



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed September 11, 2024
6:30 p.m.

Meeting Access

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

Join the meeting from your computer, tablet smartphone:

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

You can also dial in using your phone.

Call: +1 (224) 501-3412 Access Code: 596-307-141

*Press *6 to mute/unmute your microphone*

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

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

Attending a Meeting

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

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

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

Public Comment Periods

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

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

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

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

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



Questions?

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



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

September 11, 2024


6:30 p.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name and address prior to making comments, and limit your comments to three minutes. For the sake of time, each public comment period will be limited to 45 minutes.
4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
5. CONSENT AGENDA
6. SPECIFIC ITEMS OF BUSINESS
 - A. Euclid Sewer Lift Station Improvement Project Public Works Contract Closeout
 - B. 2025 Washington State Legislative Agenda
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. EXECUTIVE SESSION
Executive Session per RCW 42.30.110(1)(g): To review the performance of a public employee (General Manager performance evaluation) – 15 minutes
11. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	September 4, 2024	MEETING DATE:	September 11, 2024	
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope			
GENERAL MANAGER APPROVAL				
ATTACHED DOCUMENTS	1. See below			
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/OTHER <input type="checkbox"/>	

****TO BE UPDATED 09.11.2024****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the August 28, 2024 Regular Board Meeting
- Payroll for Pay Period #18 (08.17.2024 through 08.30.2024) totaling \$47,766.60
- Benefits for Pay Period #18 totaling \$53,795.88
- 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 28, 2024

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

Attendees:	Commissioner Todd Citron (v)	General Manager Justin Clary
	Commissioner John Carter	Finance Manager Jenny Signs
	Commissioner Bruce Ford	Operations Manager Jason Dahlstrom
	Commissioner Jeff Knakal	Recording Secretary Rachael Hope
	Commissioner David Holland	

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

Consent Agenda

Action Taken

Carter moved, Ford seconded, approval of:

- **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 totaling \$403,648.99**

Motion passed.

Sudden Valley Sewer Lift Stations PLC & UPS Improvements Project Public Works Contract Closeout

Clary explained that the Allen Bradley PLC-5 (Programmable Logic Controller) Control System used at several District water and sewer facilities was discontinued in 2017 and is no longer available or supported. Since then, the District has been systematically replacing this equipment 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, QCC Quality Controls Corporation was awarded a construction contract 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 recommended accepting the project as complete and closing out the public works contract. Discussion followed.

Action Taken

Ford moved, Holland seconded, 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. Motion passed.

District Mission and Goals Revision

Clary recalled that during its August 14 meeting the Board reviewed the District’s mission and goals to make any revisions that are reflective of the current organization. Staff presented a draft revision to the mission and goals based upon Board comments during that meeting. Per the Board’s request, staff 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 in the spring of 2024. Staff also proposed some editorial changes to improve readability. Discussion followed.

Action Taken

Ford moved, Knakal seconded, to adopt the revised Mission and Goals with revisions incorporated, as amended. Motion passed.

General Manager’s Report

Clary updated the Board on several topics, including the reconvening of the Water Utility Coordinating Council, an update on public comment on the draft Lake Whatcom Management Program 5-year work plan, and potential topics to communicate to state legislators during the 2025 legislative session. Discussion followed.

Engineering Department Report

Clary highlighted several projects, including progress on the Division 7 Reservoir Replacement Project, trenching and progress at Lakewood and Rocky Ridge Sewer Lift Stations Improvement Project, and coming repairs on the Midnight Court sewer blockage by Honcoop. Discussion followed.

Finance Department Report

Signs’ report focused on water and sewer revenues and expenditures, which are tracking to budget, anticipated federal reimbursement funds, and progress on the Washington State Auditor’s Office accountability audit and the District’s S&P Global bond rating reinstatement. Discussion followed.

