forecasting model is utilized on a regular basis for “what if” situations, rate modeling, and budgeting, and is updated regularly to provide assistance in making sound financial decisions
- Number of meetings with department heads to review operating and capital costs align with the adopted budget and project timeline
- Financial policies are implemented and kept current to align with industry best practices and standards
- Investment revenue increases while maintaining safety and liquidity requirements
- Accurate and informative annual financial statements are produced in accordance with the State Auditor’s Office to meet all deadlines and reporting requirements

Goal 3 – Maximize and utilize technology to improve workflow

Applicable Guiding Principle(s) (see Section 1.1)

- Principle 7

Applicable EUM Attribute(s)

- Operational Optimization

Strategies

1. Research options to streamline accounts receivable and accounts payable operations
2. Improve records retention within the functions of payroll and benefit administration
3. Improve business continuity within the finance department
4. Increase staff training and use technology to improve workflow

Workload Indicators

- Meet with banking representatives to improve how daily deposits are made
- Work with other departments to utilize records retention software to maintain lifetime records for payroll and benefits
- Convert the accounts payable process to a paperless process and paperless record retention
- Research implementation of Springbrook Cloud to determine if it is a good fit for the District
- Increase staff and management trainings on new technology and processes

Performance Measures

- Implementation of either remote deposit capture or electronic processing of checks received for payment at the District office
- Implementation of document management software to create a searchable database of payroll and benefits records to eliminate paper records and storage
- Implementation of a paperless process for the approval and record retention of accounts payable.
- Utilization of internal server drive to store accounts payable records
- Number of meetings with Springbrook representatives to discuss costs and implementation strategies should a shift be made to Springbrook Cloud
- Number of trainings for staff on recent technology and processes with successful implementation

Timeline for Goal Completion



Budgetary/Staffing Impacts to Implement

Following presents estimated staffing increases (presented as full-time equivalents) above baseline (2024) conditions associated with implementation of departmental goals. Of note, the sole staffing change anticipated over the six-year planning horizon is the planned shift of the Utility Systems Support Specialist position to the Operations and Maintenance Department upon the retirement of the individual currently in that position (2027 is shown for general planning purposes only—no firm timeline for retirement has been provided by the employee). Further, it is anticipated that the current employee within the Accounts Payable, Payroll & Benefits position will be retiring during the six-year planning horizon. While this does not affect staffing levels, as the District will fill this position, some goals for the department are designed to plan for this succession to ensure continuity.

Position	2025	2026	2027	2028	2029	2030	Total
Utility Systems Support Specialist	-	-	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)

The following presents an estimated cost above baseline (2024) conditions associated with implementation of each departmental goal.

Goal	2022	2023	2024	2025	2026	2027	Total
1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2.3 Engineering

Mission Statement

Manage the development, renewal, and replacement of District public infrastructure to provide efficient, reliable, and sustainable water and sewer service utilizing asset management principles; and provide engineering technical support to Operations & Maintenance, Finance, and Administrative staff as well as existing and future customers.

Overview

The Engineering Department manages the District’s capital improvement (system reinvestment) program, which consists of the design, permitting, and construction of all new and existing District-owned infrastructure. The department also manages the District’s asset management system, safety program, and emergency management program. The District Engineer manages the department, with

support provided by the Construction Engineer, Engineering Technician/Safety Officer and consulting engineer.

Description of Programs

System Reinvestment Program. The Engineering Department is responsible for implementing and periodically updating the District's Water System Comprehensive Plan and Comprehensive Sewer Plan which define utility system improvements over the 20-year planning horizon. The department manages and implements a 6-year system reinvestment plan for each utility that schedules and allocates funding for specific capital projects. Capital projects are managed by the department. Consulting engineers typically provide support for pre-design, permitting, design, bidding, and construction administration. The District Engineer is responsible for preparing the 6-year and 20-year capital improvement plans and managing all phases of capital improvement projects. The Construction Engineer typically takes the lead role and serves as field inspector during the construction phase of capital improvement projects, and utilizes a consulting engineer as needed for specialized technical support and materials testing.

Asset Management. The District uses GIS-based OpenGov (formerly Cartegraph) asset management software to track asset location, condition, maintenance, labor/equipment/material costs, remaining service life, and renewal/replacement of all District-owned infrastructure and equipment. The asset management goal is to maximize the service life of infrastructure and equipment, and plan for renewal/replacement prior to failure. OpenGov is also used to track and document customer services requests, look up customer account records related to private water/sewer permits and as-builts, and to track and document land development requests including water/sewer permits from initial inquiry to final water/sewer connection.

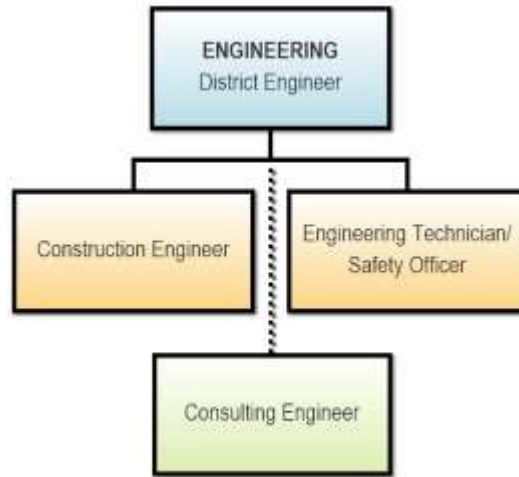
Development Services. The Engineering Department provides development services through performing water/sewer availability assessments, which consist of physical identification of the locations of connection of new development to water/sewer infrastructure, communication of additional development requirements (e.g., restrictive covenants, utility local improvement district and/or latecomer fees, etc.), and development and administration of developer extension agreements.

Safety Program. The Engineering Technician/Safety Officer administers the District's safety program, creates, and updates safety programs, and provides staff training needed to maintain certifications and proficiency.

Emergency Management Program. The Engineering Technician/Safety Officer leads the District's efforts in maintaining its emergency response plan, crisis communications plan and business continuity plan, as well as facilitating field and tabletop emergency response exercises.

Cross Connection Control Program (CCCP). The Engineering Technician/Safety Officer implements the District's CCCP to comply with drinking water regulations.

