



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed March 26, 2025
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 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

March 26, 2025

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. Whatcom County On-site Sewage System Monitoring Program and North Shore Drainage Investigation Presentation
 - B. District Mission, Vision, and Values Statements Review
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	March 20, 2025	MEETING DATE:	March 26, 2025
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL	<i>[Signature]</i>		
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

****TO BE UPDATED 03.25.2025****

BACKGROUND / EXPLANATION OF IMPACT

- Payroll for Pay Period #06 (03.01.2025 through 03.14.2025) totaling \$54,914.35
- Benefits for Pay Period #06 totaling \$63,694.79
- 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 2025-2026 Budget.

RECOMMENDED BOARD ACTION

Staff recommends the Board approve the Consent Agenda.

PROPOSED MOTION

A recommended motion is:

“I move to approve the Consent Agenda as presented.”

PAYROLL

CHECK REGISTER

Lake Whatcom W-S District

Time: 12:07:10 Date: 03/17/2025

03/20/2025 To: 03/20/2025

Page: 1


Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
813	03/20/2025	Payroll	5	EFT		585.95	03/01/2025 - 03/14/2025 PR 06
814	03/20/2025	Payroll	5	EFT		439.47	03/01/2025 - 03/14/2025 PR 06
815	03/20/2025	Payroll	5	EFT		4,036.82	03/01/2025 - 03/14/2025 PR 06
816	03/20/2025	Payroll	5	EFT		4,513.00	03/01/2025 - 03/14/2025 PR 06
817	03/20/2025	Payroll	5	EFT		3,996.84	03/01/2025 - 03/14/2025 PR 06
819	03/20/2025	Payroll	5	EFT		2,043.83	03/01/2025 - 03/14/2025 PR 06
821	03/20/2025	Payroll	5	EFT		2,209.83	03/01/2025 - 03/14/2025 PR 06
822	03/20/2025	Payroll	5	EFT		3,478.28	03/01/2025 - 03/14/2025 PR 06
823	03/20/2025	Payroll	5	EFT		442.27	03/01/2025 - 03/14/2025 PR 06
824	03/20/2025	Payroll	5	EFT		2,685.12	03/01/2025 - 03/14/2025 PR 06
825	03/20/2025	Payroll	5	EFT		2,534.13	03/01/2025 - 03/14/2025 PR 06
826	03/20/2025	Payroll	5	EFT		146.50	03/01/2025 - 03/14/2025 PR 06
827	03/20/2025	Payroll	5	EFT		3,009.33	03/01/2025 - 03/14/2025 PR 06
828	03/20/2025	Payroll	5	EFT		2,888.07	03/01/2025 - 03/14/2025 PR 06
829	03/20/2025	Payroll	5	EFT		3,097.58	03/01/2025 - 03/14/2025 PR 06
830	03/20/2025	Payroll	5	EFT		2,152.56	03/01/2025 - 03/14/2025 PR 06
831	03/20/2025	Payroll	5	EFT		1,807.01	03/01/2025 - 03/14/2025 PR 06
832	03/20/2025	Payroll	5	EFT		1,503.61	03/01/2025 - 03/14/2025 PR 06
833	03/20/2025	Payroll	5	EFT		4,243.11	03/01/2025 - 03/14/2025 PR 06
834	03/20/2025	Payroll	5	EFT		3,739.93	03/01/2025 - 03/14/2025 PR 06
835	03/20/2025	Payroll	5	EFT		3,079.81	03/01/2025 - 03/14/2025 PR 06
818	03/20/2025	Payroll	5	16231		439.47	2/5/2025 - 2/12/2025 - 2/26/2025
820	03/20/2025	Payroll	5	16232		1,841.83	03/01/2025 - 03/14/2025 PR 06

401 Water Fund
402 Sewer Fund

15,659.40
39,254.95

54,914.35 Payroll: 54,914.35

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 3/17/2025
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: 12:20:29 Date: 03/17/2025

03/20/2025 To: 03/20/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
836	03/20/2025	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	7,614.50	Pay Cycle(s) 03/20/2025 To 03/20/2025 - DCP; Pay Cycle(s) 03/20/2025 To 03/20/2025 - ROTH DCP
837	03/20/2025	Payroll	5	EFT	UNITED STATES TREASURY	20,475.34	941 Deposit for Pay Cycle(s) 03/20/2025 - 03/20/2025
838	03/20/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	9,325.38	Pay Cycle(s) 03/20/2025 To 03/20/2025 - PERS 2
839	03/20/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,964.48	Pay Cycle(s) 03/20/2025 To 03/20/2025 - PERS 3
840	03/20/2025	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	911.85	Pay Cycle(s) 03/20/2025 To 03/20/2025 - SUP ENF
841	03/20/2025	Payroll	5	16233	AFLAC	300.31	Pay Cycle(s) 03/20/2025 To 03/20/2025 - AFLAC PRE-TAX; Pay Cycle(s) 03/20/2025 To 03/20/2025 - AFLAC POST-TAX
842	03/20/2025	Payroll	5	16234	AFSCME LOCAL	382.80	Pay Cycle(s) 03/20/2025 To 03/20/2025 - UNION DUES; Pay Cycle(s) 03/20/2025 To 03/20/2025 - UNION FUND
843	03/20/2025	Payroll	5	16235	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 03/20/2025 To 03/20/2025 - VEBA
844	03/20/2025	Payroll	5	16236	WA ST HEALTH CARE AUTHORITY	20,130.13	Pay Cycle(s) 03/20/2025 To 03/20/2025 - PEBB MEDICAL; Pay Cycle(s) 03/20/2025 To 03/20/2025 - PEBB ADD LTD; Pay Cycle(s) 03/20/2025 To 03/20/2025 - PEBB SMK Surcharge; Pay Cycle(s) 03/20/2025 To 03/20/2025
						47,594.14	
						16,100.65	
						63,694.79	Payroll: 63,694.79

