



# Lake Whatcom Water & Sewer District Board Meeting Access Information

**Next Meeting:**

Wed August 28, 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.

**Join the meeting from your computer, tablet smartphone:**

<https://meet.goto.com/lwwsd/boardmeeting>

**You can also dial in using your phone.**

**Call:** [+1 \(224\) 501-3412](tel:+12245013412) **Access Code:** 596-307-141

*Press \*6 to mute/unmute your microphone*

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

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

## Attending a Meeting

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

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

All meetings are hybrid, available in person or online. If you wish to observe a meeting, but do not plan to actively participate, you may attend anonymously. Turn off your mic & camera, and change your display name to "Observation Only."

## Public Comment Periods

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

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

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

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

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



## Questions?

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



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS

## AGENDA

*August 28, 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. Division 30/Sudden Valley Water Treatment Plant Stations PLC/UPS Project Public Works Contract Closeout
  - B. District Mission and Goals Revision
7. OTHER BUSINESS
8. STAFF REPORTS
  - A. General Manager
  - B. Engineering Department
  - C. Finance Department
  - D. Operations Department
9. PUBLIC COMMENT OPPORTUNITY
10. EXECUTIVE SESSION  
*Executive Session per RCW 42.30.140(4)(a): Considering issues related to collective bargaining with a labor union – 60 minutes*
11. ADJOURNMENT



**AGENDA  
BILL  
Item 5**

**Consent Agenda**

|                            |  |   |   |
|----------------------------|--|---|---|
| DATE SUBMITTED:            | August 22, 2024                        | MEETING DATE:   | August 28, 2024                                     |
| TO: BOARD OF COMMISSIONERS | FROM: Rachael Hope                     |   |   |
| GENERAL MANAGER APPROVAL   | <i>[Signature]</i>                     |   |   |
| ATTACHED DOCUMENTS         | 1. See below                           |   |   |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/> | FORMAL ACTION/<br>MOTION<br><input checked="" type="checkbox"/> | INFORMATIONAL/<br>OTHER<br><input type="checkbox"/> |

**\*\*TO BE UPDATED 08.27.2024\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the August 14, 2024 Regular Board Meeting
- Payroll for Pay Period #17 (08.03.2024 through 08.16.2024) totaling \$49,353.23
- Benefits for Pay Period #17 totaling \$53,906.11
- 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

*August 14, 2024*

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

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

No public were in attendance. Attendees noted with a (v) attended the meeting virtually.

### **Addition to Agenda**

Staff requested the addition of Item 6.D.: Division 7 Reservoir Replacement Public Works Contract Change Order No. 1. The Board agreed.

### **Consent Agenda**

#### **Action Taken**

**Knakal moved, Carter seconded, approval of:**

- **Minutes for the Minutes for the July 31, 2024 Regular Board Meeting**
- **Payroll for Pay Period #16 (07.20.2024 through 08.02.2024) totaling \$48,782.36**
- **Benefits for Pay Period #16 totaling \$55,3863.12**
- **Accounts Payable Vouchers totaling \$4,686.55**
- **Accounts Payable Vouchers totaling \$361,727.00**

**Motion passed.**

### **Geneva Reservoir Improvement Plan Discussion**

The Geneva Reservoir is a 500,000-gallon welded steel reservoir that serves the Geneva community of approximately 1,136 connections. Nicoll recalled that at the July 31, 2024 Regular Board Meeting, the Board requested further discussion of seismic upgrade alternatives proposed by the project Design Engineer, including the alternative of replacing the existing reservoirs rather than upgrading. District staff subsequently approached Washington State Emergency Management Department (EMD), who is administering the grant, and inquired if additional grant funding is available to replace the Geneva Reservoir with two new reservoirs rather than completing the seismic upgrades. EMD responded that

the requested change and additional budget request could not be considered due to funding limitations. Discussion followed with the Board agreeing to continue with design of seismic upgrades to the existing reservoir rather than the significantly more costly option of replacing it with new reservoirs.

**Rate Affordability Analysis Presentation**

Clary explained that historically, the District has periodically reviewed and updated its rates and fees to ensure its ability to finance anticipated operational, capital, and debt service obligations in a manner that maintains the District’s financial viability and preserves the effective operation of its water and sewer systems into the foreseeable future. The most recent comprehensive review of rates was completed in 2021, with the Board subsequently adopting a multi-year (2022-2026) rate program whereby water and sewer rates increase annually by 4.5% and 3.7%, respectively.

Recognizing the significant impacts that the national/global inflation rate has had upon District customers, the Board requested that a review of District rates be completed from an affordability perspective. Staff presented an analysis of the District’s rates using the U.S. EPA method and several other identified methods for determining rate affordability. Discussion followed.

**District Mission and Goals Review**

Clary summarized that the District’s current mission and goals have remained relatively unchanged for decades, with the most current revision adopted by the Board of Commissioners in February 2019, which added to the Goals attainment of fire flow requirements in the water system and providing a safe work environment for District staff. During the Board’s adoption of the 2025-2030 Six-year Strategic Business Plan, it was noted that it has been several years since the District’s mission and goals have been reviewed. Staff led the board through a strengths, weaknesses, opportunities and threats (SWOT) analysis to identify primary internal and external factors that have the potential to affect the District. Discussion followed, including suggestions for updating the mission and goals.

**Division 7 Reservoir Replacement Public Works Contract Change Order No. 1**

Nicoll explained that physical construction work on the Division 7 Reservoir Replacement project started on site in June 2024. As construction has progressed, multiple changes have been required because of differing site conditions, design revisions and cost reduction proposals. Staff summarized these changes and provided a proposed change order for Board approval.

**Action Taken**

**Knakal moved, Holland seconded, to authorize the general manager to execute Change Order No. 1 to the public works contract with Tiger Construction for construction of the Division 7 Reservoir Replacement project. Motion passed.**

**General Manager’s Report**

Clary updated the Board on several topics, including progress on the State Auditor’s accountability audit, a recent meeting with the Director of Whatcom County Emergency Services Division to talk about updating and extending the current interlocal agreement, and progress on the Environmental Protection Agency’s required Lead Service Line Inventory. Discussion followed.

With no further business, Citron adjourned the regular session at 8:43 p.m.

\_\_\_\_\_ Attest: \_\_\_\_\_  
Board President, Todd Citron Recording Secretary, Rachael Hope  
Minutes approved by motion at  Regular  Special Board Meeting on \_\_\_\_\_

# CHECK REGISTER

# PAYROLL

Lake Whatcom W-S District

Time: 12:11:11 Date: 08/19/2024

08/22/2024 To: 08/22/2024

Page: 1

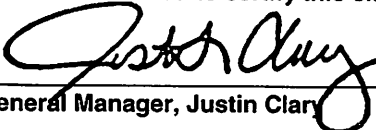
| Trans | Date       | Type    | Acct # | Chk # | Claimant | Amount   | Memo                          |
|-------|------------|---------|--------|-------|----------|----------|-------------------------------|
| 2439  | 08/22/2024 | Payroll | 5      | EFT   |          | 293.34   | 08/03/2024 - 08/16/2024 PR 17 |
| 2440  | 08/22/2024 | Payroll | 5      | EFT   |          | 439.99   | 08/03/2024 - 08/16/2024 PR 17 |
| 2441  | 08/22/2024 | Payroll | 5      | EFT   |          | 3,747.10 | 08/03/2024 - 08/16/2024 PR 17 |
| 2442  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,781.03 | 08/03/2024 - 08/16/2024 PR 17 |
| 2443  | 08/22/2024 | Payroll | 5      | EFT   |          | 3,507.85 | 08/03/2024 - 08/16/2024 PR 17 |
| 2445  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,826.33 | 08/03/2024 - 08/16/2024 PR 17 |
| 2447  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,045.17 | 08/03/2024 - 08/16/2024 PR 17 |
| 2448  | 08/22/2024 | Payroll | 5      | EFT   |          | 3,199.85 | 08/03/2024 - 08/16/2024 PR 17 |
| 2449  | 08/22/2024 | Payroll | 5      | EFT   |          | 738.00   | 08/03/2024 - 08/16/2024 PR 17 |
| 2450  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,456.19 | 08/03/2024 - 08/16/2024 PR 17 |
| 2451  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,213.67 | 08/03/2024 - 08/16/2024 PR 17 |
| 2452  | 08/22/2024 | Payroll | 5      | EFT   |          | 439.99   | 08/03/2024 - 08/16/2024 PR 17 |
| 2453  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,624.35 | 08/03/2024 - 08/16/2024 PR 17 |
| 2454  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,610.76 | 08/03/2024 - 08/16/2024 PR 17 |
| 2455  | 08/22/2024 | Payroll | 5      | EFT   |          | 3,299.01 | 08/03/2024 - 08/16/2024 PR 17 |
| 2456  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,337.25 | 08/03/2024 - 08/16/2024 PR 17 |
| 2457  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,345.87 | 08/03/2024 - 08/16/2024 PR 17 |
| 2458  | 08/22/2024 | Payroll | 5      | EFT   |          | 4,316.68 | 08/03/2024 - 08/16/2024 PR 17 |
| 2459  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,174.29 | 08/03/2024 - 08/16/2024 PR 17 |
| 2460  | 08/22/2024 | Payroll | 5      | EFT   |          | 2,873.42 | 08/03/2024 - 08/16/2024 PR 17 |
| 2444  | 08/22/2024 | Payroll | 5      | 15562 |          | 439.99   | 7/3/24; 7/10/24; 7/31/24      |
| 2446  | 08/22/2024 | Payroll | 5      | 15563 |          | 1,643.10 | 08/03/2024 - 08/16/2024 PR 17 |

