



# Lake Whatcom Water & Sewer District

## Board Meeting Access Information

<b>Meeting</b>	6:30 pm - 2nd Wed of each month
<b>Schedule</b>	8:00 am - Last Wed of each month

### 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

*April 30, 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. Travel Expense Policy Adoption
  - B. City of Bellingham Sewer Bill Dispute Settlement
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:	April 24, 2025	MEETING DATE:	April 30, 2025
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 04.29.2025\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the 04.09.2025 Regular Board Meeting
- Payroll for Pay Period #08 (03.29.2025 through 04.11.2025) totaling \$55,306.46
- Benefits for Pay Period #08 totaling \$64,245.58
- 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.”



1220 Lakeway Dr • Bellingham, WA 98229

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

*April 9, 2025*

Commissioner Citron called the Regular Session to order at 6:30 p.m.

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

Attendees noted with a (v) attended the meeting virtually.

### **Consent Agenda**

#### **Action Taken**

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

- **Minutes for the 03.12.2025 Regular Board Meeting**
- **Minutes for the 03.26.2025 Regular Board Meeting**
- **Payroll for Pay Period #07 (03.15.2025 through 03.28.2025) totaling \$52,642.15**
- **Benefits for Pay Period #07 totaling \$63,241.59**
- **Payroll taxes for 1st quarter of 2025 totaling \$12,707.12**
- **Accounts Payable Vouchers totaling \$492,685.75**

**Motion passed.**

### **Scenic Ave. Intertie Water Main Replacement Project Small Works Contract Award**

Nicoll recalled that the District maintains an intertie with the City of Bellingham's water distribution system to allow the District to serve portions of the District's Geneva service area with water purchased from the City in the event of an emergency or during maintenance activities that require removing the Geneva reservoir from service. In 2021, District staff discovered a leak in the system between the City's flow meter vault and the District's pressure reducing valve (PRV) building located at the southeast corner of Lakeway Drive and Scenic Avenue. Following replacement of the leaking valves and fittings, staff determined that the piping upstream was also leaking, rendering the intertie unusable. To restore this intertie to operation, it is necessary to replace approximately 40 linear feet of pipe located within the eastbound lane of Lakeway Drive approximately 9 feet below grade.

Due to the depth and location of this pipe, Lakeway Drive will need to be reduced to a single lane and traffic control provided throughout construction along with substantial shoring to complete the project. The District solicited bids from the MRSC Small Works Roster on March 4, 2025 and a total of six bids were received. The lowest responsive bid was submitted by Honcoop Gravel, Inc. of Lynden, Washington. Staff has completed a

review of the mandatory and supplemental bidder criteria and determined that Honcoop Gravel, Inc. meets all criteria and is a responsible contractor; and recommended awarding the contract to Honcoop Gravel, Inc. Discussion followed.

**Action Taken**

**Carter moved, Knakal seconded, to award the Scenic Avenue Intertie Water Main Replacement public works contract to Honcoop Gravel, Inc. for a total contract price of \$65,824.00, including 8.8% sales tax and authorize the general manager to execute the contract. Motion passed.**

**Amendment No. 3 to Hazard Mitigation Grant Agreement for FEMA Funding Supporting the Division 7 Reservoir Replacement Project**

Clary explained that in 2018, the District submitted a FEMA Hazard Mitigation Grant application to replace the Division 7 Reservoir with two new reservoirs constructed to meet seismic standards, and to implement ShakeAlert (earthquake early warning system) on the new reservoirs. The grant application was developed in conjunction with Washington State Emergency Management Division (WA-EMD) of the Washington State Military Department and the Federal Emergency Management Agency (FEMA) as a hazard mitigation project. The cost sharing is as follows: FEMA 75% (\$1,710,750), WA-EMD 12.5% (\$285,125), and Lake Whatcom Water and Sewer District 12.5% (\$285,125).

The District's formal award of a U.S. Environmental Protection Agency community grant through congressionally directed spending (Congressman Larsen earmark) in November 2024 will fund demolition and site restoration activities. With receipt of this funding, FEMA HMG scope and funding can be revised to remove these activities. FEMA provided formal approval of these revisions in January 2024, and Amendment No. 3 from WA-EMD was received April 3. Discussion followed.