Operations & Maintenance Department Report

Dahlstrom reported on summer operations of the District’s water treatment plants, installation of four new water services, and the planned recruitment activities for the vacant Maintenance Worker 1 position. Discussion followed.

Executive Session Per RCW 42.30.140(4)(a)

Citron recessed the Regular Session to Executive Session at 9:15 a.m. It was estimated that the Executive Session would take about 60 minutes and end at 10:15 a.m. The purpose of the Executive Session was considering issues related to collective bargaining with a labor union. No action was taken, and Citron recessed the Executive Session and reconvened the Regular Meeting at 9:48 a.m.

With no further business, Citron adjourned the regular session at 9:48 a.m.

Attest: _____

Board President, Todd Citron

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on _____

PAYROLL

CHECK REGISTER

Lake Whatcom W-S District


Time: 11:38:46 Date: 09/03/2024

09/05/2024 To: 09/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2582	09/05/2024	Payroll	5	EFT		3,750.82	08/17/2024 - 08/30/2024 PR 18
2583	09/05/2024	Payroll	5	EFT		2,793.96	08/17/2024 - 08/30/2024 PR 18
2584	09/05/2024	Payroll	5	EFT		3,509.71	08/17/2024 - 08/30/2024 PR 18
2585	09/05/2024	Payroll	5	EFT		2,988.55	08/17/2024 - 08/30/2024 PR 18
2587	09/05/2024	Payroll	5	EFT		2,045.01	08/17/2024 - 08/30/2024 PR 18
2588	09/05/2024	Payroll	5	EFT		3,202.16	08/17/2024 - 08/30/2024 PR 18
2589	09/05/2024	Payroll	5	EFT		2,457.07	08/17/2024 - 08/30/2024 PR 18
2590	09/05/2024	Payroll	5	EFT		2,299.51	08/17/2024 - 08/30/2024 PR 18
2591	09/05/2024	Payroll	5	EFT		2,623.99	08/17/2024 - 08/30/2024 PR 18
2592	09/05/2024	Payroll	5	EFT		2,611.20	08/17/2024 - 08/30/2024 PR 18
2593	09/05/2024	Payroll	5	EFT		3,303.19	08/17/2024 - 08/30/2024 PR 18
2594	09/05/2024	Payroll	5	EFT		1,585.41	08/17/2024 - 08/30/2024 PR 18
2595	09/05/2024	Payroll	5	EFT		2,345.80	08/17/2024 - 08/30/2024 PR 18
2596	09/05/2024	Payroll	5	EFT		4,317.28	08/17/2024 - 08/30/2024 PR 18
2597	09/05/2024	Payroll	5	EFT		3,514.71	08/17/2024 - 08/30/2024 PR 18
2598	09/05/2024	Payroll	5	EFT		2,775.20	08/17/2024 - 08/30/2024 PR 18
2586	09/05/2024	Payroll	5	15600		1,643.03	08/17/2024 - 08/30/2024 PR 18
						13,676.27	
						34,090.33	
						<u>47,766.60</u>	
						47,766.60 Payroll:	47,766.60

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 9/3/2024
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