401 Water Fund  
402 Sewer Fund

14,413.70  
34,939.53

49,353.23 Payroll: 49,353.23

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

Sign  Date 8/20/2024  
General Manager, Justin Clary

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

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

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

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

# CHECK REGISTER

Lake Whatcom W-S District

**BENEFITS**  
 Time: 12:16:15 Date: 08/19/2024  
 Page: 1

08/22/2024 To: 08/22/2024

| Trans | Date       | Type    | Acct # | Chk # | Claimant                           | Amount    | Memo  |
|-------|------------|---------|--------|-------|------------------------------------|-----------|---|
| 2461  | 08/22/2024 | Payroll | 5      | EFT   | DEPARTMENT OF RETIREMENT SYSTEMS   | 5,592.50  | Pay Cycle(s) 08/22/2024 To 08/22/2024 - DCP; Pay Cycle(s) 08/22/2024 To 08/22/2024 - ROTH DCP   |
| 2462  | 08/22/2024 | Payroll | 5      | EFT   | UNITED STATES TREASURY             | 16,999.14 | 941 Deposit for Pay Cycle(s) 08/22/2024 - 08/22/2024  |
| 2463  | 08/22/2024 | Payroll | 5      | EFT   | WA ST PUBLIC EMP RET PLAN 2        | 8,203.30  | Pay Cycle(s) 08/22/2024 To 08/22/2024 - PERS 2  |
| 2464  | 08/22/2024 | Payroll | 5      | EFT   | WA ST PUBLIC EMP RET PLAN 3        | 3,243.23  | Pay Cycle(s) 08/22/2024 To 08/22/2024 - PERS 3  |
| 2465  | 08/22/2024 | Payroll | 5      | EFT   | WA ST SUPPORT ENFORCEMENT REGISTRY | 958.00    | Pay Cycle(s) 08/22/2024 To 08/22/2024 - SUP ENF   |
| 2466  | 08/22/2024 | Payroll | 5      | 15564 | AFLAC                              | 354.85    | Pay Cycle(s) 08/22/2024 To 08/22/2024 - AFLAC PRE-TAX; Pay Cycle(s) 08/22/2024 To 08/22/2024 - AFLAC POST-TAX   |
| 2467  | 08/22/2024 | Payroll | 5      | 15565 | AFSCME LOCAL                       | 334.70    | Pay Cycle(s) 08/22/2024 To 08/22/2024 - UNION DUES; Pay Cycle(s) 08/22/2024 To 08/22/2024 - UNION FUND  |
| 2468  | 08/22/2024 | Payroll | 5      | 15566 | HRA VEBA TRUST (PAYEE)             | 560.00    | Pay Cycle(s) 08/22/2024 To 08/22/2024 - VEBA  |
| 2469  | 08/22/2024 | Payroll | 5      | 15567 | WA ST HEALTH CARE AUTHORITY        | 17,660.39 | Pay Cycle(s) 08/22/2024 To 08/22/2024 - PEBB MEDICAL; Pay Cycle(s) 08/22/2024 To 08/22/2024 - PEBB ADD LTD; Pay Cycle(s) 08/22/2024 To 08/22/2024 - PEBB SMK Surcharge; Pay Cycle(s) 08/22/2024 To 08/22/2024 |
|       |            |         |        |       |                                    | 39,698.24 |   |
|       |            |         |        |       |                                    | 14,207.87 |   |
|       |            |         |        |       |                                    | 53,906.11 | Payroll: 53,906.11  |

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District

Time: 12:40:15 Date: 08/19/2024

08/22/2024 To: 08/22/2024

Page: 2

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

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

Sign  Date 8/20/2024  
 General Manager, Justin Clary

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

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

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

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

APPROVED BY: \_\_\_\_\_  
General Manager

DATE: \_\_\_\_\_





**AGENDA  
BILL  
Item 6.A**

**Division 30 Water Booster and  
Sudden Valley Sewer Lift  
Stations PLC and UPS  
Improvements Project Public  
Works Contract Close Out**

|                            |  |   |   |
|----------------------------|--|---|---|
| DATE SUBMITTED:            | August 21, 2024                        | MEETING DATE:   | August 28, 2024                                     |
| TO: BOARD OF COMMISSIONERS | FROM: Greg Nicoll, District Engineer   |   |   |
| GENERAL MANAGER APPROVAL   |  |   |   |
| ATTACHED DOCUMENTS         | none                                   |   |   |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/> | FORMAL ACTION/<br>MOTION<br><input checked="" type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><input type="checkbox"/> |

**BACKGROUND / EXPLANATION OF IMPACT**

The Allen Bradley PLC-5 (Programmable Logic Controller) Control System used at several District water and sewer facilities was discontinued in 2017 by the manufacturer, Rockwell Automation, and is no longer available or supported. Since then, the District has been systematically replacing facilities with this system with Rockwell’s ControlLogix/CompactLogix PLC platform, as well as making uninterruptable power supply (UPS) improvements to increase facility reliability.

Following a public bid process, the District Board awarded a construction contract to QCC Quality Controls Corporation during a regularly scheduled meeting on June 28, 2023, for replacement of the PLC/UPS systems at the Division 30 water booster station and the Sudden Valley sewer lift station. The contractor has now completed all work and contract requirements. Therefore, staff recommends accepting the project as complete and closing out the public works contract.

**FISCAL IMPACT**

The contractor completed the work for the original contract amount of \$249,063.04 plus an additional \$473.60 associated with a change in sales tax rate that occurred following the start of the project for a total of \$249,536.64 (including sales tax).

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

- Product Quality
- Operational Optimization
- Infrastructure Strategy and Performance

**RECOMMENDED BOARD ACTION**

Staff recommends accepting the project as complete and closing out the public works contract.

**PROPOSED MOTION**


Recommended motion is:

“I move to accept the Division 30 Water Booster and Sudden Valley Sewer Lift Stations PLC/UPS Improvements Project public works contract performed by Quality Controls Corporation as complete and authorize staff to close out the public works contract.”



**AGENDA  
BILL  
Item 6.B**

**District Mission  
& Goals Revision**

|                            |   |   |   |
|----------------------------|---|---|---|
| DATE SUBMITTED:            | August 15, 2024   | MEETING DATE:   | August 28, 2024                                     |
| TO: BOARD OF COMMISSIONERS | FROM: Justin Clary, General Manager   |   |   |
| GENERAL MANAGER APPROVAL   |  |   |   |
| ATTACHED DOCUMENTS         | 1. Draft Revised District Mission & Goals   |   |   |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/>  | FORMAL ACTION/<br>MOTION<br><input checked="" type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><input type="checkbox"/> |

**BACKGROUND / EXPLANATION OF IMPACT**

A mission statement is used by an organization to explain, in simple and concise terms, its purpose(s) for being. A mission statement is usually one sentence or a short paragraph explaining the organization’s culture, values, and ethics. A list of goals may accompany a mission statement that defines foundational actions to be pursued that support the organization’s mission.

The District’s current mission and goals have remained relatively unchanged for decades (a 1996 presentation to the Board of Commissioners presented a similar form of the current mission and goals). The most current revision was adopted by the Board in February 2019, which added to the Goals attainment of fire flow requirements in the water system and providing a safe work environment for District staff. During the Board’s adoption of the 2025-2030 Six-year Strategic Business Plan, it was noted that it has been several years since the District’s mission and goals (which are identified in the strategic plan) have been reviewed.