**Action Taken**

**Knakal moved, Carter seconded, to authorize the general manager to execute Amendment No. 3 to Hazard Mitigation Grant Agreement No. D24-016 with the Washington State Military Department associated with the Division 7 Reservoir Replacement Project as presented. Motion passed.**

**District Personnel Policies Manual Update**

Clary outlined that the District's personnel policies manual defines the District's employment philosophy, practices, policies, and benefits provided to all District staff. As state and case law evolves and new issues arise, the manual has been revised to keep abreast of current practices and laws. The last revision of the manual was completed in July 2023. District staff presented a revised draft personnel policies manual for Board consideration that incorporates policy overlap with changes in the 2025-2028 AFSCME agreement, as well as defines password protection requirements to enhance District cybersecurity measures. Discussion followed, during which the Board requested amendment to increase the number of characters required in employee passwords.

**Action Taken**

**Holland moved, Ford seconded, to approve the personnel policies manual as amended. Motion passed.**

**District Mission, Vision, Values and Goals Adoption**

Clary recalled that one 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 were adopted by the Board in August 2024, however a vision statement had never adopted and the most recent revision of District values was completed in 2011. Following Board

discussion at the March 26 regular meeting, a proposed vision statement as well as a compilation of the 2024-approved mission and goals and the 2011 values was presented to the Board for approval. Discussion followed, wherein the Board amended the Vision statement to “Trusted [provider and] steward of a life-sustaining resource.”

**Action Taken**

**Carter moved, Holland seconded, to adopt the Mission, Vision, Values and Goals, as amended. Motion passed.**

**General Manager’s Report**

Clary updated the Board on several topics, including the recent Lake Whatcom Management Program Joint Councils & Commissions meeting on April 2, a recent ergonomics evaluation provided by the Washington State Department of Labor & Industries, and an upcoming City Council meeting to include discussion of 10-20 year planning horizon for water and sewer capital expenditures. Discussion followed.

With no further business, Citron adjourned the regular session at 7:15 p.m.

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

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

Minutes approved by motion at ☐ Regular ☐ Special Board Meeting on \_\_\_\_\_

# CHECK REGISTER

# PAYROLL

Lake Whatcom W-S District


Time: 14:22:04 Date: 04/14/2025

04/17/2025 To: 04/17/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1118	04/17/2025	Payroll	5	EFT		292.98	03/29/2025 - 04/11/2025 PR 08
1119	04/17/2025	Payroll	5	EFT		439.47	03/29/2025 - 04/11/2025 PR 08
1120	04/17/2025	Payroll	5	EFT		4,036.82	03/29/2025 - 04/11/2025 PR 08
1121	04/17/2025	Payroll	5	EFT		3,224.16	03/29/2025 - 04/11/2025 PR 08
1122	04/17/2025	Payroll	5	EFT		3,996.84	03/29/2025 - 04/11/2025 PR 08
1124	04/17/2025	Payroll	5	EFT		3,303.17	03/29/2025 - 04/11/2025 PR 08
1126	04/17/2025	Payroll	5	EFT		2,208.61	03/29/2025 - 04/11/2025 PR 08
1127	04/17/2025	Payroll	5	EFT		3,486.27	03/29/2025 - 04/11/2025 PR 08
1128	04/17/2025	Payroll	5	EFT		442.27	03/29/2025 - 04/11/2025 PR 08
1129	04/17/2025	Payroll	5	EFT		2,730.67	03/29/2025 - 04/11/2025 PR 08
1130	04/17/2025	Payroll	5	EFT		3,771.94	03/29/2025 - 04/11/2025 PR 08
1131	04/17/2025	Payroll	5	EFT		585.95	03/29/2025 - 04/11/2025 PR 08
1132	04/17/2025	Payroll	5	EFT		3,003.82	03/29/2025 - 04/11/2025 PR 08
1133	04/17/2025	Payroll	5	EFT		2,891.91	03/29/2025 - 04/11/2025 PR 08
1134	04/17/2025	Payroll	5	EFT		3,094.28	03/29/2025 - 04/11/2025 PR 08
1135	04/17/2025	Payroll	5	EFT		2,244.46	03/29/2025 - 04/11/2025 PR 08
1136	04/17/2025	Payroll	5	EFT		1,931.56	03/29/2025 - 04/11/2025 PR 08
1137	04/17/2025	Payroll	5	EFT		1,503.71	03/29/2025 - 04/11/2025 PR 08
1138	04/17/2025	Payroll	5	EFT		4,243.31	03/29/2025 - 04/11/2025 PR 08
1139	04/17/2025	Payroll	5	EFT		2,512.95	03/29/2025 - 04/11/2025 PR 08
1140	04/17/2025	Payroll	5	EFT		3,080.39	03/29/2025 - 04/11/2025 PR 08
1123	04/17/2025	Payroll	5	16326		439.47	03.06.2025 - 03.12.2025 - 03.26.2025
1125	04/17/2025	Payroll	5	16327		1,841.45	03/29/2025 - 04/11/2025 PR 08
401 Water Fund						14,650.46	
402 Sewer Fund						40,656.00	
						55,306.46	Payroll: 55,306.46