BENEFITS

Lake Whatcom W-S District

Time: 11:50:05 Date: 09/03/2024

09/01/2024 To: 09/30/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2599	09/05/2024	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	5,592.50	Pay Cycle(s) 09/05/2024 To 09/05/2024 - DCP; Pay Cycle(s) 09/05/2024 To 09/05/2024 - ROTH DCP
2600	09/05/2024	Payroll	5	EFT	UNITED STATES TREASURY	16,753.63	941 Deposit for Pay Cycle(s) 09/05/2024 - 09/05/2024
2601	09/05/2024	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	8,338.34	Pay Cycle(s) 09/05/2024 To 09/05/2024 - PERS 2
2602	09/05/2024	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,243.23	Pay Cycle(s) 09/05/2024 To 09/05/2024 - PERS 3
2603	09/05/2024	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	958.00	Pay Cycle(s) 09/05/2024 To 09/05/2024 - SUP ENF
2604	09/05/2024	Payroll	5	15601	AFLAC	354.85	Pay Cycle(s) 09/05/2024 To 09/05/2024 - AFLAC PRE-TAX; Pay Cycle(s) 09/05/2024 To 09/05/2024 - AFLAC POST-TAX
2605	09/05/2024	Payroll	5	15602	AFSCME LOCAL	334.80	Pay Cycle(s) 09/05/2024 To 09/05/2024 - UNION DUES; Pay Cycle(s) 09/05/2024 To 09/05/2024 - UNION FUND
2606	09/05/2024	Payroll	5	15603	HRA VEBA TRUST (PAYEE)	560.00	Pay Cycle(s) 09/05/2024 To 09/05/2024 - VEBA
2607	09/05/2024	Payroll	5	15604	WA ST HEALTH CARE AUTHORITY	17,660.53	Pay Cycle(s) 09/05/2024 To 09/05/2024 - PEBB MEDICAL; Pay Cycle(s) 09/05/2024 To 09/05/2024 - PEBB ADD LTD; Pay Cycle(s) 09/05/2024 To 09/05/2024 - PEBB SMK Surcharge; Pay Cycle(s) 09/05/2024 To 09/05
						39,613.24	
						14,182.64	
						53,795.88	Payroll: 53,795.88

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District


Time: 11:50:05 Date: 09/03/2024

09/01/2024 To: 09/30/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 9/3/2024
General Manager, Justin Clary

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

Board President, Todd Citron


Attest : _____
Recording Secretary, Rachael Hope

Approved by motion at _____ Regular _____ Special Board Meeting on _____
Date Approved



**AGENDA
BILL
Item 6.A**

**Euclid Sewer Lift Station
Improvements Project Public
Works Contract Close Out**

DATE SUBMITTED:	September 4, 2024	MEETING DATE:	September 11, 2024
TO: BOARD OF COMMISSIONERS	FROM: Greg Nicoll, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Euclid Sewer Lift Station is located along the westerly shore of Lake Whatcom at an approximate address 1700 Euclid Avenue. Prior to the recent improvements, the station and system controls had last been upgraded in 1999. Therefore, the District, with the assistance of RH2 Engineering, completed the design and permitting to replace the power service with a 3-phase 480-volt service, refurbish the existing pumps, construct a retaining wall, perform electrical and automatic control improvements, and install an automatic transfer switch and stationary backup generator.

Following a public bid process, the District Board awarded the construction contract to Colacurcio Brothers, Inc. during a regularly scheduled meeting on March 9, 2022. Though the project was delayed significantly due to supply chain issues and operational challenges that resulted in the replacement of the initial backup generator, 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 \$542,565.60 (including 8.6% sales tax) plus \$3,660.46 in change orders for a total amount of \$546,226.06.

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 Euclid Sewer Lift Station Improvements Project public works contract performed by Colacurcio Brothers. Inc. as complete and authorize staff to close out the public works contract.”



**AGENDA
BILL
Item 6.B**

**2025 Washington State
Legislative Session Agenda**

DATE SUBMITTED:	September 4, 2024	MEETING DATE:	September 11, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft 2025 Washington State Legislative Session Agenda		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

As a special purpose district authorized under Title 57 of the Revised Code of Washington, actions of the Washington State Legislature can directly impact the Lake Whatcom Water and Sewer District’s powers and authority, operational requirements, and revenue streams. Recognizing this, the District for the past several years has actively engaged with legislators of the 40th and 42nd legislative districts, which represent District customers. Attached is a draft legislative agenda for the 2025 legislative session, which has been crafted based upon District priorities, as well as in support of Washington Association of Sewer and Water Districts (WASWD) legislative priorities.