Recognizing that conditions have changed since the last review of the mission and goals (including the appointment of two new commissioners to the Board), staff led the Board through a strengths, weaknesses, opportunities and threats (SWOT) analysis during its August 14 meeting to identify primary internal and external factors that have the potential to affect the District. The Board then reviewed the District’s mission and goals to make any revisions that are reflective of the current organization. Attached is a draft revision to the mission and goals, in track changes, based upon Board comments during the August 14 meeting. Per the Board’s request, staff has reorganized the order of presentation of the goals, recognizing that each goal aligns with a specific Effective Utility Management (EUM) attribute, and thus listing the goals in order of attribute importance defined during the EUM assessment process completed this past spring (for example, the first bullet aligns with the Product Quality attribute that was ranked of the highest importance, the second with the Financial

Viability attribute that ranked second highest, etc.). In addition to attempting to address Board comments, staff also proposes editorial changes to improve readability.

**FISCAL IMPACT**

No fiscal impact is anticipated with the board’s revision of the District’s mission and goals.

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

The District’s mission and goals support all ten EUM attributes.

**RECOMMENDED BOARD ACTION**

Staff recommends that the board discuss the proposed revisions and either adopt as presented or provide additional revisions.

**PROPOSED MOTION**

Recommended motion is:

“I move to adopt the revised Mission and Goals with revisions incorporated, as presented.”

Should the Board amend the attached document, a recommended motion is:

“I move to adopt the revised Mission and Goals with revisions incorporated, as amended.”



## Mission & Goals of the Lake Whatcom Water and Sewer District

Our mission is to provide the best possible water and sewer services to District customers in a safe and cost-efficient manner, and in a way that contributes to protecting Lake Whatcom's water quality.

We strive to:

- ~~To p~~ Provide safe and reliable drinking water ~~with sufficient capacity to meet fire flow requirements~~ and sewage collection to District customers, ~~including sufficient capacity to meet fire flow requirements~~.
- ~~To e~~ Establish connection charges and utility rates necessary to maintain the District's financial viability.
- ~~To m~~ Maintain the District's facilities through effective planning, prevention, and corrective maintenance practices.
- ~~To b~~ Be recognized as an outstanding public utility that is ~~considerate of the operational and service responsive to the diverse~~ expectations of all its customers.
- ~~To h~~ Have an organizational environment that ~~is responsive to customer needs fosters employee recruitment and retention~~, promotes teamwork and a safe work environment, and allows all people to achieve their full potential.
- ~~To p~~ Provide sewer and water service to those portions of the District as may reasonably be served.
- ~~To F~~ Foster ~~productive partnerships with other community and governmental organizations that enhances service delivery and~~ protects the natural resources within the Lake Whatcom watershed ~~through cooperative efforts with other community and governmental organizations~~.



**AGENDA  
BILL  
Item 8.A**

**General Manager's  
Report**

|                            |  |  |  |
|----------------------------|--|--|--|
| DATE SUBMITTED:            | August 22, 2024                        | MEETING DATE:  | August 28, 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<br><input type="checkbox"/> | FORMAL ACTION/<br>MOTION<br><input type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><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, August 28, 2024 – 8:00 a.m.

**Important Upcoming Dates**

| Lake Whatcom Water & Sewer District                 |                   |            |  |
|---|-------------------|------------|--|
| Regular Board Meeting                               | Wed Sep 11, 2024  | 6:30 p.m.  | Board Room/Hybrid  |
| Employee Staff Meeting                              | Thu Sep 12, 2024  | 8:00 a.m.  | Board Room/Hybrid<br>Commissioner Ford to attend               |
| Investment Comm. Meeting                            | Wed Aug 28, 2024  | 10:00 a.m. | Board Room/Hybrid  |
| Safety Committee Meeting                            | Thur Sep 26, 2024 | 8:00 a.m.  | Board Room   |
| Lake Whatcom Management Program                     |                   |            |  |
| Policy Group Meeting                                | Wed Sep 18, 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                           | Wed Sep 25, 2024  | 7:00 a.m.  | WASWD Fall Conference<br>Northern Quest Resort                 |
| Whatcom Water Districts Caucus Meeting              | Wed Sep 18, 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<br>314 E Champion Street/Hybrid |

**Committee Meeting Reports**

Safety Committee:

- The committee met on August 22; discussion included progress on design/installation of fall protection at the North Point sewer lift station, and extraction system from SVWTP pump pit, safety inspection findings over the past month, and asbestos cement certification requirements applicable to District operations.

Investment Committee:

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

**Upcoming Board Meeting Topics**

- Euclid sewer lift station improvements project contract closeout
- Total compensation study presentation
- 2025-2026 biennial budget presentation/adoption
- Whatcom County on-site sewage system regulation update
- Whatcom County emergency planning services interlocal agreement
- General Manager annual performance evaluation

## 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.  
*Complete—the EUM assessment was conducted in January-March and the 2025-2030 six-year strategic business plan was adopted by the board on July 10.*

#### 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 September to inform a critical component of agreement negotiations with AFSCME in 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; District legal counsel filed a notice of appearance on the District’s behalf on June 20 to be formally notified of adjudication-related filings with the Whatcom County Superior Court; summons are anticipated to be issued in November-December.*

#### Records Management System

- Implement new records management system.  
*The District purchased the selected enterprise content management (ECM) system (Laserfiche) in December 2023 and has converted to the new system; implementation, including staff training is underway.*

#### Safety Program Update

- Continue systematic review and revision of District’s safety programs by updating eight programs in 2024.  
*Staff has finalized updates to six (6) programs (meter reading, wildfire smoke, employee orientation, chemical hazard communication, motor vehicle operation, and fire safety) and is reviewing the workplace violence prevention 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.  
*An emergency response tabletop was held on July 10; participants included the Whatcom County Sheriff's Office and Health Department, South Whatcom Fire Authority, Sudden Valley Community Association, Washington State Department of Health, U.S. Cybersecurity & Infrastructure Security Agency, and the Federal Bureau of Investigation.*

### 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—the business continuity plan finalized in March 2024.*

## **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

- *No meetings relating to intergovernmental relations were held during the reporting period.*

## **Lake Whatcom Water Quality**

### Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary attended the interjurisdictional coordinating team meeting on August 15.*



**AGENDA  
BILL  
Item 8.B**

**Engineering Department  
Report**

|                            |  |                          |                                     |
|----------------------------|--|--------------------------|-------------------------------------|
| DATE SUBMITTED:            | August 22, 2024  | MEETING DATE:            | August 28, 2024                     |
| TO: BOARD OF COMMISSIONERS | FROM: Greg Nicoll, Engineering Manager/District Engineer |                          |                                     |
| GENERAL MANAGER APPROVAL   |  |                          |                                     |
| ATTACHED DOCUMENTS         | 1. Engineering Department Report                         |                          |                                     |
|                            | 2. Summary of Capital Improvement Projects               |                          |                                     |
| TYPE OF ACTION REQUESTED   | RESOLUTION   | FORMAL ACTION/<br>MOTION | INFORMATIONAL<br>/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 August 28, 2024 Board Meeting  
Data Compiled 8/21/24 by

| Status of Water and System Capacities              |                          |                         |                            |                           |
|--|--------------------------|-------------------------|----------------------------|---------------------------|
|  | South Shore<br>ID# 95910 | Eagleridge<br>ID# 08118 | Agate Heights<br>ID# 52957 | Johnson Well<br>ID# 04782 |
| DOH Approved ERUs                                  | **                       | 85                      | 81                         | 2                         |
| Connected ERUs                                     | 3978                     | 68                      | 46                         | 2                         |
| Remaining Capacity (ERUs)                          | **                       | 17                      | 35                         | 0                         |
| Permitted ERUs Under Construction                  | 33                       | 0                       | 0                          | 0                         |
| Pre-paid Connection Certificates & Expired Permits | 12                       | 0                       | 3                          | 0                         |
| Water Availabilities (trailing 12 months)          | 64                       | 0                       | 0                          | 0                         |
| Subtotal - Commitments not yet connected           | 108                      | 0                       | 3                          | 0                         |
| <b>Available ERUs</b>                              | <b>**</b>                | <b>17</b>               | <b>32</b>                  | <b>0</b>                  |

\*\* 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<br>Prepared by: Greg Nicoll | January 15                                    | January 31, 2024   |
| Other Reports   |   |  |
| Name Of Report  | Deadline                                      | Last Completed   |
| Water Right Permit No. G1-22681<br>Development Extension                      | Due Every 5 Years<br>Next Due Feb 15, 2024    | Time Extension Request sent to Ecology<br>January 31, 2023 |
| Water Right Permit No. S1-25121<br>Development Extension                      | Due Every 10 Years<br>Next Due March 30, 2033 | Time Extension granted May 3, 2024                         |