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District


Time: 12:20:29 Date: 03/17/2025

03/20/2025 To: 03/20/2025

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 3/17/2025
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**

**Whatcom County On-site
Sewage System Program &
North Shore Drainage
Investigation Presentation**

DATE SUBMITTED:	March 13, 2025	MEETING DATE:	March 26, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The potential impacts of on-site sewage systems (OSS; commonly referred to as septic systems) within the Lake Whatcom Watershed has been an ongoing concern of the District for the past several years. OSS are regulated under [Chapter 24.05 of the Whatcom County Code](#). Whatcom County Health and Community Services (WCHCS) is responsible for administering the regulations throughout Whatcom County, including the 789 recorded OSS in the Lake Whatcom Watershed. WCHCS staff provided a presentation during the Board’s February 28, 2024 meeting on the OSS management program. Following the board meeting presentation, WCHCS staff developed a strategy for enhancing OSS program compliance along the north shore of Lake Whatcom. WCHCS staff will provide a presentation to the Board on program improvements over the past year.

On a related note, the District has undertaken studies of the potential impacts of OSS on Lake Whatcom water quality (2017 and 2020). A recommendation from the 2020 investigation identified a few drainages of concern along the north shore of Lake Whatcom. Since the February 2024 board presentation, Whatcom County Public Works (WCPW) has conducted investigations of the drainages to determine whether the 2020-identified concerns are OSS-related. WCPW staff will provide a presentation to the Board on the drainage investigation findings.

FISCAL IMPACT

No fiscal impact is anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Community Sustainability
Water Resource Sustainability

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

None.



**AGENDA
BILL
Item 6.B**

**District Mission, Vision,
and Values Statements
Review**

DATE SUBMITTED:	March 13, 2025	MEETING DATE:	March 26, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. District Mission & Goals (2024) 2. District Values (2011)		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Mission Statement. 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.

Vision Statement. A vision statement describes an organization’s long-term goals and aspirations and drives organizational alignment in the same direction to accomplish its mission.

Values. Values are the beliefs and principles that guide an organization’s actions and decisions. Values reflect the organization’s core ethics.

Goals. A list of goals may accompany a mission statement that defines foundational actions to be pursued that support the organization’s mission.

A goal within the District’s 2025-2030 strategic business plan is to obtain accreditation through the American Public Works Association (APWA). APWA accreditation is a process that a public works agency may undergo that promotes excellence in all aspects of the agency’s management, operations,



programs, and employees. A business practice under the APWA accreditation Organization and Strategic Planning functional area is the periodic review of the agency's mission, vision, and values statements.

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 current revision was adopted by the Board in August 2024 as part of the development of the 2025-2030 strategic business plan. Based on the recent update to the mission statement and goals, District staff does not recommend further review of those documents at this time. Staff does, however, recommend review of the District values (a version from 2011 was recently found) and development of a vision statement that aligns with the mission statement. By completing these tasks, the District will have fulfilled the requirements of the associated APWA accreditation business practice.

FISCAL IMPACT

No fiscal impact is anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

The District's mission, vision, values and goals support all ten EUM attributes.

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable.



Mission & Goals of the Lake Whatcom Water and Sewer District

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

We strive to:

- Provide safe and reliable drinking water and sewage collection to District customers.
- Establish connection charges and utility rates necessary to maintain the District's financial viability.
- Build and maintain the District's facilities through effective planning, prevention, and corrective maintenance practices.
- Be recognized as an outstanding public utility that is considerate of the operational and service expectations of all customers.
- Have a work environment that fosters employee recruitment and retention, promotes teamwork and safety, and facilitates employees to achieve their full potential.
- Enhance service delivery and protect the natural resources within the Lake Whatcom watershed through cooperative partnerships with other community and governmental organizations.



LAKE WHATCOM WATER AND SEWER DISTRICT

VALUES

Service

We believe the District has been entrusted with the opportunity to provide a vital public service. The District is dedicated to earning that trust each day by meeting the expectation of the customers it serves.

Financial Responsibility

We believe that the District's customers have placed a special trust in us to manage the District's financial resources wisely. We will allocate and manage these resources prudently to achieve the District's long – and short – term goals.

Environmental Stewardship

We believe the District has an obligation to work with others to protect the environment and to use our natural resources wisely and safely.

Leadership

We believe that the Board of Commissioners should be open and responsive to customer and community needs and that the District's General Manager should be responsible for effective planning, management, and day-to-day office, administration, maintenance, and operations.

Teamwork

We believe the District's effectiveness increases when we work together to foster productive partnerships, both internally and externally, knowing that through collective effort we produce excellence.



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	March 20, 2025	MEETING DATE:	March 26, 2025
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, March 26, 2025 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Apr 9, 2025	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Apr 10, 2025	8:00 a.m.	Board Room/Hybrid Commissioner Holland to attend
Investment Comm. Meeting	Wed Apr 30, 2025	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thur Apr 24, 2025	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed Jun 4, 2025	3:00 p.m.	City of Bellingham Pacific St Ops Center, 2221 Pacific Street
Joint Councils Meeting	Wed Apr 2, 2025	6:30 p.m.	Bellingham City Hall 210 Lottie Street
Other Meetings			
WASWD Section III Meeting	Wed Apr 30, 2025	7:00 a.m.	WASWD Spring Conference Wenatchee Convention Center
Whatcom Water Districts Caucus Meeting	Wed Apr 16, 2025	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed May 14, 2025	3:00 p.m.	Council of Governments Offices 314 E Champion Street/Hybrid

Committee Meeting Reports

Safety Committee:

- The committee met on March 20; discussion included timeline for installation of the fall protection anchor at the North Point lift station wet well, the pending L&I facility safety audit, the status of staff safety training completion, and the status of review of safety the confined space and lock-out/tag-out safety programs.