2024 Organizational Chart



Six-Year Goal Summary:

The Engineering Department's goals over the six-year planning period consist of:

Goal 1 – Identify, design and construct capital improvement projects that support production of safe and high-quality potable water and effective collection and conveyance of wastewater

Goal 2 – Further develop the District Asset Management System to ensure timely maintenance and rehabilitation to maximize the useful life of District assets and to plan for asset reinvestment to optimize the effective use of the annual capital budget

Goal 3 – Strategically optimize the use and further development of the District's geographic information system (GIS) to support District operations

Goal 4 – Support the on-going development of the District's document management program to ensure maintenance and access to pertinent Engineering documents

Detailed Six-Year Goal List

Goal 1 – Identify, design and construct capital improvement projects that support production of safe and high-quality potable water and effective collection and conveyance of wastewater

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1, 4 and 5

Applicable EUM Attribute(s)

- Product Quality
- Infrastructure Strategy and Performance
- Enterprise Resiliency

Strategies

1. Develop six-year and 20-year capital reinvestment plans informed by coordination with the District Finance, and Operations and Maintenance teams
2. Integrate the District's asset management program into the development and update of the capital improvement program

Workload Indicators

- Number of capital projects constructed during the current budget biennium
- Hours of on-site inspection provided by District staff

- Hours of design and construction administration services provided by consulting engineers

Performance Measures

- Biennial update of the six-year and 20-year capital improvement plans
- Board adoption of a biennial capital reinvestment budget that provides for timely asset repair and replacement
- Completion of planned capital projects on schedule and within budget

Goal 2 – Further develop the District Asset Management System to ensure timely maintenance and rehabilitation to maximize the useful life of District assets and to plan for asset reinvestment to optimize the effective use of the annual capital budget

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1 and 5

Applicable EUM Attribute(s)

- Operational Optimization
- Financial Viability
- Infrastructure Strategy & Performance
- Enterprise Resiliency

Strategies

1. Develop and refine the District-wide inventory of assets with complete and accurate inventory of age, condition and estimated remaining useful life of each asset
2. Develop a Strategic Asset Management Plan to provide the framework for implementation of the program
3. Create an Asset Management committee to identify goals, objectives, and action plan to develop and implement the Asset Management Plan
4. Coordinate with Operations staff to regularly inspect and document the condition of all District assets
5. Strategically use the OpenGov asset management software to develop capital reinvestment plans for linear assets
6. Identify and prioritize asset evaluation to maximize effectiveness while managing limited District resources

Workload Indicators

- Number of asset decay curves added
- Number of Overall Condition Index scores added or updated
- Number of asset replacement plans developed for linear assets
- Number of Asset Committee meetings held

Performance Measures

- Life extension of assets beyond the typical expected useful life published by reputable sources
- Development of a written strategic asset management plan that has been accepted by District staff and Board
- Creation of an asset management committee

Goal 3 – Strategically optimize the use and further development of the District’s geographic information system (GIS) to support District operations

Applicable Guiding Principle(s) (see Section 1.1)

- Principle 5

Applicable EUM Attribute(s)

- Operational Optimization
- Infrastructure Strategy and Performance

Strategies

1. Develop a GIS management and development plan to identify District objectives and priorities for the use and further development of the District's GIS system.
2. Balance District goals and objectives with staffing availability.
3. Redirect department labor resources towards field inspection/GPS and GIS map dataset improvements.
4. Fund temporary GIS/engineering interns for collection of GPS locations, and updates to GIS datasets

Workload Indicators

- Completion of a GIS management and development plan.
- Number of assets field located by GPS and updated in GIS.

Performance Measures

- Completion of internal GIS utilization and improvement plan
- Budget for and hire temporary summer GIS/engineering intern to assist with asset field inspection/GPS and update GIS datasets
- Completion of an updated GIS database with sufficient accuracy for use by District staff

Goal 4 – Support the on-going development of the District's document management program to ensure maintenance and access to pertinent Engineering documents

Applicable Guiding Principle(s) (see Section 1.1)

- Principle 5

Applicable EUM Attribute(s)

- Enterprise Resiliency

Strategies

1. Inventory all District facility records pertinent to engineering, asset management, and capital planning including, but not limited to record drawings, engineering reports, calculations, and condition assessment
2. Support integration of engineering records into the Laserfische document management system
3. Assist in the development of standard operating procedures for Engineering document retention and filing structure
4. Budget for and hire an intern to assist with records management tasks

Workload Indicators

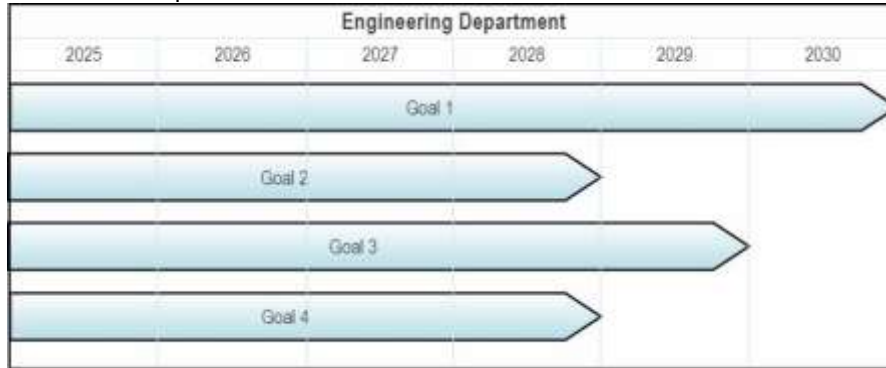
- Number of records inventoried
- Number of records filed

Performance Measures

- Complete inventory of all engineering records and prioritization of records needed for on-going system operation, maintenance, and rehabilitation.

- Inventory and filing of 25% of records by the end of 2025, 50% by 2026, 75% by 2027, and 100% by 2028.

Timeline for Goal Completion



Budgetary/Staffing Impacts to Implement

Following presents estimated staffing increases (presented as full-time equivalents) above baseline (2024) conditions associated with implementation of departmental goals.

Position	2025	2026	2027	2028	2029	2030	Total
Intern (seasonal)	0.25	0.25	0.25	0.25	-	-	0.25

The following presents an estimated cost above baseline (2024) conditions associated with implementation of each departmental goal.

Goal	2025	2026	2027	2028	2029	2030	Total
1	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
3	\$ 0	\$ 0	\$ 20,000	\$ 20,000	\$ 0	\$ 0	\$ 40,000
4	\$ 20,000	\$ 20,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 40,000

2.4 Operations and Maintenance

Mission Statement

Manage the District’s water and wastewater systems in a manner that provides reliable services, ensures public health and safety, meets all regulatory requirements, protects environmental resources, and operates in a financially sound manner.

Overview

The Operations and Maintenance (O&M) Department manages the operation and maintenance of all District-owned facilities, including water and sewer infrastructure and District buildings. The department is also responsible for the inspection of all sewer connections and installation of all water connections for new development connecting to District systems to ensure compliance with state and District standards. The O&M Manager manages the department, with regular support provided by the Maintenance Worker Lead.

The Department uses preventative maintenance plans, established using industry standards, best practices, and previous experience, to maintain District assets. OpenGov (formerly Cartegraph) is the software used by all O&M staff to track, assign, and document the work scheduled and completed within the department.