# SUMMARY OF CAPITAL IMPROVEMENT PROJECTS

Updated: 8/21/2024

Prepared by: G. Nicoll



**LEGEND:**

|       |       |        |
|-------|-------|--------|
| WATER | SEWER | SHARED |
|-------|-------|--------|

**MAJOR PROJECTS IN CONSTRUCTION:**

**C1802 - DELESTA, EDGEWATER & EUCLID PUMP STATION IMPROVEMENTS**


|                  |   |
|------------------|---|
| Project Summary: | Install new diesel backup generator, pump station controls and 480V power service                                   |
| Project Status:  | All work is complete with the exception of delivery of the operations and maintenance manual for the new generator. |

**PROJECT SCHEDULE**

|               | 4/10/2018  | 2/4/2019 | 12/1/2019 | 9/26/2020 | 7/23/2021 | 5/19/2022 | 3/15/2023 | 1/9/2024 | 11/4/2024 |
|---------------|--|----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|
| TOTAL PROJECT | [Green bar spanning from 4/10/2018 to 11/4/2024]       |          |           |           |           |           |           |          |           |
| PROGRESS      | [Light green bar spanning from 4/10/2018 to 11/4/2024] |          |           |           |           |           |           |          |           |

| Budget Summary |                 |
|----------------|-----------------|
| Budget:        | \$ 1,816,583.06 |
| Spent to Date: | \$ 1,722,525.40 |
| Balance:       | \$ 94,057.66    |

Budget Year:



**C2111 - DIVISION 7 RESERVOIR REPLACEMENT**

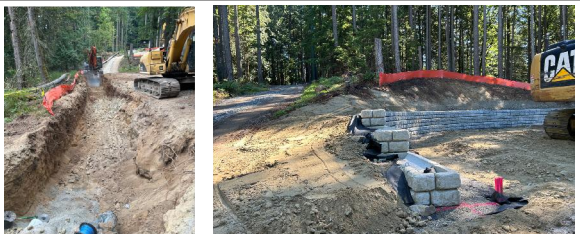
|                  |  |
|------------------|--|
| Project Summary: | Replace existing steel reservoir with two concrete reservoirs and provide seismic improvements.  |
| Project Status:  | Tiger Construction is currently installing retaining wall and utilities. All earthwork is scheduled to be completed prior to the close of the watershed work window on September 30. Tiger will demobilize until the start of reservoir construction, which is scheduled for November. |

**PROJECT SCHEDULE**

|               | 6/14/2017   | 10/27/2018 | 3/10/2020 | 7/23/2021 | 12/5/2022 | 4/18/2024 | 8/31/2025 |
|---------------|---|------------|-----------|-----------|-----------|-----------|-----------|
| TOTAL PROJECT | [Blue bar spanning from 6/14/2017 to 8/31/2025]       |            |           |           |           |           |           |
| PROGRESS      | [Light blue bar spanning from 6/14/2017 to 4/18/2024] |            |           |           |           |           |           |

| Budget Summary |                 |
|----------------|-----------------|
| Budget:        | \$ 3,301,000.00 |
| Spent to Date: | \$ 652,012.62   |
| Balance:       | \$ 2,648,987.38 |

Budget Year:



**C2112 - ROCKY RIDGE AND LAKEWOOD PUMP STATIONS REHABILITATION**



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

**Project Status:** Red Point Construction has completed boring for new conduit and is working on the open cut portion of the conduit installation. The contractor has encountered bedrock and rock excavation is currently being paid for under the bid item for minor changes. District staff is closely monitoring effort and costs.

**PROJECT SCHEDULE**

|               | 10/31/2021 | 3/30/2022 | 8/27/2022 | 1/24/2023 | 6/23/2023 | 11/20/2023 | 4/18/2024 | 9/15/2024 |
|---------------|------------|-----------|-----------|-----------|-----------|------------|-----------|-----------|
| TOTAL PROJECT |            |           |           |           |           |            |           |           |
| PROGRESS      |            |           |           |           |           |            |           |           |

| Budget Summary |                 |
|----------------|-----------------|
| Budget:        | \$ 2,116,353.00 |
| Spent to Date: | \$ 445,699.61   |
| Balance:       | \$ 1,670,653.39 |
| Budget Year:   | 2021            |

**C2303 - SUDDEN VALLEY WTP ALUM SYSTEM REPLACEMENT**



**Project Summary:** Replace existing alum dosing system that was installed in 1992. Replacement of the alum storage tank requires removal of the existing glass storefront with a new coil-up door.

**Project Status:** District Operations staff has completed installation of the new tank in the treatment plant and all associated piping and fittings and the new tank is in service. District crews are currently installing the seismic anchors to restrain the tank.

**PROJECT SCHEDULE**

|               | 7/3/2023 | 9/16/2023 | 11/30/2023 | 2/13/2024 | 4/28/2024 | 7/12/2024 |
|---------------|----------|-----------|------------|-----------|-----------|-----------|
| TOTAL PROJECT |          |           |            |           |           |           |
| PROGRESS      |          |           |            |           |           |           |

| Budget Summary |              |
|----------------|--------------|
| Budget:        | \$ 88,000.00 |
| Spent to Date: | \$ 72,801.49 |
| Balance:       | \$ 15,198.51 |
| Budget Year:   | 2023         |

MAJOR PROJECTS IN DESIGN:

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

|                         |   |
|-------------------------|---|
| <b>Project Summary:</b> | Construct a utility bridge across Beaver Creek and install new piping from Flat Car, across the new bridge to an existing bypass connection that will allow Flat Car PS to pump to the detention basin in the event of an emergency.  |
| <b>Project Status:</b>  | The Hydraulic Project Approval has been issued by WDFW. The County changed the permit requirements and is requiring a building permit, which has been submitted. The County has responded with comments on the application and the design engineer is preparing responses. It is unlikely that permits will be issued in time to start construction during the current work window. |

**PROJECT SCHEDULE**

|               |           |            |           |           |           |           |           |
|---------------|-----------|------------|-----------|-----------|-----------|-----------|-----------|
|               | 6/23/2023 | 11/20/2023 | 4/18/2024 | 9/15/2024 | 2/12/2025 | 7/12/2025 | 12/9/2025 |
| TOTAL PROJECT |           |            |           |           |           |           |           |
| PROGRESS      |           |            |           |           |           |           |           |

**Budget Summary**

|                |               |
|----------------|---------------|
| Budget:        | \$ 153,000.00 |
| Spent to Date: | \$ 97,419.10  |
| Balance:       | \$ 55,580.90  |

Budget Year: 2021

**C2316 - SUDDEN VALLEY WTP CHLORINE CONTACT BASIN REPLACEMENT**

|                         |   |
|-------------------------|---|
| <b>Project Summary:</b> | 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).   |
| <b>Project Status:</b>  | Gray & Osborne is actively working on a draft of the preliminary design report which will provide recommendations for the materials and configuration of the new basin. District staff will meet with G&O to discuss recommendations on August 26 and G&O will then present a draft report. |

**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      |            |          |           |           |           |           |          |

**Budget Summary**

|                |                 |                           |
|----------------|-----------------|---------------------------|
| Budget:        | \$ 1,963,000.00 | <i>87.5% grant funded</i> |
| Spent to Date: | \$ 5,624.74     |                           |
| Balance:       | \$ 1,957,375.26 |                           |

Budget Year: 2024-2026

**C2402 - SVWTP PUMPHOUSE AND GENEVA RESERVOIR SEISMIC UPGRADES**

**Project Summary:** Construct improvements at the SV WTP Finished Water Pump Building and the Geneva Reservoir to improve seismic resiliency of critical infrastructure (FEMA Hazard Mitigation Grant 5395-10R).

**Project Status:** As discussed with the Board, District staff and the design team evaluated an alternative to replace the reservoir with two new reservoirs and approached FEMA to request additional grant funds. FEMA declined the request and it has been determined that, without grant funding, upgrading the existing reservoir is a more cost effective alternative. Wilson Engineering is proceeding with preliminary design for the preferred alternative.