Investment Committee:

- A committee meeting has not been held since the last board meeting.

Upcoming Board Meeting Topics

- Scenic intertie repair public works contract award
- Personnel policy manual update approval
- District mission, vision, and values statements adoption
- Travel expense policy adoption
- Division 7 reservoir replacement project FEMA hazard mitigation grant scope amendment approval

2025 Initiatives Status

Administration and Operations

Water Right Adjudication

- Represent the District in the water right adjudication process to ensure that its certificated and permitted rights are protected.
The Whatcom County Superior Court approved the adjudication summons and court claim form on December 3, 2024; the District received the adjudication documents from Ecology via certified mail on March 19, 2025.

Safety Program Update

- Continue systematic review and revision of District's safety programs by updating nine programs in 2025.
Staff finalized updates to one (1) program (asbestos-cement pipe handling) and is reviewing the confined space and lock-out/tag-out programs. Staff also completed an overhaul of the return-to-work program and initiated a District-requested facility audit by the Department of Labor & Industries.

APWA Accreditation

- Initiate work towards multi-year effort to gain American Public Works Association accreditation.
The accreditation team met on December 17 and January 28, and have initiated review and completion of accreditation practices.

Financial Management

- Improve financial sustainability and forecasting over 6- and 20-year planning horizons through the Waterworth financial modeling platform.
District management have begun reviewing potential financial benchmarks and will discuss our recommendation with Commissioner Carter when he returns from travel in April.

Management Team Development

- Continue professional development of the management team.
The general manager has approved management team member attendance of several trainings and conferences in 2025 pertinent to each's role with the District. The general manager also periodically meets with each manager to assess progress of their annual performance map.

Emergency Response/System Security

Emergency Readiness

- Continue use of Whatcom County Department of Emergency Management services to hold tabletop and/or field emergency response exercises.
District staff are scheduled to attend the annual Whatcom County Emergency Preparedness workshop on April 10.

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 March 6 (Division 22-1 reservoir project FEMA hazard mitigation grant award).

Intergovernmental Relations

- *J Clary and R Munson met with Department of Labor & Industries representatives initiating a safety audit of District facilities on March 12.*
- *J Clary had individual meetings with 11 different state legislators on March 13, as well as attended the Public Works Board 40th Anniversary event in the state capitol.*
- *J Clary and G Nicoll met with City of Bellingham public works management to discuss various issues on March 17.*
- *J Clary is scheduled to attend the Bellingham water resources advisory board meeting on March 25.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the executive team meeting with Mayor Lund and Executive Sidhu on March 17, a management team meeting on March 19 preparing for the joint councils' meeting presentation, and the interjurisdictional coordinating team meeting on March 20.



**AGENDA
BILL
Item 8.B**

**Engineering Department
Report**

DATE SUBMITTED:	March 20, 2025	MEETING DATE:	March 26, 2025
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 <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <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 March 26, 2025 Board Meeting
Data Compiled 3/20/25

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	**	85	81	2
Connected ERUs	3988	68	46	2
Remaining Capacity (ERUs)	**	17	35	0
Permitted ERUs Under Construction	35	0	0	0
Pre-paid Connection Certificates & Expired Permits	12	0	3	0
Water Availabilities (trailing 12 months)	62	0	0	0
Subtotal - Commitments not yet connected	109	0	3	0
Available ERUs	**	17	32	0

** Per DOH, water system capacity is sufficient for buildout. Oct 2018

Agate Heights approved ERUs increased from 57 to 81 with DOH approval on August 10, 2021

Annual Reports		
Name Of Report	Deadline	Completed
Report Number of Sewer ERUs to City of Bellingham Prepared by: Greg Nicoll	January 15	
Other Reports		
Name Of Report	Deadline	Last Completed
Water Right Permit No. G1-22681 Development Extension	Next Due February 15, 2033	Time Extension Granted July 15, 2024
Water Right Permit No. S1-25121 Development Extension	Due Every 10 Years Next Due March 30, 2033	Time Extension granted May 3, 2024

SUMMARY OF CAPITAL IMPROVEMENT PROJECTS

Updated: 2/20/2025

Prepared by: G. Nicoll



LEGEND:

WATER	SEWER	SHARED
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MAJOR PROJECTS IN CONSTRUCTION:



C2111 - DIVISION 7 RESERVOIR REPLACEMENT

Project Summary:	Replace existing steel reservoir with two concrete reservoirs and provide seismic improvements.
Project Status:	Construction of the eastern tank structure is complete. Seven of the nine wall pours for the western tank are complete and the roof is scheduled to be poured on March 28. Following completion of the western tank, both tanks will cure for a minimum of 28 days and will then be filled.