Description of Programs

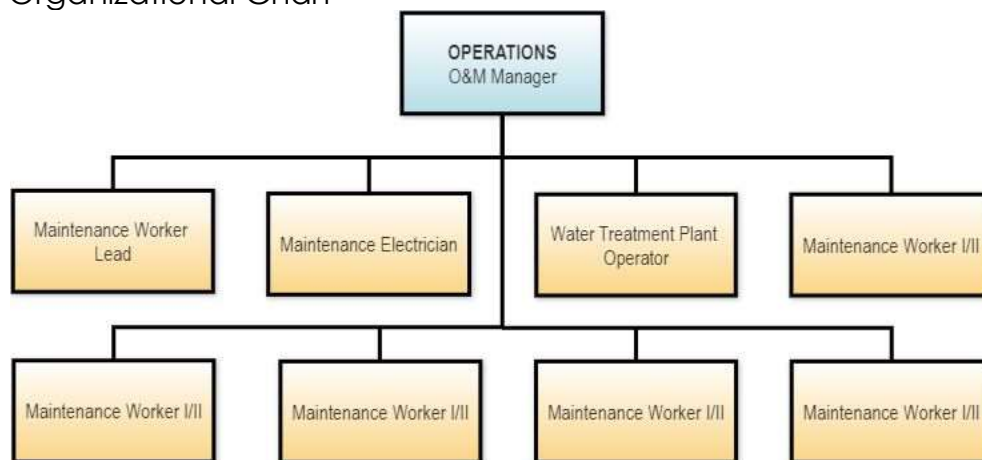
Water Utility. The department operates and maintains the District’s three Group A water supply systems in compliance with state water quantity and quality requirements. This includes performing day-to-day operation and maintenance of the water system including response to utility service requests, asset repairs, facilities inspection, supplies, monitoring, communicating with customers, maintenance management, and all other functions associated with the operation and maintenance of the water system.

Sewer Utility. The department provides sewer services to residents/customers located in the Sudden Valley-Geneva area and the North Shore of Lake Whatcom. This includes performing day-to-day operation and maintenance of the wastewater system including maintenance management, alarm monitoring, asset repairs, facility inspections, and all other functions associated with the operation and maintenance of this system.

Facilities. The department performs all routine maintenance of District facilities, most notably being the District’s administrative office (1220 Lakeway Drive) and maintenance facility (1010 Lakeview Street).

Development Services. The O&M Manager inspects all new connections to the water and sewer systems to ensure construction complies with District construction standards and creates inspection records and as-built documentation. In addition, field staff perform all connections to District water mains for new development.

2024 Organizational Chart



Six-Year Goal Summary:

The Operations Department's goals over the six-year planning period consist of:

- Goal 1 – Ensure the continuity of potable water production that meets or exceeds regulatory requirements
- Goal 2 – Enhance system resiliency through the proactive maintenance and upgrade of District electrical systems, instrumentation, controls, and communications
- Goal 3 – Ensure the effective and reliable collection and conveyance of sewage through routine inspection and preventative maintenance of sewer infrastructure
- Goal 4 – Ensure the realization of the maximum operable life of District water infrastructure
- Goal 5 – Maintain level-of-service expectations related to development services

Detailed Six-Year Goal List

Goal 1 – Ensure the continuity of potable water production that meets or exceeds regulatory requirements

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1 and 5

Applicable EUM Attribute(s)

- Product Quality

Strategies

1. Develop a continuous improvement plan relevant to the water treatment plants to ensure that current requirements are met, and future requirements are planned for
2. Use a systematic approach to identify and upgrade components not specifically identified in the SVWTP 20-year master plan, using in-house resources to design and complete improvements, as appropriate

Workload Indicators

- Number of routine water system reports submitted to agencies
- Number of routine water treatment plant samples collected/analyzed
- Number of routine water distribution system samples collected/analyzed
- Number of hours performing equipment calibration and maintenance
- Number of hours inventorying and preparing treatment chemicals

Performance Measures

- Meet all Department of Health water quality requirements without violation
- Labor hours used to perform preventative maintenance tasks at water treatment plants
- Percentage of samples analyzed by laboratory that are satisfactory
- Number of annual water quality customer complaints received
- Total new tasks completed for water treatment plant assets
 - Tasks related to preventative maintenance
 - Tasks unrelated to preventative maintenance

Goal 2 – Enhance system resiliency through the proactive maintenance and upgrade of District electrical systems, instrumentation, controls, and communications

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1 and 5

Applicable EUM Attribute(s)

- Operational Optimization

➤ Enterprise Resiliency

Strategies

1. Identify systems that are past the end of useful life or lack third-party support and create a replacement program to ensure resiliency
2. Provide funding through biennial budget process to support District resiliency with on-call electrical services and SCADA support services to use contracted resources and concurrently:
 - Conduct workload study to capture full costs of services relative to third-party SCADA and controls support
 - Develop a District-specific Maintenance Technician job description based on similar positions at comparable agencies and tailored to fit District needs
 - Analyze cost/benefit of third-party support versus in-house support
3. Provide funding through the biennial budget process to procure and maintain spare parts inventory for repairs (many instrumentation and controls parts are long lead time items)

Workload Indicators

- Scheduled inspections of electrical cabinets, components and associated equipment using District labor and resources
- Repair of electrical cabinets, components and associated equipment using District labor and resources
- SCADA hardware/software installation, repair, and maintenance using contracted services
- On-call services provided by external contractor, including communications providers and District-contracted services

Performance Measures

- Number of inspections per year
- Number of repairs per year
- Total cost of SCADA services, including District labor and resources
- Total cost of electrical, instrumentation, and controls services, including District labor and resources
- Total downtime of communications networks
 - Downtime (in hours) due to external failures
 - Downtime (in hours) due to internal failures

Goal 3 – Ensure the effective and reliable collection and conveyance of sewage through routine inspection and preventative maintenance of sewer infrastructure

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1 and 5

Applicable EUM Attribute(s)

- Product Quality
- Customer Satisfaction
- Infrastructure Strategy and Performance

Strategies

1. Perform monthly inspection of sewer lift stations, and maintain as needed
2. Adhere to preventative maintenance plans for sewer assets, including regular inspections of all sewer assets at intervals based on Overall Condition Index and manufacturer recommendations

3. Systematically televise/inspect sewer mains using National Association of Sewer Service Companies (NASSCO) standards to define pipe condition and identify structural defects and construction features (dry season, June – October)
4. Systematically televise/inspect sewer mains and manholes using NASSCO standards to define pipe condition and identify inflow and infiltration issues (wet season, November – May)

Workload Indicators

- Monthly inspection of sewer lift stations (16 labor hours/month)
- Total number of preventative maintenance tasks scheduled
- Total number of preventative maintenance tasks completed
- Total number of repairs associated with sewer assets
- Labor hours expended televising/inspecting sewer mains

Performance Measures

- Number of sewer system overflows per year
- Labor hours spent performing preventative maintenance tasks associated with sewer assets
- Total cost of repairs associated with sewer assets
- Miles of sewer main televised/inspected per year
- Annual volume of inflow and infiltration (I&I) conveyed to City of Bellingham
- Annual cost of I&I treatment (by City of Bellingham)

Goal 4 – Ensure the maximum operable life of District water infrastructure

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 1 and 5

Applicable EUM Attribute(s)

- Product Quality
- Customer Satisfaction
- Infrastructure Strategy and Performance

Strategies

1. Adhere to preventative maintenance plans for water assets, including regular inspection of all water assets at intervals based on Overall Condition Index and manufacturer recommendations.
2. Systematically identify and replace aging pressure reducing valves (PRV) throughout the water system to ensure proper operating conditions