**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 9/15/2026] |          |           |           |           |           |          |
| PROGRESS      | [Progress bar from 12/20/2023 to 7/7/2024]  |          |           |           |           |           |          |

**Budget Summary**


Budget: \$ 1,399,640.00

Spent to Date: \$ 6,109.53


Balance: \$ 1,393,530.47

Budget Year: 2024-2026

95% grant funded



Geneva Reservoir



**OTHER ACTIVE PROJECTS:**

**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.

*Status:* This project is complete and staff will present an action to accept the project at the August 28th Board Meeting.

Budget Year: 2022      Projected Completion: August 2024

|                       |                              |                       |
|-----------------------|------------------------------|-----------------------|
| <b>Budget Summary</b> |                              |                       |
| Budget: \$ 344,643.00 | Spent to Date: \$ 307,252.94 | Balance: \$ 37,390.06 |

**C2109 - Geneva Reservoir Valve for Emergency Isolation:** Install a new gate valve to allow shut off and isolation of the Geneva Reservoir

*Status:* This project will be completed as part of the Geneva Reservoir seismic improvements (C2402).

Budget Year: 2021      Projected Completion: 2027

|                       |                            |                      |
|-----------------------|----------------------------|----------------------|
| <b>Budget Summary</b> |                            |                      |
| Budget: \$ 10,000.00  | Spent to Date: \$ 5,650.00 | Balance: \$ 4,350.00 |

**A2210 - Reservoir and WTP Site Security Assessment:** Assessment to identify security improvements for District facilities.

*Status:* BHC has completed their assessment. District staff is currently working on a plan and schedule for implementing the recommended improvements and procedure for implenting improvements that will require integration and on-going third-party support.

Budget Year: 2022      Projected Completion: July 2024

|                       |                             |                       |
|-----------------------|-----------------------------|-----------------------|
| <b>Budget Summary</b> |                             |                       |
| Budget: \$ 50,000.00  | Spent to Date: \$ 31,330.84 | Balance: \$ 18,669.16 |

**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.

*Status:* Design of the new concrete slab is complete, staff has issued a purchase order for the new diesel tank and all required permits have been obtained. The tank is in stock and it is anticipated to be delivered in the near future. Operations staff will construct the slab and install the new tank as time allows.

Budget Year:  Projected Completion:

| Budget Summary                                    |   |  |
|---|---|--|
| Budget: <input type="text" value="\$ 25,000.00"/> | Spent to Date: <input type="text" value="\$ 616.58"/> | Balance: <input type="text" value="\$ 24,383.42"/> |

**M2120C - Nov 2021 Flood Event Response:** Cleanup and repairs associated with the November 2021 flood event.

*Status:* Remaining work includes addressing temporary protection of exposed pipelines crossing Beaver Creek. A SEPA DNS has been issued and the Hydraulic Project Approval has been submitted. Work will begin as soon as the HPA is issued

Budget Year:  Projected Completion:

| Budget Summary                            |   |   |
|---|---|---|
| Budget: <input type="text" value="\$ -"/> | Spent to Date: <input type="text" value="\$ 271,928.83"/> | Balance: <input style="color: red;" type="text" value="\$ (271,928.83)"/> |

**M2410 - Midnight Court Sewer Repair:** Replace a broken sewer main that runs beneath Harbor View Dr.

*Status:* District staff is contracting with Honcoop Construction to replace the damaged sewer pipe that is upwards of 15 feet deep within a steep slope that supports Harbor View Drive.

Budget Year:  Projected Completion:

| Budget Summary  |  |   |
|---|--|---|
| Budget: <input type="text" value="Operating Budget"/> | Spent to Date: <input type="text" value="\$ -"/> | Balance: <input type="text" value="N/A"/> |

PROJECTS COMPLETED IN PAST 12 MONTHS

| Project # | Project Name  | Budget        | Spent         | Balance        |
|-----------|---|---------------|---------------|----------------|
| C 2308    | Div 30 Reservoir Cathodic Protection                    | \$ 36,000.00  | \$ 27,795.14  | \$ 8,204.86    |
| 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:            | August 6, 2024                           | MEETING DATE:  | August 28, 2024  |
| TO: BOARD OF COMMISSIONERS | FROM: Jennifer Signs, Finance Manager    |  |  |
| GENERAL MANAGER APPROVAL   | <i>Jennifer Signs</i>                    |  |  |
| ATTACHED DOCUMENTS         | 1. July 2024 Financial Report            |  |  |
|                            | 2. July 2024 Cash and Investment Summary |  |  |
|                            | 3. July 2024 Utility Account Adjustments |  |  |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/>   | FORMAL ACTION/<br>MOTION<br><input type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><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: 16:31:06 Date: 08/06/2024

Page: 1

### 401 Water Fund

| Revenues                            | Amt Budgeted                             | July                | YTD               | Remaining           |                     |               |
|-------------------------------------|--|---------------------|-------------------|---------------------|---------------------|---------------|
| <b>330 State Generated Revenues</b> |  |                     |                   |                     |                     |               |
| 331 66 00 01                        | Federal Direct Grant - EPA               | 220,000.00          | 0.00              | 0.00                | 220,000.00          | 100.0%        |
| 333 97 00 02                        | Federal Indirect Grant Homeland Security | 2,310,877.00        | 0.00              | 266,774.76          | 2,044,102.24        | 88.5%         |
| 334 01 80 01                        | State Grant From Military Department     | 93,700.00           | 0.00              | 44,462.46           | 49,237.54           | 52.5%         |
| <b>330 State Generated Revenues</b> |  | <b>2,624,577.00</b> | <b>0.00</b>       | <b>311,237.22</b>   | <b>2,313,339.78</b> | <b>88.1%</b>  |
| <b>340 Charges For Services</b>     |  |                     |                   |                     |                     |               |
| 343 40 10 00                        | Water Sales Metered                      | 3,161,387.00        | 189,917.29        | 1,821,276.61        | 1,340,110.39        | 42.4%         |
| 343 40 30 01                        | DEA Cost Reimbursement                   | 5,000.00            | 0.00              | 4,951.16            | 48.84               | 1.0%          |
| 343 41 10 01                        | General Facilities Charges - Water       | 104,058.00          | 47,525.37         | 121,508.90          | (17,450.90)         | 0.0%          |
| <b>340 Charges For Services</b>     |  | <b>3,270,445.00</b> | <b>237,442.66</b> | <b>1,947,736.67</b> | <b>1,322,708.33</b> | <b>40.4%</b>  |
| <b>350 Fines &amp; Forfeitures</b>  |  |                     |                   |                     |                     |               |
| 359 81 10 00                        | Combined Fees                            | 8,500.00            | (237.50)          | 5,173.77            | 3,326.23            | 39.1%         |
| 359 90 00 00                        | Late Fees                                | 60,000.00           | 5,321.48          | 25,459.52           | 34,540.48           | 57.6%         |
| <b>350 Fines &amp; Forfeitures</b>  |  | <b>68,500.00</b>    | <b>5,083.98</b>   | <b>30,633.29</b>    | <b>37,866.71</b>    | <b>55.3%</b>  |
| <b>360 Misc Revenues</b>            |  |                     |                   |                     |                     |               |
| 361 11 00 00                        | Investment Interest                      | 64,091.00           | 13,397.99         | 64,272.38           | (181.38)            | 0.0%          |
| 369 91 01 00                        | Miscellaneous                            | 1,000.00            | 0.00              | 278.10              | 721.90              | 72.2%         |
| <b>360 Misc Revenues</b>            |  | <b>65,091.00</b>    | <b>13,397.99</b>  | <b>64,550.48</b>    | <b>540.52</b>       | <b>0.8%</b>   |
| <b>390 Other Revenues</b>           |  |                     |                   |                     |                     |               |
| 391 80 00 01                        | Intergovernmental Loans                  | 200,000.00          | 0.00              | 0.00                | 200,000.00          | 100.0%        |
| <b>390 Other Revenues</b>           |  | <b>200,000.00</b>   | <b>0.00</b>       | <b>0.00</b>         | <b>200,000.00</b>   | <b>100.0%</b> |
| <b>Fund Revenues:</b>               |  | <b>6,228,613.00</b> | <b>255,924.63</b> | <b>2,354,157.66</b> | <b>3,874,455.34</b> | <b>62.2%</b>  |