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 approximately 4/18/2024]						

Budget Summary	
Budget:	\$ 3,301,000.00
Spent to Date:	\$ 1,963,419.86
Balance:	\$ 1,337,580.14
Budget Year:	2021



C2112 - ROCKY RIDGE AND LAKEWOOD PUMP STATIONS REHABILITATION

Project Summary:	Replace existing pumps, enclosures, controls and power service.
Project Status:	Control panels at both lift stations have been installed and are ready to be connected to the new lift station. PSE completed the new power service for the both lift stations. The Smith & Loveless lift stations were finally delivered to the site on March 19 and the contractor set the Lakewood Lift Station and start up for Lakewood is being completed on March 20. Both lift stations are scheduled to be complete by March 28.

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	2/12/2025
TOTAL PROJECT	[Green bar spanning from 10/31/2021 to 2/12/2025]								
PROGRESS	[Light green bar spanning from 10/31/2021 to approximately 9/15/2024]								

Budget Summary	
Budget:	\$ 2,116,353.00
Spent to Date:	\$ 1,154,030.66
Balance:	\$ 962,322.34
Budget Year:	2021

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

Project Summary:	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.
Project Status:	The District has contracted with Henifin Construction for construction of the pipe bridge and District crews will install all of the below grade piping. Construction will begin in June when the watershed work window opens.

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	<div style="width: 100%; height: 10px; background-color: #008000;"></div>						
PROGRESS	<div style="width: 60%; height: 10px; background-color: #90EE90;"></div>						

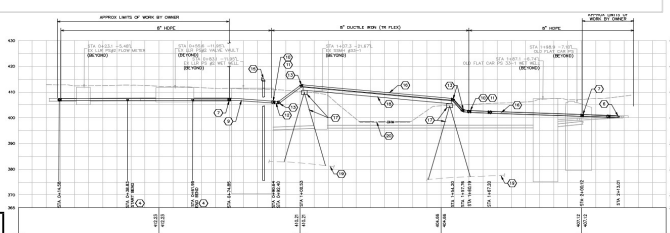
Budget Summary

Budget: \$ 280,000.00

Spent to Date: \$ 107,514.92

Balance: \$ 172,485.08

Budget Year: 2021



MAJOR PROJECTS IN DESIGN:

C2316 - SUDDEN VALLEY WTP CHLORINE CONTACT BASIN REPLACEMENT

Project Summary:	Replace existing chlorine contact basin with a new basin that will include seismic restraints and will be sized for sufficient contact time at buildout flows. (FEMA Hazard Mitigation Grant 5395-10R).
Project Status:	The draft pre-design report has been completed and District staff and the design team have agreed upon a recommended design. A contract amendment with Gray & Osborne to proceed with design of the preferred alternative has been executed and G&O is proceeding with design. Staff is continuing to pursue additional grant funding.

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	<div style="width: 100%; height: 10px; background-color: #0070C0;"></div>						
PROGRESS	<div style="width: 30%; height: 10px; background-color: #00B0F0;"></div>						

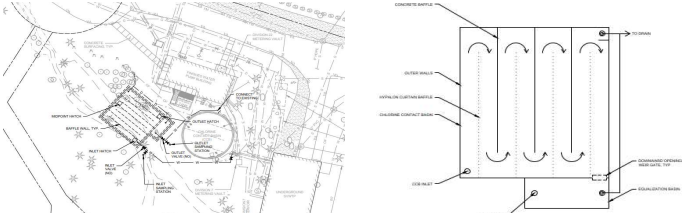
Budget Summary

Budget: \$ 1,963,000.00 87.5% grant funded

Spent to Date: \$ 56,108.10

Balance: \$ 1,906,891.90

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:	The design team is proceeding with preliminary design of the seismic improvements to the SV WTP Finished Water Pump Building and the Geneva Reservoir. First tasks were a site inspection by the structural design team to confirm and document existing conditions and geotechnical investigations to determine underlying soil conditions. These tasks were completed in December and the team is now working on structural evaluation and preliminary design.


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:	\$ 1,399,640.00
Spent to Date:	\$ 40,183.52
Balance:	\$ 1,359,456.48

Budget Year: 2024-2026

95% grant funded



Geneva Reservoir



C2510 - AGATE BAY SEWER LIFT STATION REHABILITATION

Project Summary:	Agate Bay Lift Station is one of the last remaining original sewer lift stations that has not been rehabilitated and this project will renovate this station, which could include reconfiguration to a submersible station.
Project Status:	District Engineering staff intends to complete preliminary design as well as all civil and mechanical design in house. Staff is currently preparing the pre-design report, including evaluation of current infrastructure, current and projected future flows, sizing calculations and evaluation of alternatives for reconfiguration.


PROJECT SCHEDULE

	7/27/2024	2/12/2025	8/31/2025	3/19/2026	10/5/2026	4/23/2027	11/9/2027
TOTAL PROJECT							
PROGRESS							

Budget Summary	
Budget:	\$ 146,000.00
Spent to Date:	\$ -
Balance:	\$ 146,000.00

Budget Year: 2025-2027

Pre-design only



OTHER ACTIVE PROJECTS:

C2511: Lake Whatcom Boulevard Interceptor Cured In Place Pipe

Status: This is the fourth phase of a project to reline a portion of the Lake Whatcom Boulevard Interceptor to remove fouling and improve capacity of the pipe. This project will reline approximately 840 linear feet of existing 14" diameter ductile iron force main. The District has contracted with Iron Horse Construction and staff is currently reviewing project submittals. Construction completion deadline is September 2025. Design documents prepared by District staff.

Budget Year: **Projected Completion:**

Budget Summary		
Budget: \$ <input type="text" value="195,000.00"/>	Spent to Date: \$ <input type="text" value="-"/>	Balance: \$ <input type="text" value="195,000.00"/>

C2505: Scenic Intertie Rehabilitation

Status: Project will replace approximately 40 feet of the existing intertie piping that is damaged, preventing the District from utilizing this existing intertie. This intertie will likely be critical to provide water service during upcoming reservoir rehabilitation projects. Project has been advertised for bids with bids due April 1 and construction scheduled for summer 2025. Design documents prepared by District staff.