FISCAL IMPACT

No fiscal impact is anticipated with approval of the District’s legislative agenda.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

- Product Quality
- Financial Viability
- Stakeholder Understanding and Support

RECOMMENDED BOARD ACTION

Staff recommends approval of the legislative agenda.

PROPOSED MOTION

Recommended motion is:

“I move to approve the 2025 Washington State legislative session agenda as presented.”

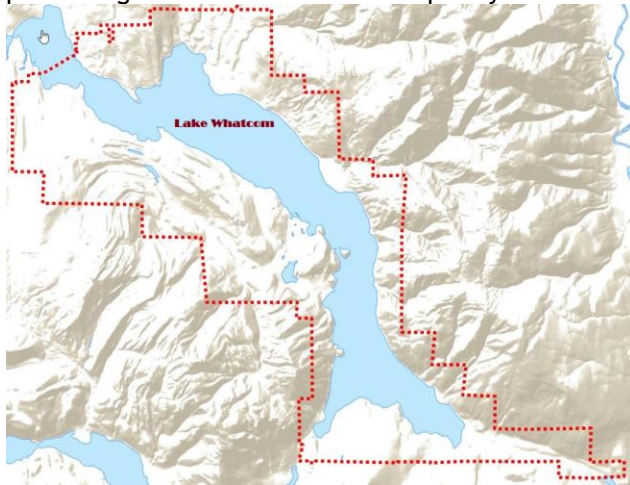


About the Lake Whatcom Water and Sewer District

The Lake Whatcom Water and Sewer District is a special purpose district focused on providing quality water and sewer service to the Sudden Valley, Geneva, and Northshore communities surrounding Lake Whatcom.

Community Served

Originally formed in 1968 as Water District No. 10, the Lake Whatcom Water & Sewer District provides water service to approximately 3,800 connections and sewer service to approximately 4,000 connections 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 a biennial budget of approximately \$21.5 million. The District Board and staff are committed to providing the best possible water and sewer services to its customers in a cost-efficient manner, and in a way that contributes to protecting Lake Whatcom’s water quality.



System Features

- Water Sources Lake Whatcom (primary), Agate Heights wells, & Johnson well
- Water Treatment Plants 2
- Water Pump Stations 5
- Sewer Lift Stations..... 26
- Water Storage Facilities (totaling 3.1 MG) 8
- Miles of Water Main 71
- Miles of Sewer Main 75
- Population Served 10,700 (2020 Census)

Current Issues

- **Public Works Assistance Account.** The PWAA has proven an effective conduit to infrastructure investment throughout its life—since 1985 over \$3.5 billion has been invested in 2,100 critical projects. With the growing need to replace aging infrastructure, as well as to enable projects that enhance economic growth in the State, the District supports the Public Works Board’s request of \$400 million from the PWAA for project awards during the 2025-27 biennium and encourages protection of PWAA revenues so that infrastructure investments may continue into the future.
- **Utility Relocation Costs.** Relocation of critical infrastructure to accommodate city/county road projects can be incredibly costly. The District supports any legislation that encourages early communication of planned road projects so that water-sewer districts may adequately budget for financing such costs.
- **In-House Public Works Projects.** The District appreciates the Legislature’s 2023 session increase of the threshold dollar amount that is exempt from bidding requirements for in-house public work. The District encourages maintenance of the threshold amount, which is consistent with that entitled to other local governments.
- **Water Rights.** As the District prepares to participate in the WRIA No. 1 water rights adjudication and the Department of Ecology’s proposed revisions to Policy 2030, we remain open to partnerships that enable reasonable allocation of this valuable resource. The District does, however, remain protective of existing municipal water rights necessary to meet growth (domestic and fire flow) requirements defined under the Growth Management Act.
- **Biosolids.** Though the District does not own and operate a wastewater treatment plant (District-generated wastewater is treated by the City of Bellingham), we support of our peer public WWTP operators in protecting their ability to continue the safe application of biosolids on agricultural lands.