| Expenditures               | Amt Budgeted                         | July       | YTD       | Remaining  |            |       |
|----------------------------|--------------------------------------|------------|-----------|------------|------------|-------|
| <b>534 Water Utilities</b> |                                      |            |           |            |            |       |
| 534 10 10 00               | Water - Gen Admin Payroll            | 371,432.00 | 28,426.20 | 213,816.80 | 157,615.20 | 42.4% |
| 534 10 20 00               | Water - Gen Admin Personnel Benefits | 184,645.00 | 12,372.34 | 88,096.16  | 96,548.84  | 52.3% |
| 534 10 31 00               | Water - Gen Admin Supplies           | 12,500.00  | 925.37    | 4,161.86   | 8,338.14   | 66.7% |
| 534 10 31 01               | Water - Meetings/Team building       | 2,000.00   | 67.77     | 1,633.83   | 366.17     | 18.3% |
| 534 10 40 00               | Water - Merchant Services Fees       | 14,200.00  | 1,996.96  | 11,449.93  | 2,750.07   | 19.4% |
| 534 10 40 01               | Water - Bank Fees                    | 1,400.00   | 38.00     | 320.89     | 1,079.11   | 77.1% |
| 534 10 41 00               | Water - Quality Assurance Programs   | 132,310.00 | 775.00    | 75,353.23  | 56,956.77  | 43.0% |
| 534 10 41 01               | Water - Gen Admin Prof Svc           | 124,175.00 | 31,404.86 | 92,841.44  | 31,333.56  | 25.2% |
| 534 10 41 02               | Water- Engineering Svc               | 14,000.00  | 322.50    | 4,145.75   | 9,854.25   | 70.4% |
| 534 10 41 03               | Water - Legal Svc                    | 31,000.00  | 1,822.75  | 14,026.45  | 16,973.55  | 54.8% |
| 534 10 42 00               | Water - Admin Communication          | 33,000.00  | 3,840.15  | 19,155.97  | 13,844.03  | 42.0% |
| 534 10 43 00               | Water - Software/IT Subscriptions    | 63,405.00  | 971.63    | 58,149.45  | 5,255.55   | 8.3%  |
| 534 10 46 00               | Water - Gen Admin Insurance          | 114,000.00 | 3,105.75  | 3,272.25   | 110,727.75 | 27.8% |

## 2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 16:31:06 Date: 08/06/2024

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### 401 Water Fund

| Expenditures                    | Amt Budgeted  | July                | YTD               | Remaining           |                     |               |
|---------------------------------|---|---------------------|-------------------|---------------------|---------------------|---------------|
| <b>534 Water Utilities</b>      |   |                     |                   |                     |                     |               |
| 534 10 49 00                    | Water - Gen Admin Misc                              | 200.00              | 0.00              | 0.00                | 200.00              | 100.0%        |
| 534 10 49 01                    | Water-<br>Memberships/Dues/Permits                  | 20,500.00           | 197.55            | 14,574.76           | 5,925.24            | 28.9%         |
| 534 10 49 02                    | Water - Taxes                                       | 165,095.00          | 16,805.03         | 99,189.65           | 65,905.35           | 39.9%         |
| 534 40 43 00                    | Water - Admin Training & Travel                     | 13,000.00           | 1,220.18          | 5,796.64            | 7,203.36            | 55.4%         |
| 534 40 43 01                    | Water- Tuition Reimbursement                        | 500.00              | 0.00              | 0.00                | 500.00              | 100.0%        |
| 534 50 31 00                    | Water - Maintenance Supplies                        | 120,500.00          | 11,549.45         | 55,058.29           | 65,441.71           | 54.3%         |
| 534 50 31 01                    | Water- Small Assets                                 | 47,250.00           | 11,357.21         | 45,029.76           | 2,220.24            | 4.7%          |
| 534 50 48 00                    | Water - Repair & Maint                              | 120,750.00          | 11,466.38         | 33,844.62           | 86,905.38           | 72.0%         |
| 534 50 49 00                    | Water - Insurance Claims                            | 5,000.00            | 0.00              | 5,000.00            | 0.00                | 0.0%          |
| 534 60 41 00                    | Water - Operations Contracted<br>(Edge Analytical)  | 12,000.00           | 479.39            | 6,471.15            | 5,528.85            | 46.1%         |
| 534 60 47 00                    | Water - City of Bellingham                          | 62,920.00           | 0.56              | 22,609.86           | 40,310.14           | 64.1%         |
| 534 80 10 00                    | Water - Operations Payroll                          | 692,736.00          | 51,190.73         | 382,666.16          | 310,069.84          | 44.8%         |
| 534 80 20 00                    | Water - Operations Personnel<br>Benefits            | 288,803.00          | 24,679.33         | 162,262.04          | 126,540.96          | 43.8%         |
| 534 80 32 00                    | Water - Operations Fuel                             | 26,000.00           | 2,057.67          | 8,962.66            | 17,037.34           | 65.5%         |
| 534 80 35 00                    | Water - Safety Supplies                             | 10,000.00           | 426.01            | 3,183.83            | 6,816.17            | 68.2%         |
| 534 80 35 01                    | Water - Safety Boots                                | 1,400.00            | 217.71            | 407.24              | 992.76              | 70.9%         |
| 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<br>Training/Travel/Certifications | 13,000.00           | 90.85             | 7,425.73            | 5,574.27            | 42.9%         |
| 534 80 47 00                    | Water - Ops Utilities                               | 153,835.00          | 11,203.40         | 86,306.55           | 67,528.45           | 43.9%         |
| 534 80 49 00                    | Water - Operations Laundry                          | 2,000.00            | 142.15            | 966.08              | 1,033.92            | 51.7%         |
| <b>534 Water Utilities</b>      |   | <b>2,856,556.00</b> | <b>229,152.88</b> | <b>1,526,228.42</b> | <b>1,330,327.58</b> | <b>46.6%</b>  |
| <b>580 Non Expenditures</b>     |   |                     |                   |                     |                     |               |
| 589 99 99 99                    | Payroll Benefit Liabilities                         | 0.00                | 5,032.07          | 5,235.53            | (5,235.53)          | 0.0%          |
| <b>580 Non Expenditures</b>     |   | <b>0.00</b>         | <b>5,032.07</b>   | <b>5,235.53</b>     | <b>(5,235.53)</b>   | <b>0.0%</b>   |
| <b>591 Debt Service</b>         |   |                     |                   |                     |                     |               |
| 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%        |
| <b>591 Debt Service</b>         |   | <b>220,752.00</b>   | <b>0.00</b>       | <b>0.00</b>         | <b>220,752.00</b>   | <b>100.0%</b> |
| <b>594 Capital Expenditures</b> |   |                     |                   |                     |                     |               |
| 594 34 60 01                    | Capital Outlay - Budget Only                        | 1,978,138.00        | 0.00              | 27,308.80           | 1,950,829.20        | 98.6%         |
| 594 34 62 01                    | Capital Projects - Water<br>Structures              | 0.00                | 182,621.18        | 335,133.32          | (335,133.32)        | 0.0%          |
| 594 34 63 01                    | Capital Projects - Water System                     | 0.00                | 19,828.80         | 41,866.32           | (41,866.32)         | 0.0%          |
| 594 34 65 01                    | Capital Outlay - Small Water<br>Projects            | 0.00                | 0.00              | 23,126.93           | (23,126.93)         | 0.0%          |
| <b>594 Capital Expenditures</b> |   | <b>1,978,138.00</b> | <b>202,449.98</b> | <b>427,435.37</b>   | <b>1,550,702.63</b> | <b>78.4%</b>  |
| <b>Fund Expenditures:</b>       |   | <b>5,055,446.00</b> | <b>436,634.93</b> | <b>1,958,899.32</b> | <b>3,096,546.68</b> | <b>61.3%</b>  |

# 2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 16:31:06 Date: 08/06/2024

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401 Water Fund

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|                               |                     |                     |                   |
|-------------------------------|---------------------|---------------------|-------------------|
| <b>Fund Excess/(Deficit):</b> | <b>1,173,167.00</b> | <b>(180,710.30)</b> | <b>395,258.34</b> |
|-------------------------------|---------------------|---------------------|-------------------|