Budget Year: **Projected Completion:**

Budget Summary		
Budget: \$ <input type="text" value="78,000.00"/>	Spent to Date: \$ <input type="text" value="-"/>	Balance: \$ <input type="text" value="78,000.00"/>

C2509: Eagleridge Booster Station Building Roof and Paint

Status: The paint and roof on the building are beyond the end of their useful life and in need of replacement. The project will repaint the trim and doors and replace the roofing with a standing seam metal roof. District staff prepared bid documents and advertised the roof replacement for bids on the small works roster. District crews will complete the painting work.

Budget Year: **Projected Completion:**

Budget Summary		
Budget: \$ <input type="text" value="21,000.00"/>	Spent to Date: \$ <input type="text" value="-"/>	Balance: \$ <input type="text" value="21,000.00"/>

C2513: Administration Building HVAC Improvements

Status: One of the rooftop HVAC units has failed and requires replacement. Design documents prepared by District staff and project advertised on small works roster. Barron Heating provided the lowest responsive bid and staff is currently reviewing submittals. Contract time is 75 days and the deadline for completion is May 26, 2025.

Budget Year: **Projected Completion:**

Budget Summary		
Budget: <input type="text" value="O&M Operating"/>	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 2303	SVWTP Alum System Replacement	\$ 88,000.00	\$ 74,405.95	\$ 13,594.05
C 2304	Eagleridge Diesel Fuel Tank Replacement	\$ 25,000.00	\$ 12,222.48	\$ 12,777.52
M 2410	Midnight Court Sewer Repair	O&M	\$ 41,001.00	N/A
A 2210	Reservoir and WTP Site Security Assessment	\$ 50,000.00	\$ 50,000.00	\$ -
C 2203/2231	Div 30 Booster, SV Lift Station PLC/UPS Improvements	\$ 344,643.00	\$ 314,670.54	\$ 29,972.46
M 2120	November 2021 Flood Event Response	\$ -	\$ 271,928.83	\$ (271,928.83)
C 1802	Delesta, Edgewater and Euclid Lift Stations	\$ 1,816,583.06	\$ 1,762,153.54	\$ 54,429.52
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



**AGENDA
BILL
Item 8.C**

**Finance Department
Report**

DATE SUBMITTED:	March 10, 2025	MEETING DATE:	March 26, 2025
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. February Financial Report		
	2. February Cash & Investment Report 3. February Utility Account Adjustments		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information regarding District finances in advance of the Board meeting.

FISCAL IMPACT

None

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

2025 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Revenues	Amt Budgeted	February	YTD	Remaining		
330 State Generated Revenues						
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	1,567,983.00	0.00	0.00	1,567,983.00	100.0%
334 01 80 01	State Grant From Military Department	647,926.00	0.00	0.00	647,926.00	100.0%
330 State Generated Revenues		2,435,909.00	0.00	0.00	2,435,909.00	100.0%
340 Charges For Services						
343 40 10 00	Water Sales Metered	3,239,670.00	313,775.64	515,023.10	2,724,646.90	84.1%
343 41 10 01	General Facilities Charges - Water	105,485.00	0.00	0.00	105,485.00	100.0%
340 Charges For Services		3,345,155.00	313,775.64	515,023.10	2,830,131.90	84.6%
350 Fines & Forfeitures						
359 81 10 00	Combined Fees	12,500.00	1,154.64	1,010.37	11,489.63	91.9%
359 90 00 00	Late Fees	65,000.00	7,537.06	13,295.20	51,704.80	79.5%
350 Fines & Forfeitures		77,500.00	8,691.70	14,305.57	63,194.43	81.5%
360 Misc Revenues						
361 11 00 00	Investment Interest	118,000.00	7,052.00	17,420.26	100,579.74	85.2%
369 91 01 00	Miscellaneous	1,000.00	120.15	120.15	879.85	88.0%
360 Misc Revenues		119,000.00	7,172.15	17,540.41	101,459.59	85.3%
390 Other Revenues						
391 80 00 01	Intergovernmental Loans	800,000.00	0.00	0.00	800,000.00	100.0%
390 Other Revenues		800,000.00	0.00	0.00	800,000.00	100.0%
Fund Revenues:		6,777,564.00	329,639.49	546,869.08	6,230,694.92	91.9%

Expenditures	Amt Budgeted	February	YTD	Remaining		
534 Water Utilities						
534 10 10 00	Water - Gen Admin Payroll	398,451.00	28,776.82	60,917.55	337,533.45	84.7%
534 10 20 00	Water - Gen Admin Personnel Benefits	163,307.00	11,062.38	28,310.09	134,996.91	82.7%
534 10 31 00	Water - Gen Admin Supplies	12,500.00	764.64	1,167.15	11,332.85	90.7%
534 10 31 01	Water - Meetings/Team building	3,200.00	(295.34)	1,580.65	1,619.35	50.6%
534 10 40 00	Water - Merchant Services Fees	19,700.00	1,309.62	3,088.32	16,611.68	84.3%
534 10 40 01	Water - Bank Fees	750.00	16.00	69.85	680.15	90.7%
534 10 41 00	Water - Quality Assurance Programs	87,800.00	0.00	0.00	87,800.00	100.0%
534 10 41 01	Water - Gen Admin Prof Srvc	116,315.00	5,542.40	11,486.39	104,828.61	90.1%
534 10 41 02	Water- Engineering Srvc	9,000.00	3,561.25	5,953.75	3,046.25	33.8%
534 10 41 03	Water - Legal Srvc	31,000.00	4,447.00	5,144.50	25,855.50	83.4%
534 10 42 00	Water - Admin Communication	34,000.00	2,788.65	6,086.81	27,913.19	82.1%
534 10 43 00	Water - Software/IT Subscriptions	90,310.00	20,007.99	35,257.86	55,052.14	61.0%
534 10 46 00	Water - Gen Admin Insurance	89,000.00	0.00	166.50	88,833.50	99.8%
534 10 49 00	Water - Gen Admin Misc	200.00	0.00	0.00	200.00	100.0%