Our Commissioners and Governance

Commissioners

The Lake Whatcom Water and Sewer District is governed by a five-member, non-partisan, voter-elected Board of Commissioners.

Our Board of Commissioners serves to provide public accountability of district operations. They determine policy direction for the General Manager who is responsible for planning, organizing, directing, and controlling the day-to-day operations, business administration, and regulatory compliance functions of our District.



David Holland, Position No. 1

David Holland has served on the Board since 2023. David was born and raised in Eastern Washington and has lived in Sudden Valley since 1994. He has spent 30 years within the many facets of the medical imaging

field specializing in patient care, imaging management, large project implementation, and process improvement. David currently volunteers with the Sudden Valley Auxiliary Communications Service as well as the Whatcom Emergency Communications Group associated with the Whatcom County Sheriff's Office and Search and Rescue. You will often find him out hiking the trails within the watershed with his wife and son, enjoying the beauty of the area that we live in.



Todd Citron, Position No. 2, President

Todd Citron is the District's longest-serving commissioner, having celebrated 25 years of service in 2023. A native of the Pacific Northwest, Todd spent two years in Bellingham at Western Washington

University before receiving college and graduate degrees from Wesleyan University and Boston College. He spent a decade in New England, started a family, and then moved with them to Bellingham in 1989 and into the Lake Whatcom watershed in 1991. Todd had a career in computer programming, networking, repair and technical support for 25 years. Todd's desire to preserve the health and beauty of the area is manifest in his focus on building a robust water and sewer district with efficient operating practices while distributing costs equitably.



Bruce Ford, Position No. 3

Prior to retiring, Bruce Ford served in the environmental industry for over 40-years and has served the District as a commissioner since 2014. He has held state

wastewater operator certification in several states and worked as superintendent of a large sanitary district water reclamation plant for five years. After seven years in the municipal sector, Bruce worked for a world-wide engineering construction company for 33 years. He has in-depth experience in water and wastewater systems, environmental remediation, and project management.



Jeff Knakal, Position No. 4

Jeff Knakal has owned a home in Sudden Valley since 2014 and resided there full time since his retirement in 2020 following a career in the aerospace industry. He served on the Board since 2022. He holds a

Bachelor of Science in mechanical engineering and has served as a volunteer firefighter/EMT with South Whatcom Fire Authority since 2021. His passion for the outdoors drives his desire to use his engineering and management background to help maintain healthy water systems and protect the health of Lake Whatcom.



John Carter, Position No. 5, Secretary

John Carter has been a resident of the District since 1983, and a commissioner since 2016. For the past three decades, he has held positions in public finance including serving as Chief Financial Officer

for both the Port of Bellingham and the City of Bellingham. He has served on the boards of several non-profits in our community and has been actively engaged in various economic development initiatives throughout Whatcom County.





Governance

The Board meets regularly on the second Wednesday of each month at 6:30 p.m. and the last Wednesday of each month at 8:00 a.m. All agendas and minutes are posted online. The public is welcome to attend and provide input on any issue or concern. As a provider of water and sewer services throughout much of the Lake Whatcom watershed, the District maintains key partnerships with Whatcom County and the city of Bellingham in the protection of this irreplaceable water source.



Capital projects represent significant investments in ensuring continuity of service to our customers. Below are some projects that are improving service to your constituents:

2024 System Improvements

Project	Purpose	Cost
 <p>Division 7 Reservoir Replacement Project</p>	<p>Initiated construction of two new water reservoirs meeting current seismic standards and outfitted with the ShakeAlert® earthquake early warning system that will replace an existing 50+ year old reservoir that has met the end of its service life. The project will be completed in 2025.</p>	\$3.1 million
 <p>Lakewood and Rocky Ridge Sewer Lift Stations Renovation Project</p>	<p>Renovated two aging sewer lift stations with state-of-the-art systems, increasing facility resiliency, and mitigating the potential for system failure and release of sewage to the adjacent Lake Whatcom.</p>	\$2.1 million
 <p>Sudden Valley WTP Alum Tank Replacement Project</p>	<p>Replaced a 30+ year old tank that serves as a critical component of the water treatment plant process serving a population of approximately 10,000. This was the first project in a multi-year effort to strategically upgrade the plant, as defined in the District's 20-year master plan.</p>	\$90,000
 <p>Division 30 Water Booster Station & Sudden Valley Sewer Lift Station Improvements Project</p>	<p>Upgraded the programmable logic controls (PLC) and uninterruptible power supply (UPS) systems at critical water and sewer pump stations to ensure continuity of operations.</p>	\$300,000

Future System Improvements

Project	Purpose	Year Planned for Construction	Total Estimated Cost	Unfunded Amount
Water System				
City of Bellingham Scenic Intertie Repair	Return to service an emergency intertie between the City of Bellingham's and the District's water systems.	2025	\$100,000	\$0
Sudden Valley Water Treatment Plant Chlorine Contact Basin Replacement Project	Replace existing 33-year-old treatment facility component to meet current seismic code and future growth projections.	2026	\$2,100,000	\$0
Geneva Reservoir & SWWTP Booster Station Seismic Retrofit Project	Perform seismic retrofits to a 45-year-old reservoir and the water booster station serving the Sudden Valley Water Treatment Plant.	2026	\$1,350,000	\$0
Division 22-1 Reservoir Replacement Project	Replace existing 55-year-old reservoir with a new reservoir that meets current seismic design requirements.	2027	\$2,550,000	\$0
Sudden Valley Water Treatment Plant Finished Water Pumps Project	Replace existing finished water pumps that are approaching the end of their service life with new pumps per the WTP master plan.	2028	\$1,150,000	\$0
Geneva Reservoir Coating Project	Extend the service life of a 45-year-old steel-welded reservoir by recoating the facility's interior and exterior.	2028	\$1,050,000	\$1,050,000
Sudden Valley Water Treatment Plant Transfer Pumps Project	Replace existing finished water pumps that are approaching the end of their service life with new pumps per the WTP master plan.	2028	\$600,000	\$0
Sewer System				
Lake Whatcom Blvd Sewer Main Renewal-Phase 4	Systematic renewal of sections of critical sewer conveyance lines w/ cure-in-place-pipe technology.	2025	\$200,000	\$0
Flat Car Lift Station Reverse Flow Project	Increase sewer system resiliency for natural disaster response.	2025	\$250,000	\$0
Lake Whatcom Blvd Sewer Main Renewal-Final Phase	Systematic renewal of sections of critical sewer conveyance lines w/ cure-in-place-pipe technology.	2026	\$600,000	\$0
Agate Bay Lift Station Renovation Project	Renovate 50-year-old sewer lift station with new equipment and system components.	2027	\$1,300,000	\$0
Post Point Wastewater Treatment Plant Solids Handling Facility Renovation	Renovate aging incinerators and assoc. solids system; cost represents the District's share of city of Bellingham project.	2027	\$5,000,000	\$4,000,000
Sudden Valley, Flat Car, and Beaver Sewer Lift Stations Electrical Controls Reconditioning	Recondition electrical controls at end-of-life at three critical sewer lift stations.	2028	\$750,000	\$0



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	September 5, 2024	MEETING DATE:	September 11, 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, September 11, 2024 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Sep 25, 2024	8:00 a.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Sep 12, 2024	8:00 a.m.	Board Room/Hybrid Commissioner Ford to attend
Investment Comm. Meeting	Wed Oct 30, 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 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 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

- 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
- Lake Whatcom Management Program 5-year work plan adoption
- 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

- *J Clary chaired the Whatcom Water Utility Coordinating Committee meeting on September 4.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended management team meetings regarding the draft five-year work plan on August 28 and September 4.