Workload Indicators

- Total number of preventative maintenance tasks scheduled
- Total number of preventative maintenance tasks completed
- Total number of PRVs rated as *needs replacement*

Performance Measures

- Labor hours spent performing preventative maintenance tasks associated with water assets
- Total cost of replacing PRVs needing replacement
- Number of customer complaints regarding water pressure per year
- Number of water leaks repaired

Goal 5 – Maintain level-of-service expectations related to development services

Applicable Guiding Principle(s) (see Section 1.1)

- Principles 4 and 7

Applicable EUM Attribute(s)

- Customer Satisfaction

Strategies

1. Monitor workload to drive appropriate staffing/resource allocation

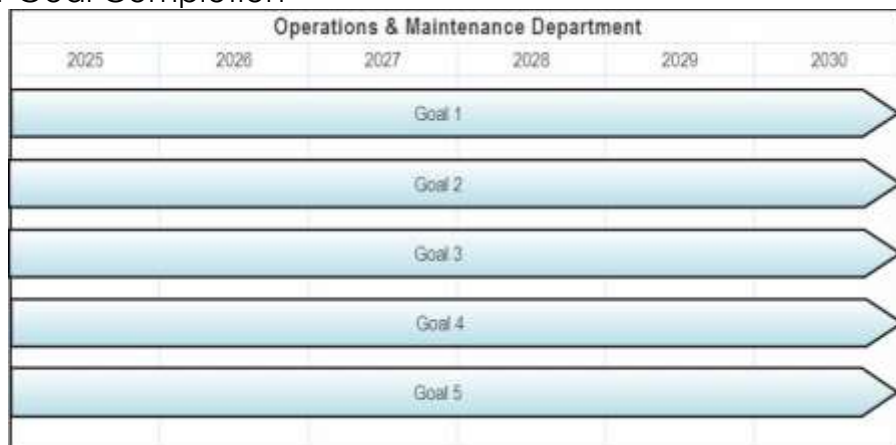
Workload Indicators

- Water/sewer connection inquiries processed
- Water/sewer connection permits issued
- New water service installations

Performance Measures

- Pre-construction meetings attended (annual)
- Water/sewer connections permits issued (annual)
- Inspector labor hours for new development inspections (annual)
- Maintenance staff labor hours for new development installations (annual)

Timeline for Goal Completion



Budgetary/Staffing Impacts to Implement

O&M Department functions are predominantly comprised of routine, scheduled preventative maintenance tasks to ensure efficient operation and realization of the full-service life of District infrastructure. The increased sophistication of District systems (e.g., SCADA controls, use of asset management system, increased complexity), coupled with increasing age of most infrastructure creating more frequent unanticipated system repairs, has continued to result in an increased demand on O&M Department staff. Despite the increase in staffing provided by the addition of another Maintenance Worker in 2022, department workload continues to exceed available resources. The number of full-time equivalent field employees has now returned to the level it was at prior to the creation of Maintenance Worker Lead and O&M Manager. The following presents estimated staffing increases (presented as full-time equivalents) above baseline (2024) conditions associated with implementation of departmental goals, dependent on the outcome of the workload analysis relative to Goal No. 2. Of note is the planned shift of the Utility Systems Support Specialist position to the Operations and Maintenance Department upon the retirement of the individual currently in that

position (2027 is shown for general planning purposes only—no firm timeline for retirement has been provided by the employee).

Position	2025	2026	2027	2028	2029	2030	Total
Maintenance Technician	-	-	1.0	1.0	1.0	1.0	1.0
Utility Systems Support Specialist	-	-	1.0	1.0	1.0	1.0	1.0

The following presents an estimated cost above baseline (2024) conditions associated with implementation of each departmental goal.

Goal	2025	2026	2027	2028	2029	2030	Total
1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	\$ 10,000	\$ 10,000	\$ 132,000*	\$ 144,000*	\$ 159,000*	\$ 174,000*	\$ 629,000*
3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 120,000
5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*pursue subject to workload cost/benefit analysis and available funds

3 SIX-YEAR BUDGET AND STAFFING SUMMARY

From 2025 through 2030, a one new full-time position (subject to workload analysis and funding) and one seasonal intern may be anticipated with estimated annual costs above the 2024 baseline ranging from \$20,000 in 2025 and \$194,000 in 2030. The estimated costs include personnel, vehicles, and equipment, but do not include overhead such as office space and utilities.

Position	2025	2026	2027	2028	2029	2030	Total
Maintenance Technician	-	-	1.0	1.0	1.0	1.0	1.0
Intern (seasonal)	0.25	0.25	0.25	0.25	-	-	0.25

The following presents an estimated cost above the 2024 baseline conditions associated with implementation of each departmental business plan.

Department	2025	2026	2027	2028	2029	2030	Total
Executive	\$ 25,000	\$ -	\$ 16,000	\$ 20,000	\$ -	\$ 10,000	\$ 71,000
Finance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 80,000
Operations	\$ 30,000	\$ 30,000	\$ 152,000	\$ 164,000	\$ 179,000	\$ 194,000	\$ 749,000
Total	\$ 75,000	\$ 50,000	\$ 188,000	\$ 204,000	\$ 179,000	\$ 204,000	\$ 900,000

*certain goals will only be pursued subject to available funds

4 DISTRICT-WIDE STRATEGIC BUSINESS PLAN

This Plan compiles the departmental business plans for 2025-2030 into a holistic District-wide plan, which pools all functions of the District into one common purpose—to achieve service delivery goals. This Plan is intended to assist decision makers in understanding the interrelationship between and impacts of all departments and programs.

Planning is the strength of government and is vital to ensure future community needs are met. Planning is continuous within the organization in areas such as fiscal management, capital improvements, and utility system component repair and replacement. These plans flow into strategic goals of departmental plans.

With departmental plans in place and steps taken to implement them, performance measures may be established to assess the District's performance in achieving strategic goals. Progress towards achieving strategic goals may be monitored through collection of data. Because this is the District's first attempt at implementing performance measures, initial data will provide benchmarks against which future data is compared.

As such, this Plan is not an annual or biennial process, but rather it is one that is continually monitored and refined. Departments will meet on a regular basis to assess measurements and maintain focus on goals. Employees will apprise the General Manager on how things are going at the customer interaction level while stakeholders will let the Board know how they perceive the function of services.