2025 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Expenditures	Amt Budgeted	February	YTD	Remaining		
534 Water Utilities						
534 10 49 01	Water-Memberships/Dues/Permits	21,100.00	5,373.60	14,209.54	6,890.46	32.7%
534 10 49 02	Water - Taxes	177,800.00	11,036.34	25,698.37	152,101.63	85.5%
534 40 43 00	Water - Admin Training &Travel	13,000.00	882.29	1,144.79	11,855.21	91.2%
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	7,736.44	18,657.11	101,842.89	84.5%
534 50 31 01	Water- Small Assets	48,000.00	54.49	1,421.87	46,578.13	97.0%
534 50 48 00	Water - Repair & Maint	145,000.00	7,475.07	37,761.02	107,238.98	74.0%
534 50 49 00	Water - Insurance Claims	5,000.00	0.00	0.00	5,000.00	100.0%
534 60 41 00	Water - Operations Contracted (Edge Analytical)	12,500.00	1,236.09	1,612.18	10,887.82	87.1%
534 60 47 00	Water - City of Bellingham	62,920.00	3,848.93	7,226.34	55,693.66	88.5%
534 80 10 00	Water - Operations Payroll	734,736.00	63,063.51	114,367.43	620,368.57	84.4%
534 80 20 00	Water - Operations Personnel Benefits	340,742.00	26,829.35	53,457.62	287,284.38	84.3%
534 80 32 00	Water - Operations Fuel	31,900.00	572.19	3,087.70	28,812.30	90.3%
534 80 35 00	Water - Safety Supplies	10,000.00	418.59	1,443.91	8,556.09	85.6%
534 80 35 01	Water - Safety Boots	1,400.00	0.00	187.56	1,212.44	86.6%
534 80 35 02	Water - Emergency Preparedness	3,000.00	0.00	621.30	2,378.70	79.3%
534 80 43 00	Water - Operation Training/Travel/Certifications	13,000.00	1,032.84	2,664.43	10,335.57	79.5%
534 80 47 00	Water - Ops Utilities	156,200.00	13,194.30	26,531.37	129,668.63	83.0%
534 80 49 00	Water - Operations Laundry	2,000.00	115.34	257.49	1,742.51	87.1%
534 Water Utilities		2,954,831.00	220,850.78	469,579.45	2,485,251.55	84.1%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	(468.60)	353.10	(353.10)	0.0%
580 Non Expenditures		0.00	(468.60)	353.10	(353.10)	0.0%
591 Debt Service						
591 34 77 01	Geneva AC Mains Principal	119,938.00	0.00	0.00	119,938.00	100.0%
591 34 77 02	Div 22 Reservoir Principal	65,475.00	0.00	0.00	65,475.00	100.0%
592 34 83 01	Geneva AC Mains Interest	19,790.00	0.00	0.00	19,790.00	100.0%
592 34 83 02	Div 22 Reservoir Interest	12,768.00	0.00	0.00	12,768.00	100.0%
591 Debt Service		217,971.00	0.00	0.00	217,971.00	100.0%
594 Capital Expenditures						
594 34 60 01	Capital Outlay - Budget Only	2,518,000.00	0.00	0.00	2,518,000.00	100.0%
594 34 62 01	Capital Projects - Water Structures	0.00	299,759.28	312,291.55	(312,291.55)	0.0%
594 34 64 01	Capital Outlay - Water Equipment	0.00	42,960.70	42,960.70	(42,960.70)	0.0%
594 34 65 01	Capital Outlay - Small Water Projects	0.00	103.87	103.87	(103.87)	0.0%
594 Capital Expenditures		2,518,000.00	342,823.85	355,356.12	2,162,643.88	85.9%
Fund Expenditures:		5,690,802.00	563,206.03	825,288.67	4,865,513.33	85.5%

2025 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Fund Excess/(Deficit):	1,086,762.00	(233,566.54)	(278,419.59)
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2025 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Revenues	Amt Budgeted	February	YTD	Remaining	
340 Charges For Services					
343 50 11 00 Sewer Service Residential	5,047,572.00	511,929.49	825,527.15	4,222,044.85	83.6%
343 50 19 00 Sewer Service Other	5,750.00	608.59	1,113.96	4,636.04	80.6%
343 51 10 02 General Facilities Charges - Sewer	125,380.00	0.00	0.00	125,380.00	100.0%
340 Charges For Services	5,178,702.00	512,538.08	826,641.11	4,352,060.89	84.0%
360 Misc Revenues					
361 11 00 02 Investment Interest	118,000.00	7,052.01	17,420.28	100,579.72	85.2%
369 40 00 02 Project Reimbursement	4,142.00	0.00	0.00	4,142.00	100.0%
369 91 01 02 Miscellaneous	1,000.00	(94.87)	(94.87)	1,094.87	109.5%
360 Misc Revenues	123,142.00	6,957.14	17,325.41	105,816.59	85.9%
Fund Revenues:	5,301,844.00	519,495.22	843,966.52	4,457,877.48	84.1%