## 2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 16:31:06 Date: 08/06/2024

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### 402 Sewer Fund

| Revenues  | Amt Budgeted        | July              | YTD                 | Remaining           |              |
|---|---------------------|-------------------|---------------------|---------------------|--------------|
| <b>340 Charges For Services</b>                 |                     |                   |                     |                     |              |
| 343 50 11 00 Sewer Service Residential          | 4,763,437.00        | 351,996.39        | 3,134,562.61        | 1,628,874.39        | 34.2%        |
| 343 50 19 00 Sewer Service Other                | 5,540.00            | 465.34            | 3,154.67            | 2,385.33            | 43.1%        |
| 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          | 62,173.93         | 154,930.94          | (32,606.94)         | 0.0%         |
| <b>340 Charges For Services</b>                 | <b>4,891,301.00</b> | <b>414,635.66</b> | <b>3,298,833.69</b> | <b>1,592,467.31</b> | <b>32.6%</b> |
| <b>360 Misc Revenues</b>                        |                     |                   |                     |                     |              |
| 361 11 00 02 Investment Interest                | 64,091.00           | 13,398.01         | 64,272.41           | (181.41)            | 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            | 0.00              | 3,097.88            | 1,043.12            | 25.2%        |
| 369 91 01 02 Miscellaneous                      | 1,000.00            | 0.00              | 278.10              | 721.90              | 72.2%        |
| <b>360 Misc Revenues</b>                        | <b>70,232.00</b>    | <b>13,398.01</b>  | <b>70,719.09</b>    | <b>(487.09)</b>     | <b>0.0%</b>  |
| <b>Fund Revenues:</b>                           | <b>4,961,533.00</b> | <b>428,033.67</b> | <b>3,369,552.78</b> | <b>1,591,980.22</b> | <b>32.1%</b> |

| Expenditures                                       | Amt Budgeted | July      | YTD        | Remaining  |        |
|--|--------------|-----------|------------|------------|--------|
| <b>535 Sewer</b>                                   |              |           |            |            |        |
| 535 10 10 00 Sewer - Admin Payroll                 | 371,434.00   | 28,426.07 | 213,816.36 | 157,617.64 | 42.4%  |
| 535 10 20 00 Sewer - Gen Admin Personnel Benefits  | 163,622.00   | 12,423.95 | 88,146.40  | 75,475.60  | 46.1%  |
| 535 10 31 00 Sewer - Gen Admin Supplies            | 11,500.00    | 925.40    | 4,040.89   | 7,459.11   | 64.9%  |
| 535 10 31 01 Sewer - Meetings/Team Building        | 2,000.00     | 67.77     | 1,633.91   | 366.09     | 18.3%  |
| 535 10 40 00 Sewer -Merchant Services Fees         | 14,200.00    | 1,996.97  | 11,449.97  | 2,750.03   | 19.4%  |
| 535 10 40 01 Sewer - Bank Fees                     | 1,400.00     | 38.00     | 320.91     | 1,079.09   | 77.1%  |
| 535 10 41 01 Sewer - Gen Admin Prof Srvc           | 124,175.00   | 21,052.97 | 81,690.46  | 42,484.54  | 34.2%  |
| 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    | 1,822.75  | 14,095.44  | 16,904.56  | 54.5%  |
| 535 10 42 00 Sewer - Admin Communication           | 33,000.00    | 3,848.09  | 18,998.81  | 14,001.19  | 42.4%  |
| 535 10 43 00 Sewer - Software/IT Subscriptions     | 63,405.00    | 179.85    | 65,377.65  | (1,972.65) | 0.0%   |
| 535 10 46 00 Sewer - Gen Admin Insurance           | 114,000.00   | 3,105.76  | 3,272.26   | 110,727.74 | 97.1%  |
| 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    | 197.56    | 8,786.73   | 6,513.27   | 42.6%  |
| 535 10 49 02 Sewer - Taxes                         | 115,000.00   | 12,885.87 | 72,931.62  | 42,068.38  | 36.6%  |
| 535 40 43 00 Sewer - Gen Admin TrainIng &Travel    | 13,000.00    | 1,220.22  | 4,220.48   | 8,779.52   | 67.5%  |
| 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    | 2,257.18  | 19,006.79  | 25,993.21  | 57.8%  |
| 535 50 31 01 Sewer - Small Assets                  | 42,000.00    | 15,382.98 | 29,770.89  | 12,229.11  | 29.1%  |
| 535 50 48 00 Sewer - Repair & Maint                | 140,000.00   | 2,759.45  | 28,898.30  | 111,101.70 | 79.4%  |
| 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   | 55,220.85 | 478,824.34 | 463,675.66 | 49.2%  |
| 535 80 10 00 Sewer - Operations Payroll            | 588,048.00   | 41,280.25 | 327,309.56 | 260,738.44 | 44.3%  |
| 535 80 20 00 Sewer - Operations Personnel Benefits | 255,921.00   | 19,903.36 | 138,715.14 | 117,205.86 | 45.8%  |
| 535 80 32 00 Sewer - Operations Fuel               | 26,000.00    | 2,057.67  | 10,044.77  | 15,955.23  | 61.4%  |
| 535 80 35 00 Sewer - Safety Supplies               | 10,000.00    | 412.91    | 2,603.36   | 7,396.64   | 74.0%  |
| 535 80 35 01 Sewer - Safety Boots                  | 1,400.00     | 217.70    | 407.24     | 992.76     | 70.9%  |

## 2024 BUDGET POSITION

Lake Whatcom W-S District

Time: 16:31:06 Date: 08/06/2024

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### 402 Sewer Fund

| Expenditures   | Amt Budgeted          | July              | YTD                 | Remaining           |              |
|--|-----------------------|-------------------|---------------------|---------------------|--------------|
| <b>535 Sewer</b>   |                       |                   |                     |                     |              |
| 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<br>Training/Travel/Certification | 13,000.00             | 90.85             | 6,667.23            | 6,332.77            | 48.7%        |
| 535 80 47 00 Sewer - Ops Utilities                               | 156,383.00            | 9,078.47          | 84,744.29           | 71,638.71           | 45.8%        |
| 535 80 49 00 Sewer - Operations Laundry                          | 2,500.00              | 142.05            | 1,049.54            | 1,450.46            | 58.0%        |
| <b>535 Sewer</b>   | <b>3,317,988.00</b>   | <b>236,994.95</b> | <b>1,717,789.97</b> | <b>1,600,198.03</b> | <b>48.2%</b> |
| <b>591 Debt Service</b>  |                       |                   |                     |                     |              |
| 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%        |
| <b>591 Debt Service</b>  | <b>644,925.00</b>     | <b>0.00</b>       | <b>82,462.50</b>    | <b>562,462.50</b>   | <b>87.2%</b> |
| <b>594 Capital Expenditures</b>                                  |                       |                   |                     |                     |              |
| 594 35 60 02 Capital Outlay - Budget Only                        | 2,729,500.00          | 0.00              | 0.00                | 2,729,500.00        | 100.0%       |
| 594 35 62 02 Capital Projects - Sewer<br>Structures              | 0.00                  | 51,272.29         | 183,445.38          | (183,445.38)        | 0.0%         |
| 594 35 63 02 Capital Projects- Sewer System                      | 0.00                  | 832.50            | 119,405.10          | (119,405.10)        | 0.0%         |
| 594 35 64 02 Capital Outlay - Sewer<br>Equipment                 | 0.00                  | 0.00              | 172,025.89          | (172,025.89)        | 0.0%         |
| <b>594 Capital Expenditures</b>                                  | <b>2,729,500.00</b>   | <b>52,104.79</b>  | <b>474,876.37</b>   | <b>2,254,623.63</b> | <b>82.6%</b> |
| <b>Fund Expenditures:</b>  | <b>6,692,413.00</b>   | <b>289,099.74</b> | <b>2,275,128.84</b> | <b>4,417,284.16</b> | <b>66.0%</b> |
| <b>Fund Excess/(Deficit):</b>                                    | <b>(1,730,880.00)</b> | <b>138,933.93</b> | <b>1,094,423.94</b> |                     |              |



LAKE WHATCOM WATER AND SEWER  
INVESTMENTS/CASH AS OF 7/31/2024

|                             |                   |        |
|-----------------------------|-------------------|--------|
| Petty Cash                  | \$ 1,600          |        |
| Cash                        | \$ 1,015,970      |        |
| Public Funds Account        | <u>\$ 279,195</u> | 2.940% |
|                             |                   |        |
| WA Federal                  | \$ 1,296,765      |        |
|                             |                   |        |
| Local Gov't Investment Pool | \$ 3,791,977      | 5.400% |

|                     |              | PRINCIPAL COST             | MARKET VALUE | MATURITY DATE | YIELD  |
|---------------------|--------------|----------------------------|--------------|---------------|--------|
| 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 | \$ 747,615                 | \$ 810,000   | Dec-25        | 4.440% |
| US Treasury Note    | Non-callable | \$ 797,274                 | \$ 855,000   | Jan-26        | 3.950% |
| US Treasury Note    | Non-callable | \$ 467,667                 | \$ 500,000   | Jun-26        | 4.500% |
| US Bank Safekeeping |              | \$ 4,001,997               | \$ 4,244,000 |               |        |
| <b>TOTAL</b>        |              | <u><u>\$ 9,090,739</u></u> |              |               |        |

|                           |                            |
|---------------------------|----------------------------|
| USE OF FUNDS:             |                            |
| Bond Reserve - Restricted | \$ 772,334                 |
| Contingency - Assigned    | \$ 1,275,000               |
| Operating Reserves        | \$ 1,185,000               |
| Operating Assigned        | \$ 5,858,405               |
|                           | <u><u>\$ 9,090,739</u></u> |

|                              |                            |
|------------------------------|----------------------------|
| <u>Fund Balance Summary</u>  |                            |
| Water Utility Fund (401)     | \$ 1,936,497               |
| Sewer Utility Fund (402)     | \$ 5,106,908               |
| Sewer Contingency Fund (425) | \$ 815,000                 |
| Water Contingency Fund (426) | \$ 460,000                 |
| Bond Reserve Fund (460)      | <u>\$ 772,334</u>          |
|                              | <u><u>\$ 9,090,739</u></u> |