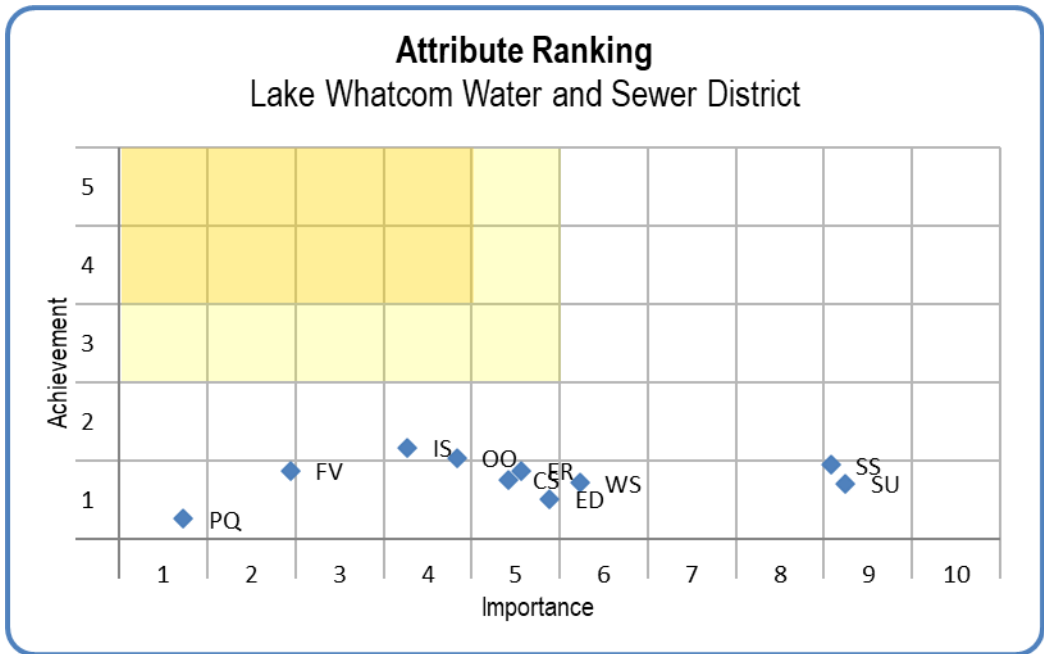
REFERENCES

USEPA. 2017. Effective Utility Management, A Primer for Water and Wastewater Utilities. U.S. Environmental Protection Agency. January 2017.

APPENDIX A

2024 EFFECTIVE UTILITY MANAGEMENT SELF-ASSESSMENT RESULTS

Attribute		Importance (1-10)	Achievement (1-5)
Product Quality	PQ	1.7	1.3
Customer Satisfaction	CS	5.4	1.8
Employee and Leadership Development	ED	5.9	1.5
Operations Optimization	OO	4.8	2.0
Financial Viability	FV	3.0	1.9
Infrastructure Strategy and Performance	IS	4.3	2.2
Enterprise Resiliency	ER	5.6	1.9
Community Sustainability	SU	9.2	1.7
Water Resource Sustainability	WS	6.2	1.7
Stakeholder Understanding & Support	SS	9.1	2.0





**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	June 18, 2024	MEETING DATE:	June 26, 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 26, 2024 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed July 10, 2024	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu July 11, 2024	8:00 a.m.	Board Room/Hybrid Commissioner Holland 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 July 9, 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:

- 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

- 2025-2030 strategic business plan adoption
- 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 in July.

Safety Program Update

- Continue systematic review and revision of District's safety programs by updating eight programs in 2024.
Staff has finalized updates to five (5) programs (meter reading, wildfire smoke, employee orientation, chemical hazard communication, and motor vehicle operation) and is reviewing 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.

District staff met with Holly Woll-Salkeid (Whatcom County) on April 11 and June 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 is scheduled to attend a WASWD webinar on Title 57 RCW on June 25.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.

J Clary attended the data group meeting on June 13 and is scheduled to attend the interjurisdictional coordinating team meeting on June 20.



**AGENDA
BILL
Item 8.B**

**Engineering Department
Report**

DATE SUBMITTED:	June 18, 2024	MEETING DATE:	June 26, 2024
TO: BOARD OF COMMISSIONERS	FROM: Greg Nicoll, Engineering Manager/District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Engineering Department Report		
	2. Summary of Capital Improvement Projects		
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 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 June 26, 2024 Board Meeting
Data Compiled 6/11/24 by 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	3978	68	45	2
Remaining Capacity (ERUs)	**	17	36	0
Permitted ERUs Under Construction	27	0	1	0
Pre-paid Connection Certificates & Expired Permits	12	0	3	0
Water Availabilities (trailing 12 months)	68	0	0	0
Subtotal - Commitments not yet connected	107	0	4	0
Available ERUs	**	17	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 10 Years Next Due March 30, 2033	Time Extension granted May 3, 2024

C2112 - ROCKY RIDGE AND LAKEWOOD PUMP STATIONS REHABILITATION

Project Summary: Replace existing pumps, enclosures, controls and power service.

Project Status: Construction contract awarded to Red Point Construction. Contract has been executed and the pre-construction meeting was held on June 7. Currently reviewing submittals and RFIs. Anticipate starting work in late June and completion in late September.

PROJECT SCHEDULE

Date	Total Project	Progress
10/31/2021	Start	Start
3/30/2022		
8/27/2022		
1/24/2023		
6/23/2023		
11/20/2023		
4/18/2024		
9/15/2024	End	End

Budget Summary

Budget: \$ 2,116,353.00

Spent to Date: \$ 281,612.32

Balance: \$ 1,834,740.68

Budget Year:

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: District staff issued a purchase order to TMG, Inc. for procurement of the selected 2,550 gallon polyethylene tank. The tank has been received. However, the wrong seismic restraints were provided. The supplier is providing new restraints. Installation anticipated to be completed by District staff in late June.

PROJECT SCHEDULE

Date	Total Project	Progress
7/3/2023	Start	Start
9/16/2023		
11/30/2023		
2/13/2024		
4/28/2024		
7/12/2024	End	End

Budget Summary

Budget: \$ 88,000.00

Spent to Date: \$ 71,204.66

Balance: \$ 16,795.34

Budget Year:


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:	District has contracted with Gray & Osborne to complete an alternative analysis to select construction materials and configuration and design and permitting for the selected alternative. Kickoff meeting was held May 23 and G&O is actively working on the alternative analysis..

PROJECT SCHEDULE

	12/20/2023	7/7/2024	1/23/2025	8/11/2025	2/27/2026	9/15/2026	4/3/2027
TOTAL PROJECT	[Progress bar from 12/20/2023 to 4/3/2027]						
PROGRESS	[Progress bar from 12/20/2023 to 7/7/2024]						

Budget Summary	
Budget:	\$ 1,963,000.00 <i>Not incl. in 2023/24 Budget. 87.5% grant funded</i>
Spent to Date:	\$ 1,850.26
Balance:	\$ 1,961,149.74
Budget Year: 2024 (pending budget reallocation)	





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:	As authorized by the board at the June 12, 2024 meeting, the District has executed a contract with Wilson Engineering to evaluate alternative to replace the Geneva Reservoir with two new reservoirs in lieu of seismic upgrades and recoating. Staff is scheduling a kickoff meeting with the design team to be held in the next couple weeks.