Expenditures	Amt Budgeted	February	YTD	Remaining	
535 Sewer					
535 10 10 00 Sewer - Admin Payroll	398,451.00	28,776.73	60,917.38	337,533.62	84.7%
535 10 20 00 Sewer - Gen Admin Personnel Benefits	163,307.00	10,857.40	28,104.80	135,202.20	82.8%
535 10 31 00 Sewer - Gen Admin Supplies	12,500.00	622.65	1,009.86	11,490.14	91.9%
535 10 31 01 Sewer - Meetings/Team Building	3,200.00	(153.34)	1,722.69	1,477.31	46.2%
535 10 40 00 Sewer -Merchant Services Fees	18,000.00	1,309.63	3,088.34	14,911.66	82.8%
535 10 40 01 Sewer - Bank Fees	750.00	16.00	69.85	680.15	90.7%
535 10 41 01 Sewer - Gen Admin Prof Srvc	116,315.00	5,542.39	11,486.35	104,828.65	90.1%
535 10 41 02 Sewer - Engineering Srvc	9,000.00	0.00	0.00	9,000.00	100.0%
535 10 41 03 Sewer - Legal Srvc	31,000.00	0.00	382.50	30,617.50	98.8%
535 10 42 00 Sewer - Admin Communication	34,000.00	2,788.62	6,086.70	27,913.30	82.1%
535 10 43 00 Sewer - Software/IT Subscriptions	99,960.00	20,008.00	38,811.56	61,148.44	61.2%
535 10 46 00 Sewer - Gen Admin Insurance	89,000.00	0.00	166.50	88,833.50	99.8%
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	16,220.00	465.10	8,870.04	7,349.96	45.3%
535 10 49 02 Sewer - Taxes	129,650.00	6,641.04	17,798.44	111,851.56	86.3%
535 40 43 00 Sewer - Gen Admin TrainIng &Travel	13,000.00	882.29	1,144.79	11,855.21	91.2%
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	2,562.24	5,801.26	39,198.74	87.1%
535 50 31 01 Sewer - Small Assets	42,000.00	2,108.70	3,476.08	38,523.92	91.7%
535 50 48 00 Sewer - Repair & Maint	145,000.00	5,477.59	69,972.27	75,027.73	51.7%
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	865,350.00	65,558.08	167,404.41	697,945.59	80.7%
535 80 10 00 Sewer - Operations Payroll	625,864.00	51,082.88	93,494.24	532,369.76	85.1%
535 80 20 00 Sewer - Operations Personnel Benefits	284,947.00	22,242.38	44,274.72	240,672.28	84.5%
535 80 32 00 Sewer - Operations Fuel	31,900.00	520.11	3,035.61	28,864.39	90.5%
535 80 35 00 Sewer - Safety Supplies	10,000.00	396.81	1,422.13	8,577.87	85.8%
535 80 35 01 Sewer - Safety Boots	1,400.00	0.00	187.55	1,212.45	86.6%
535 80 35 02 Sewer - Emergency Preparedness	5,000.00	0.00	621.30	4,378.70	87.6%
535 80 43 00 Sewer - Operations Training/Travel/Certification	13,000.00	903.87	4,740.45	8,259.55	63.5%
535 80 47 00 Sewer - Ops Utilities	160,000.00	15,263.44	29,403.31	130,596.69	81.6%

2025 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Expenditures	Amt Budgeted	February	YTD	Remaining	
535 Sewer					
535 80 49 00 Sewer - Operations Laundry	2,500.00	115.30	257.35	2,242.65	89.7%
535 Sewer	3,369,514.00	243,987.91	603,750.48	2,765,763.52	82.1%
591 Debt Service					
591 35 77 02 Bond 2016 Principal	490,000.00	0.00	0.00	490,000.00	100.0%
591 35 83 02 Bond 2016 Interest	126,125.00	0.00	0.00	126,125.00	100.0%
591 Debt Service	616,125.00	0.00	0.00	616,125.00	100.0%
594 Capital Expenditures					
594 35 60 02 Capital Outlay - Budget Only	1,857,000.00	0.00	0.00	1,857,000.00	100.0%
594 35 62 02 Capital Projects - Sewer Structures	0.00	9,048.68	29,850.83	(29,850.83)	0.0%
594 35 63 02 Capital Projects- Sewer System	0.00	119,718.00	119,718.00	(119,718.00)	0.0%
594 35 64 02 Capital Outlay - Sewer Equipment	0.00	42,960.70	42,960.70	(42,960.70)	0.0%
594 Capital Expenditures	1,857,000.00	171,727.38	192,529.53	1,664,470.47	89.6%
Fund Expenditures:	5,842,639.00	415,715.29	796,280.01	5,046,358.99	86.4%
Fund Excess/(Deficit):	(540,795.00)	103,779.93	47,686.51		



LAKE WHATCOM WATER AND SEWER
INVESTMENTS/CASH AS OF 2/28/2025

Petty Cash	\$	1,600	
Cash	\$	857,620	
Debt Service Account	\$	646,125	
Public Funds Account	\$	<u>31,100</u>	2.940%
WA Federal	\$	1,536,445	
Local Gov't Investment Pool	\$	4,145,906	4.450%

		PRINCIPAL COST	MARKET VALUE	MATURITY DATE	YIELD
US Treasury Note	Non-callable	\$ 499,083	\$ 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		\$ 3,011,151	\$ 3,244,000		
TOTAL		<u>\$ 8,693,502</u>			