LAKE WHATCOM WATER AND SEWER DISTRICT  
July 2024 Utility Account Adjustments

**Sudden Valley Adjustments**

|                       |           |
|-----------------------|-----------|
| Late Fee Credits      | \$ 320.66 |
| High Use/Leak Credits | \$ -      |

**North Shore/Geneva**

|                       |           |
|-----------------------|-----------|
| Late Fee Credits      | \$ 270.23 |
| High Use/Leak Credits | \$ -      |

**Total Account Adjustments**

\$ 590.89





**AGENDA  
BILL  
Item 8.D**

**Operations Department  
Report**

|                            |   |                          |                                     |
|----------------------------|---|--------------------------|-------------------------------------|
| DATE SUBMITTED:            | August 22, 2024   | MEETING DATE:            | August 28, 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/<br>MOTION | INFORMATIONAL<br>/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 August 28, 2024 Board Meeting  
Data Compiled 08/22/24 by RH

| State Required Report Status  |                                    |                   |         |         |          |     |      |      |     |      |     |     |     |
|---|------------------------------------|-------------------|---------|---------|----------|-----|------|------|-----|------|-----|-----|-----|
| Monthly Reports   |                                    |                   |         |         |          |     |      |      |     |      |     |     |     |
| Name Of Report  |                                    | Completed         |         |         |          |     |      |      |     |      |     |     |     |
| Chlorination Report Agate Heights<br>Prepared by: K Cook                  | Postmarked by the<br>10th of month | Jan               | Feb     | Mar     | Apr      | May | June | July | Aug | Sept | Oct | Nov | Dec |
|   |                                    | x                 | x       | x       | x        | x   | x    | x    | x   |      |     |     |     |
| Surface Water Treatment Rule Report<br>(SVWTP)<br>Prepared by: K Cook     | Postmarked by the<br>10th of month | Jan               | Feb     | Mar     | Apr      | May | June | July | Aug | Sept | Oct | Nov | Dec |
|   |                                    | x                 | x       | x       | x        | x   | x    | x    | x   |      |     |     |     |
| Annual Reports  |                                    |                   |         |         |          |     |      |      |     |      |     |     |     |
| Name Of Report  | Deadline                           | Completed         |         |         |          |     |      |      |     |      |     |     |     |
| WA State Cross Connection Report<br>Prepared by: R Munson                 | May                                | March 3, 2024     |         |         |          |     |      |      |     |      |     |     |     |
| OSHA 300 Log<br>Prepared by: R Munson                                     | February 1                         | January 10, 2024  |         |         |          |     |      |      |     |      |     |     |     |
| Water Use Efficiency Performance<br>Report<br>Prepared by: K Cook         | July 1                             | January 18, 2024  |         |         |          |     |      |      |     |      |     |     |     |
| Community Right to Know<br>(Hazardous Materials)<br>Prepared by: R Munson | March 31                           | January 8, 2024   |         |         |          |     |      |      |     |      |     |     |     |
| Northwest Clean Air Emissions Report                                      | February 1                         | January 24, 2024  |         |         |          |     |      |      |     |      |     |     |     |
| Consumer Confidence Reports<br>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<br>Coordinated by: R Munson                        | Due Biennially<br>Next Due 2025    | February 23, 2023 |         |         |          |     |      |      |     |      |     |     |     |
| Flagging Card Training<br>Coordinated by: R Munson                        | Due Triennially<br>Next Due 2025   | May 19, 2022      |         |         |          |     |      |      |     |      |     |     |     |

| <b>Safety Program Summary</b>                           |             |
|---|-------------|
| Completed by Rich Munson                                |             |
| <b>Summary of Annual Safety Training</b>                |             |
| 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%        |
| <b>Overall</b>  | <b>100%</b> |

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

| <b>Dates of Completed Safety Committee Meetings</b>  |               |      |      |      |      |      |
|--|---------------|------|------|------|------|------|
| 01.25.2024   | 05.30.2024    |      |      |      |      |      |
| 02.22.2024   | 06.27.2024    |      |      |      |      |      |
| 03.28.2024   | 07.25.2024    |      |      |      |      |      |
| 04.25.2024   | 08.22.2024    |      |      |      |      |      |
| <b>Summary of Work-Related Injuries &amp; Illnesses</b>  |               |      |      |      |      |      |
|  | Current Month | 2024 | 2023 | 2022 | 2021 | 2020 |
| <b>Total Number of Work Related Injuries</b>   |               |      |      |      |      |      |
| 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  |               |      |      |      |      |      |
| <b>Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)</b> | 0             | 0    | 0    | 0    | 0    | 0    |
| <b>Total Number of Days Away from Work (at home, in hospital, not at work)</b>                       | 0             | 0    | 0    | 0    | 0    | 0    |
| <b>Near Misses</b>   | 0             | 0    | 0    | 0    | 0    | 2    |
| <b>Safety Coordinator Update</b>   |               |      |      |      |      |      |
|  |               |      |      |      |      |      |

**Status of District Water and Sewer Systems**  
**Prepared by Jason Dahlstrom - Operations and Maintenance Manager**  
**8/28/2024 Board Meeting**

|                                 |   |
|---------------------------------|---|
| <b>Safety Activities</b>        |   |
|                                 | <ol style="list-style-type: none"> <li>1. No time-loss injuries or near misses.</li> <li>2. Daily safety reminders directly relevant to the day's tasks. Weekly safety trainings based on District specific safety programs.</li> <li>3. Jobsite tailgate meetings by project lead.</li> </ol>  |
| <b>Water Utility Activities</b> |   |
|                                 | <p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> <li>1. Sudden Valley <ol style="list-style-type: none"> <li>a. Plant is operating well, averaging 0.6 million gallons per day (MGD) at 700 GPM.</li> <li>b. Water use is consistent with typical seasonal usage.</li> </ol> </li> <li>2. Agate Heights <ol style="list-style-type: none"> <li>a. Plant is operating well.</li> <li>b. Water use is consistent with typical seasonal usage.</li> </ol> </li> </ol> <p><i>Distribution System</i></p> <ol style="list-style-type: none"> <li>1. 1 water service line leak repaired this month</li> <li>2. 4 new water services installed this month</li> <li>3. Lead service line investigations are 100% complete with no lead-based inventory found. Rich working on EPA reporting</li> </ol> |
| <b>Sewer Utility Activities</b> |   |
|                                 | <p><i>Lift Stations</i></p> <ol style="list-style-type: none"> <li>1. North Point had Automatic Transfer Switch replaced. Also replaced piping in wetwell that had worn. Previous replacement was in 2014.</li> <li>2. Training on new controls at Sudden Valley lift station</li> </ol> <p><i>Collection System</i></p> <ol style="list-style-type: none"> <li>1. Nothing new to report</li> </ol>   |
| <b>Fleet</b>                    |   |
|                                 | <p><i>Vehicles</i></p> <ol style="list-style-type: none"> <li>1. Boom truck VEH49 needs repair to lifting crane. Awaiting quote for repair.</li> <li>2. New service truck ETA 10/2024 - C2306</li> </ol> <p><i>Equipment</i></p> <ol style="list-style-type: none"> <li>1. All equipment is functional.</li> </ol>  |
| <b>Facilities</b>               |   |
|                                 | <ol style="list-style-type: none"> <li>1. All facilities are in good working order.</li> </ol>  |
| <b>Training</b>                 |   |
|                                 | <ol style="list-style-type: none"> <li>1. Open position for Maintenance Worker 1 is being advertised</li> </ol>   |
| <b>Development</b>              |   |
|                                 | <ol style="list-style-type: none"> <li>1. There are 12 permits currently in stages of development</li> </ol>  |