PROJECT SCHEDULE

	12/20/2023	7/7/2024	1/23/2025	8/11/2025	2/27/2026	9/15/2026	4/3/2027
TOTAL PROJECT	[Progress bar from 12/20/2023 to 4/3/2027]						
PROGRESS	[Progress bar from 12/20/2023 to 7/7/2024]						

Budget Summary	
Budget:	\$ 1,399,640.00 <i>Not incl. in 2023/24 Budget. 95% grant funded</i>
Spent to Date:	\$ 245.28
Balance:	\$ 1,399,394.72
Budget Year: 2024 (pending budget amendment)	

OTHER ACTIVE PROJECTS:

<p>C2203/C2231 - Div 30 Booster, SV Lift 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><i>Status:</i> The contractor has completed installation of the new PLC and UPS at the Division 30 booster station. The contractor will then move on to the Sudden Valley Lift Station.</p> <p>Budget Year: <input type="text" value="2022"/> Projected Completion: <input type="text" value="June 2024"/></p> <p style="text-align: center;"><u>Budget Summary</u></p> <p>Budget: <input type="text" value="\$ 294,643.00"/> Spent to Date: <input type="text" value="\$ 204,735.58"/> Balance: <input type="text" value="\$ 89,907.42"/></p>
<p>C2109 - Geneva Reservoir Valve for Emermency Isolation: Install a new gate valve to allow shut off and isolation of the Geneva Reservoir</p> <p><i>Status:</i> This project will be completed as part of the Geneva Reservoir seismic improvements (C2402).</p> <p>Budget Year: <input type="text" value="2021"/> Projected Completion: <input type="text" value="2027"/></p> <p style="text-align: center;"><u>Budget Summary</u></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><i>Status:</i> BHC Engineers presented their evaluation of the security considerations for District assets to the Board on June 12. BHC is currently finalizing their report that will provide recommendations for security improvements.</p> <p>Budget Year: <input type="text" value="2022"/> Projected Completion: <input type="text" value="July 2024"/></p> <p style="text-align: center;"><u>Budget Summary</u></p> <p>Budget: <input type="text" value="\$ 50,000.00"/> Spent to Date: <input type="text" value="\$ 31,330.84"/> Balance: <input type="text" value="\$ 18,669.16"/></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><i>Status:</i> 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 intends to reallocate budget from the Eagleridge Booster Station Improvements project to fund the shortfall.</p> <p>Budget Year: <input type="text" value="2023"/> Projected Completion: <input type="text" value="December 2024"/></p> <p style="text-align: center;"><u>Budget Summary</u></p> <p>Budget: <input type="text" value="\$ 26,000.00"/> Spent to Date: <input type="text" value="\$ -"/> Balance: <input type="text" value="\$ 26,000.00"/></p>
<p>M2120C - Nov 2021 Flood Event Response: Cleanup and repairs associated with the November 2021 flood event.</p> <p><i>Status:</i> Remaining work includes addressing temporary protection of exposed pipelines crossing Beaver Creek. District staff has coordinated with DNR regarding final disposition of the pipe crossings and are finalizing a plan for final improvements.</p> <p>Budget Year: <input type="text" value="2021"/> Projected Completion: <input type="text" value="October 2024"/></p> <p style="text-align: center;"><u>Budget Summary</u></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>
<p>C2308 - Div 30 Reservoir Cathodic Protection: Installation of cathodic protection.</p> <p><i>Status:</i> Work to install the cathodic protection is substantially complete and staff is working with the contractor on completing punchlist items.</p> <p>Budget Year: <input type="text" value="2024"/> Projected Completion: <input type="text" value="October 2024"/></p> <p style="text-align: center;"><u>Budget Summary</u></p> <p>Budget: <input type="text" value="\$ 36,000.00"/> Spent to Date: <input type="text" value="\$ -"/> Balance: <input type="text" value="\$ 36,000.00"/></p>

PROJECTS COMPLETED IN PAST 12 MONTHS

Project #	Project Name	Budget	Spent	Balance
M 2309	Reservoir Inspection and interior cleaning	\$ 41,000.00	\$ 27,308.80	\$ 13,691.20
C 2301	LWBI CIPP Renewal Project Priority1 (2023)	\$ 185,000.00	\$ 160,118.90	\$ 24,881.10
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	\$ 13,300.00	\$ 13,213.66	\$ 86.34
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)	\$ 16,240.00	\$ 16,237.79	\$ 2.21
C 2216	Replace Tool Truck	\$ 75,000.00	\$ 60,801.18	\$ 14,198.82
M 2226	Div 30 Reservoir Removal of Hazard Trees	\$ 35,000.00	\$ 39,434.34	\$ (4,434.34)
A 2228	Agate Area Wells Exhibits and Mapping	\$ 2,400.00	\$ 2,413.86	\$ (13.86)
M 2230	Scenic Ave Intertie Valve Repair	\$ 53,500.00	\$ 55,989.50	\$ (2,489.50)
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:	June 10, 2024	MEETING DATE:	June 26, 2024
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL	<i>Jennifer Signs</i>		
ATTACHED DOCUMENTS	1. May 2024 Financial Report		
	2. May 2024 Cash & Investment Summary		
	3. May 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: 14:53:35 Date: 06/10/2024

Page: 1

401 Water Fund

Revenues	Amt Budgeted	May	YTD	Remaining		
330 State Generated Revenues						
333 97 00 02	Federal Indirect Grant Homeland Security	1,600,000.00	0.00	266,774.76	1,333,225.24	83.3%
334 01 80 01	State Grant From Military Department	0.00	0.00	44,462.46	(44,462.46)	0.0%
330 State Generated Revenues		1,600,000.00	0.00	311,237.22	1,288,762.78	80.5%
340 Charges For Services						
343 40 10 00	Water Sales Metered	3,161,387.00	187,365.12	1,320,393.74	1,840,993.26	58.2%
343 40 30 01	DEA Cost Reimbursement	0.00	0.00	4,951.16	(4,951.16)	0.0%
343 41 10 01	General Facilities Charges - Water	104,058.00	11,938.02	13,375.83	90,682.17	87.1%
340 Charges For Services		3,265,445.00	199,303.14	1,338,720.73	1,926,724.27	59.0%
350 Fines & Forfeitures						
359 81 10 00	Combined Fees	8,500.00	846.30	5,639.19	2,860.81	33.7%
359 90 00 00	Late Fees	60,000.00	3,884.43	13,856.46	46,143.54	76.9%
350 Fines & Forfeitures		68,500.00	4,730.73	19,495.65	49,004.35	71.5%
360 Misc Revenues						
361 11 00 00	Investment Interest	34,091.00	8,921.03	42,144.12	(8,053.12)	0.0%
369 91 01 00	Miscellaneous	1,000.00	165.11	278.10	721.90	72.2%
360 Misc Revenues		35,091.00	9,086.14	42,422.22	(7,331.22)	0.0%
Fund Revenues:		4,969,036.00	213,120.01	1,711,875.82	3,257,160.18	65.5%