USE OF FUNDS:

Bond Reserve - Restricted	\$	646,125
Contingency - Assigned	\$	1,275,000
Operating Reserves	\$	1,185,000
Operating Assigned	\$	5,587,377
		<u>\$ 8,693,502</u>

Fund Balance Summary

Water Utility Fund (401)	\$	1,889,397
Sewer Utility Fund (402)	\$	4,882,980
Sewer Contingency Fund (425)	\$	815,000
Water Contingency Fund (426)	\$	460,000
Bond Reserve Fund (460)	\$	<u>646,125</u>
		<u>\$ 8,693,502</u>



LAKE WHATCOM WATER AND SEWER DISTRICT
February 2025 Utility Account Adjustments

Sudden Valley Adjustments

Late Fee Credits	\$ 244.95
High Use/Leak Credits	\$ 1,556.07

North Shore/Geneva

Late Fee Credits	\$ 75.04
High Use/Leak Credits	\$ -

Total Account Adjustments	\$ 1,876.06
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**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

DATE SUBMITTED:	March 20, 2025	MEETING DATE:	March 26, 2025
TO: BOARD OF COMMISSIONERS	FROM: Jason Dahlstrom, Operations & Maintenance Manager		
GENERAL MANAGER APPROVAL	<i>Jason Dahlstrom</i>		
ATTACHED DOCUMENTS	1. Operations Department Report		
	2. Status of District Water & Sewer Systems		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information regarding District operations in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the March 26, 2025 Board Meeting
Data Compiled 3/20/25

State Required Report Status													
Monthly Reports													
Name Of Report		Completed											
Chlorination Report Agate Heights Prepared by: K Cook	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x									
Surface Water Treatment Rule Report (SVWTP) Prepared by: K Cook	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x									
Annual Reports													
Name Of Report	Deadline	Completed											
WA State Cross Connection Report Prepared by: R Munson	May												
OSHA 300 Log Prepared by: R Munson	February 1	January 30, 2025											
Water Use Efficiency Performance Report Prepared by: K Cook	July 1												
Community Right to Know (Hazardous Materials) Prepared by: R Munson	March 31	January 9, 2025											
Northwest Clean Air Emissions Report	February 1												
Consumer Confidence Reports Prepared by: K Cook	June 30	Geneva			SV			EagleR			Agate Ht		
Other Reports													
Name Of Report	Deadline	Last Completed											
CPR/First Aid Training Coordinated by: R Munson	Due Biennially Next Due 2027	February 27, 2025											
Flagging Card Training Coordinated by: R Munson	Due Triennially Next Due 2025	May 19, 2022											

Safety Program Summary	
Completed by Rich Munson	
Summary of Annual Safety Training	
<i>2024/25 Testing Period - Dec 2024 to April 4, 2025</i>	
	% Complete
Engineering - Managers	100%
Engineering - Staff	95%
Field Crew - Managers	100%
Field Crew - Staff	93%
Office - Managers	100%
Office - Staff	100%
Overall	98%

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

Dates of Completed Safety Committee Meetings						
1.23.25						
2.20.25						
3.20.25						
Summary of Work-Related Injuries & Illnesses						
	Current Month	2025	2024	2023	2022	2021
Total Number of Work Related Injuries						
Defined as a work related injury or illness that results in:						
☐ Death						
☑ Medical treatment beyond first aid						
☑ Loss of consciousness						
☑ Significant injury or illness diagnosed by a licensed health care professional						
☑ Days away from work (off work)						
☑ Restricted work or job transfer						
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)						
0 0 0 0 0 0						
Total Number of Days Away from Work (at home, in hospital, not at work)						
0 0 0 0 0 0						
Near Misses						
0 0 0 0 0 0						
Safety Coordinator Update						

Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom - Operations and Maintenance Manager
3/26/2025 Board Meeting

Safety Activities	
	<ol style="list-style-type: none"> 1. No time-loss injuries or near misses. 2. Daily safety reminders directly relevant to the day's tasks. Weekly safety trainings based on District specific safety programs. 3. Jobsite tailgate meetings by project lead.
Water Utility Activities	
	<p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> 1. Sudden Valley <ol style="list-style-type: none"> a. Plant is operating well, averaging 0.5 million gallons per day (MGD) at 700 GPM. b. Water use is consistent with typical seasonal usage. c. Annual maintenance tasks completed 2. Agate Heights <ol style="list-style-type: none"> a. Plant is operating well. b. Water use is consistent with typical seasonal usage. <p><i>Distribution System</i></p> <ol style="list-style-type: none"> 1. 0 water leaks repaired this month 2. Water main flushing to begin March 30 in Sudden Valley
Sewer Utility Activities	
	<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> 1. Lakewood online, Rocky Ridge this week <p><i>Collection System</i></p> <ol style="list-style-type: none"> 1. Sewer camera inspections ongoing, emphasis on infiltration identification
Fleet	
	<p><i>Vehicles</i></p> <ol style="list-style-type: none"> 1. 2024 service truck in use 2. 2025 service truck bid closed 3/23/25 <p><i>Equipment</i></p> <ol style="list-style-type: none"> 1. Crane on boom truck out of service currently
Facilities	
	<ol style="list-style-type: none"> 1. Nothing new to report
Training	
	<ol style="list-style-type: none"> 1. All O&M staff Trenching/Shoring & Lifting/Rigging training 3/27/25 2. O&M Staff flagger recertifications this spring
Development	
	<ol style="list-style-type: none"> 1. There are 6 permits currently in stages of development 2. 2 water services installed this month