Expenditures	Amt Budgeted	May	YTD	Remaining		
534 Water Utilities						
534 10 10 00	Water - Gen Admin Payroll	371,432.00	41,985.36	156,695.78	214,736.22	57.8%
534 10 20 00	Water - Gen Admin Personnel Benefits	184,645.00	13,789.92	64,226.62	120,418.38	65.2%
534 10 31 00	Water - Gen Admin Supplies	12,500.00	273.03	2,600.95	9,899.05	79.2%
534 10 31 01	Water - Meetings/Team building	2,000.00	140.14	1,498.91	501.09	25.1%
534 10 40 00	Water - Merchant Services Fees	14,200.00	1,770.55	8,217.01	5,982.99	42.1%
534 10 40 01	Water - Bank Fees	1,400.00	43.09	255.04	1,144.96	81.8%
534 10 41 00	Water - Quality Assurance Programs	87,810.00	617.03	66,751.03	21,058.97	24.0%
534 10 41 01	Water - Gen Admin Prof Srvc	107,925.00	13,765.67	43,035.24	64,889.76	60.1%
534 10 41 02	Water- Engineering Srvc	14,000.00	1,686.25	2,764.75	11,235.25	80.3%
534 10 41 03	Water - Legal Srvc	31,000.00	1,800.50	10,439.95	20,560.05	66.3%
534 10 42 00	Water - Admin Communication	33,000.00	2,757.01	12,449.44	20,550.56	62.3%
534 10 43 00	Water - Software/IT Subscriptions	54,905.00	8,837.18	45,171.78	9,733.22	17.7%
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	975.75	14,207.29	6,292.71	30.7%
534 10 49 02	Water - Taxes	165,095.00	14,736.97	72,670.32	92,424.68	56.0%
534 40 43 00	Water - Admin Training & Travel	13,000.00	2,097.05	3,703.57	9,296.43	71.5%
534 40 43 01	Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%

2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 14:53:35 Date: 06/10/2024

Page: 2

401 Water Fund

Expenditures	Amt Budgeted	May	YTD	Remaining		
534 Water Utilities						
534 50 31 00	Water - Maintenance Supplies	120,500.00	7,125.26	40,323.24	80,176.76	66.5%
534 50 31 01	Water- Small Assets	47,250.00	8,677.04	28,316.62	18,933.38	40.1%
534 50 48 00	Water - Repair & Maint	120,750.00	260.75	22,173.61	98,576.39	81.6%
534 50 49 00	Water - Insurance Claims	2,500.00	0.00	5,000.00	(2,500.00)	0.0%
534 60 41 00	Water - Operations Contracted (Edge Analytical)	12,000.00	1,691.90	5,511.77	6,488.23	54.1%
534 60 47 00	Water - City of Bellingham	62,920.00	3,832.97	18,395.05	44,524.95	70.8%
534 80 10 00	Water - Operations Payroll	692,736.00	75,546.68	280,910.03	411,825.97	59.4%
534 80 20 00	Water - Operations Personnel Benefits	288,803.00	25,782.01	115,394.56	173,408.44	60.0%
534 80 32 00	Water - Operations Fuel	26,000.00	2,944.13	6,510.46	19,489.54	75.0%
534 80 35 00	Water - Safety Supplies	10,000.00	51.49	2,657.39	7,342.61	73.4%
534 80 35 01	Water - Safety Boots	1,400.00	126.98	189.53	1,210.47	86.5%
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	1,959.78	6,918.58	6,081.42	46.8%
534 80 47 00	Water - Ops Utilities	138,835.00	11,777.24	63,306.00	75,529.00	54.4%
534 80 49 00	Water - Operations Laundry	2,000.00	142.88	710.15	1,289.85	64.5%
534 Water Utilities		2,769,806.00	245,194.61	1,101,220.56	1,668,585.44	60.2%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	(3,120.99)	2,179.28	(2,179.28)	0.0%
580 Non Expenditures		0.00	(3,120.99)	2,179.28	(2,179.28)	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	1,878,500.00	27,308.80	27,308.80	1,851,191.20	98.5%
594 34 62 01	Capital Projects - Water Structures	0.00	68,981.42	134,522.78	(134,522.78)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	4,000.50	16,282.00	(16,282.00)	0.0%
594 34 65 01	Capital Outlay - Small Water Projects	0.00	98.10	10,646.82	(10,646.82)	0.0%
594 Capital Expenditures		1,878,500.00	100,388.82	188,760.40	1,689,739.60	90.0%
Fund Expenditures:		4,869,058.00	342,462.44	1,292,160.24	3,576,897.76	73.5%
Fund Excess/(Deficit):		99,978.00	(129,342.43)	419,715.58		

2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 14:53:35 Date: 06/10/2024

Page: 3

402 Sewer Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
340 Charges For Services					
343 50 11 00 Sewer Service Residential	4,763,437.00	340,080.56	2,284,854.87	2,478,582.13	52.0%
343 50 19 00 Sewer Service Other	5,540.00	192.31	2,043.21	3,496.79	63.1%
343 50 30 02 DEA Cost Reimbursement	0.00	0.00	6,185.47	(6,185.47)	0.0%
343 51 10 02 General Facilities Charges - Sewer	122,324.00	12,772.35	15,420.27	106,903.73	87.4%
340 Charges For Services	4,891,301.00	353,045.22	2,308,503.82	2,582,797.18	52.8%
360 Misc Revenues					
361 11 00 02 Investment Interest	34,091.00	8,921.03	42,144.12	(8,053.12)	0.0%
361 40 00 02 ULID 18 Interest/Penalties	0.00	0.00	1,674.30	(1,674.30)	0.0%
368 10 00 02 ULID 18 Principal Payments	0.00	0.00	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	597.88	597.88	3,543.12	85.6%
369 91 01 02 Miscellaneous	1,000.00	165.11	278.10	721.90	72.2%
360 Misc Revenues	40,232.00	9,684.02	46,090.80	(5,858.80)	0.0%
Fund Revenues:	4,931,533.00	362,729.24	2,354,594.62	2,576,938.38	52.3%

Expenditures	Amt Budgeted	May	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	371,434.00	41,985.32	156,695.56	214,738.44	57.8%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	163,622.00	13,789.64	64,225.44	99,396.56	60.7%
535 10 31 00 Sewer - Gen Admin Supplies	11,500.00	273.03	2,531.97	8,968.03	78.0%
535 10 31 01 Sewer - Meetings/Team Building	2,000.00	140.17	1,498.97	501.03	25.1%
535 10 40 00 Sewer -Merchant Services Fees	14,200.00	1,770.55	8,217.03	5,982.97	42.1%
535 10 40 01 Sewer - Bank Fees	1,400.00	43.10	255.06	1,144.94	81.8%
535 10 41 01 Sewer - Gen Admin Prof Srvc	107,925.00	14,329.34	42,236.21	65,688.79	60.9%
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	1,800.50	10,508.94	20,491.06	66.1%
535 10 42 00 Sewer - Admin Communication	33,000.00	2,756.96	12,284.43	20,715.57	62.8%
535 10 43 00 Sewer - Software/IT Subscriptions	54,905.00	8,837.18	53,191.76	1,713.24	3.1%
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	375.50	8,419.25	6,880.75	45.0%
535 10 49 02 Sewer - Taxes	115,000.00	11,496.24	52,965.97	62,034.03	53.9%
535 40 43 00 Sewer - Gen Admin TrainIng &Travel	13,000.00	540.82	2,127.36	10,872.64	83.6%
535 40 43 01 Sewer - Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
535 50 31 00 Sewer - Maintenance Supplies	45,000.00	4,318.74	12,697.62	32,302.38	71.8%
535 50 31 01 Sewer - Small Assets	42,000.00	1,679.30	11,393.04	30,606.96	72.9%
535 50 48 00 Sewer - Repair & Maint	140,000.00	2,367.77	23,457.72	116,542.28	83.2%
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	75,633.84	370,377.73	572,122.27	60.7%
535 80 10 00 Sewer - Operations Payroll	588,048.00	61,662.95	243,500.07	344,547.93	58.6%
535 80 20 00 Sewer - Operations Personnel Benefits	255,921.00	20,812.85	100,588.17	155,332.83	60.7%
535 80 32 00 Sewer - Operations Fuel	26,000.00	2,944.12	7,592.56	18,407.44	70.8%
535 80 35 00 Sewer - Safety Supplies	10,000.00	51.49	2,090.02	7,909.98	79.1%
535 80 35 01 Sewer - Safety Boots	1,400.00	126.98	189.54	1,210.46	86.5%

2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 14:53:35 Date: 06/10/2024

Page: 4

402 Sewer Fund

Expenditures	Amt Budgeted	May	YTD	Remaining	
535 Sewer					
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	1,959.77	6,508.61	6,491.39	49.9%
535 80 47 00 Sewer - Ops Utilities	141,383.00	10,674.31	65,019.79	76,363.21	54.0%
535 80 49 00 Sewer - Operations Laundry	2,500.00	142.80	793.71	1,706.29	68.3%
535 Sewer	3,278,238.00	280,513.27	1,260,499.66	2,017,738.34	61.5%

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	82,462.50	82,462.50	50.0%
591 Debt Service	644,925.00	0.00	82,462.50	562,462.50	87.2%

594 Capital Expenditures

594 35 60 02 Capital Outlay - Budget Only	1,832,000.00	0.00	0.00	1,832,000.00	100.0%
594 35 62 02 Capital Projects - Sewer Structures	0.00	71,969.75	131,622.34	(131,622.34)	0.0%
594 35 63 02 Capital Projects- Sewer System	0.00	35,978.69	118,167.60	(118,167.60)	0.0%
594 35 64 02 Capital Outlay - Sewer Equipment	0.00	160,564.64	171,361.05	(171,361.05)	0.0%
594 Capital Expenditures	1,832,000.00	268,513.08	421,150.99	1,410,849.01	77.0%

Fund Expenditures:	5,755,163.00	549,026.35	1,764,113.15	3,991,049.85	69.3%
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Fund Excess/(Deficit):	(823,630.00)	(186,297.11)	590,481.47		
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LAKE WHATCOM WATER AND SEWER
INVESTMENTS/CASH AS OF 5/31/2024

Petty Cash	\$	1,600	
Cash	\$	538,730	
Public Funds Account	\$	<u>277,832</u>	2.940%
WA Federal	\$	818,162	
Local Gov't Investment Pool	\$	3,757,938	5.400%

		PRINCIPAL COST	MARKET VALUE	MATURITY DATE	YIELD
FANNIE MAE - Pro Equity	Callable	\$ 500,825	\$ 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		\$ 4,035,154	\$ 4,244,000		
TOTAL		<u>\$ 8,611,254</u>			

USE OF FUNDS:	
Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating Reserves	\$ 1,185,000
Operating Assigned	\$ 5,378,920
	<u>\$ 8,611,254</u>

<u>Fund Balance Summary</u>	
Water Utility Fund (401)	\$ 1,960,954
Sewer Utility Fund (402)	\$ 4,602,966
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	<u>\$ 772,334</u>
	<u>\$ 8,611,254</u>



LAKE WHATCOM WATER AND SEWER DISTRICT
May 2024 Utility Account Adjustments

Sudden Valley Adjustments

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

North Shore/Geneva


Late Fee Credits	\$	513.28
High Use/Leak Credits	\$	<u>1,223.85</u>

Total Account Adjustments	\$	1,737.13
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**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

DATE SUBMITTED:	June 18, 2024	MEETING DATE:	June 26, 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 June 26, 2024 Board Meeting
Data Compiled 06/18/24 by RH

State Required Report Status													
Monthly Reports													
Name Of Report		Completed											
Chlorination Report Agate Heights Prepared by: K Cook	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x	x	x	x						
Surface Water Treatment Rule Report (SVWTP) Prepared by: K Cook	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x	x	x	x						
Annual Reports													
Name Of Report	Deadline	Completed											
WA State Cross Connection Report Prepared by: R Munson	May	March 3, 2024											
OSHA 300 Log Prepared by: R Munson	February 1	January 10, 2024											
Water Use Efficiency Performance Report Prepared by: K Cook	July 1												
Community Right to Know (Hazardous Materials) Prepared by: R Munson	March 31	January 8, 2024											
Northwest Clean Air Emissions Report	February 1	January 24, 2024											
Consumer Confidence Reports Prepared by: K Cook	June 30	Geneva			SV			EagleR			Agate Ht		
		6/10/24			6/10/24			6/10/24			6/10/24		
Other Reports													
Name Of Report	Deadline	Last Completed											
CPR/First Aid Training Coordinated by: R Munson	Due Biennially Next Due 2025	February 23, 2023											
Flagging Card Training Coordinated by: R Munson	Due Triennially Next Due 2025	May 19, 2022											

Safety Program Summary	
Completed by Rich Munson	
Summary of Annual Safety Training	
2023/24 Testing Period - Oct 23, 2023 to March 22, 2024	
	% Complete
Engineering - Managers	100%
Engineering - Staff	100%
Field Crew - Managers	100%
Field Crew - Staff	100%
Office - Managers	100%
Office - Staff	100%
Overall	100%

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

Dates of Completed Safety Committee Meetings		
01.25.2024	05.30.2024	
02.22.2024	Scheduled for 06.27.2024	
03.28.2024		
04.25.2024		

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
6/26/2024 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 0.6 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. 3 water service line leaks repaired this month 2. Water main flushing 100% complete for 2024 3. Lead service line investigations are approx 90% done. Targeted completion 7/1/24 well in advance of due date of 10/31/24 	
Sewer Utility Activities	
<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> 1. Nothing new to report <p><i>Collection System</i></p> <ol style="list-style-type: none"> 1. Sewer force main air relief valve inspection/maintenance completed 	
Fleet	
<p><i>Vehicles</i></p> <ol style="list-style-type: none"> 1. All vehicles are in good working 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 operational 	
Facilities	
<ol style="list-style-type: none"> 1. All facilities are in good working order. 2. District Application server migration ongoing. IT consultant migrating individual applications to new server and testing 3. Cartegraph server migration into the cloud complete 	
Training	
<ol style="list-style-type: none"> 1. Maint Worker 1 James Reedy is scheduled to take Cross Connection Control Specialist exam 	
Development	
<ol style="list-style-type: none"> 1. There are 9 permits currently in stages of development 	