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 4/14/2025  
General Manager, Justin Olary

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

Time: 15:05:05 Date: 04/14/2025

**BENEFITS**

04/17/2025 To: 04/17/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1141	04/17/2025	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	7,614.50	Pay Cycle(s) 04/17/2025 To 04/17/2025 - DCP; Pay Cycle(s) 04/17/2025 To 04/17/2025 - ROTH DCP
1142	04/17/2025	Payroll	5	EFT	UNITED STATES TREASURY	20,924.74	941 Deposit for Pay Cycle(s) 04/17/2025 - 04/17/2025
1143	04/17/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	9,411.64	Pay Cycle(s) 04/17/2025 To 04/17/2025 - PERS 2
1144	04/17/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,979.61	Pay Cycle(s) 04/17/2025 To 04/17/2025 - PERS 3
1145	04/17/2025	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	911.85	Pay Cycle(s) 04/17/2025 To 04/17/2025 - SUP ENF
1146	04/17/2025	Payroll	5	16328	AFLAC	300.31	Pay Cycle(s) 04/17/2025 To 04/17/2025 - AFLAC PRE-TAX; Pay Cycle(s) 04/17/2025 To 04/17/2025 - AFLAC
1147	04/17/2025	Payroll	5	16329	AFSCME LOCAL	382.80	Pay Cycle(s) 04/17/2025 To 04/17/2025 - UNION DUES; Pay Cycle(s) 04/17/2025 To 04/17/2025 - UNION FUND
1148	04/17/2025	Payroll	5	16330	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 04/17/2025 To 04/17/2025 - VEBA
1149	04/17/2025	Payroll	5	16331	WA ST HEALTH CARE AUTHORITY	20,130.13	Pay Cycle(s) 04/17/2025 To 04/17/2025 - PEBB MEDICAL; Pay Cycle(s) 04/17/2025 To 04/17/2025 - PEBB ADD LTD; Pay Cycle(s) 04/17/2025 To 04/17/2025 - PEBB SMK Surcharge; Pay Cycle(s) 04/17/2025 To 04/17
401 Water Fund						47,917.45	
402 Sewer Fund						16,328.13	
						64,245.58	Payroll: 64,245.58



# CHECK REGISTER

# BENEFITS

Lake Whatcom W-S District


Time: 15:05:05 Date: 04/14/2025

04/17/2025 To: 04/17/2025

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 4/14/2025  
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**

**Travel Expense Policy  
Adoption**

DATE SUBMITTED:	April 17, 2025	MEETING DATE:	April 30, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Travel Expense Policy		
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 professional organization responsible for operation of critical public services, District staff and commissioners periodically travel for District business related to training to maintain required certifications or to represent the District at various conferences or meetings. Allowable travel expenses are defined in Section 5.4 of the District's Personnel Policies Manual:

*Except for local travel, all travel away from the District must be approved in advance by the General Manager or their designee. Employees will be reimbursed at the current Internal Revenue Service rate for vehicle mileage reimbursement for the use of a personal vehicle. Employees will also be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the District including lodging, meal costs, and travel expenses while away, but excluding any expenses for alcoholic beverages. Tips are not to exceed 15% for meals, taxis, or baggage handling and are reimbursable. As approved by the General Manager, a District-owned credit card may be used for official District travel and related expenses. Records and receipts must be submitted to the Finance Manager upon the employee's return. Refer to the District's Travel Expense Policy for a comprehensive definition of allowable travel expenses. For unusual circumstances, the General Manager may authorize individual variances from the travel policies for District employees.*

However, Section 5.4 is relatively general, which has led to inconsistency in interpretation and implementation. To ensure staff and commissioners understand allowable travel expenses and are reimbursed for applicable expenses they personally incur, District management has developed a more comprehensive Travel Expense Policy (attached) for the Board's consideration. The policy has been reviewed by AFSME representation and any comments raised by AFSCME have been addressed.

**FISCAL IMPACT**

No fiscal impact is anticipated.

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

Employee & Leadership Development

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board adopt the proposed travel expense policy.

**PROPOSED MOTION**

A recommended motion is:

“I move to adopt the travel expense policy, as presented.”

## TRAVEL EXPENSE POLICY

### LAKE WHATCOM WATER AND SEWER DISTRICT

The Lake Whatcom Water and Sewer District (District) will approve the use of a District credit card or reimburse commissioners and employees for reasonable expenses incurred in the conduct of their business for the District. All eligible expenses (e.g., meals, lodging, personal vehicle mileage, etc.) shall be reimbursed on an *actual expense* basis. Reimbursement for necessary and reasonable expenses will be made by application and in compliance with this policy and [Chapter 42.24 Revised Code of Washington](#). All persons are to use good judgment and discretion in limiting expenses with the best interests of the District foremost in mind.

Payment of travel expenses may be made per the District's Personnel Policy Manual (Section 5.4) and AFSCME contract (Articles 17 and 18).

#### Work Schedule Adjustment and Travel Time

Most training courses and conferences do not typically exceed eight hours per day. During events spanning three or more weekdays, the employee's work schedule will be temporarily adjusted to a 5-day, 40-hour work week (Monday through Friday) for the week of the event.

Travel time from the employee's normal workplace to the event and back will be considered as time worked for non-exempt employees as described below. Paid time for travel shall be agreed with the employee's manager in advance of authorizing travel. In the event that travel time increases due to unforeseen traffic or flight delays, the employee shall provide to their manager a summary of the delay(s) and the resultant additional paid time within seven calendar days of travel completion.

**One- and Two-day Events.** Employee's work schedule remains unchanged and will be compensated as follows:

- Standard Pay: Travel and event participation during regular workday hours.
- Premium Pay: Travel and event participation outside regular workday hours.

Standard Pay Multiplier for Premium Pay							
MON	TUE	WED	THUR	FRI	SAT	SUN	HOL
1.5x	1.5x	1.5x	1.5x	1.5x	1.5x	2.0x	2.0x

**Three-day and Longer Events.** Employee's work schedule is temporarily adjusted to five 8-hour days, Monday through Friday, for the week of event, and will be compensated as follows:

- Standard Pay: The first 8-hours spent each day for travel or event participation on Monday through Friday regardless of time of day.
- Premium Pay: Time spent beyond the first 8-hours each day for travel or event participation on Monday through Friday. All time spent for travel on Saturdays, Sundays, and District-observed Holidays are Premium Pay. Employees that choose to travel on Saturdays, Sundays, or District-observed Holidays, but are not required to based upon the event schedule, shall not be eligible for Premium Pay.

When attending a training/event located less than 150 miles from the employee's normal workplace and the training ends before 3:00 p.m., employees are expected to return home the same day the event ends. Expenses incurred outside this expectation will not be reimbursed.

## Authorized Expenses

Generally, eligible expenditures include travel and living costs incurred while away from the District, as well as expenses incurred within Whatcom County necessitated by District business. In Whatcom County, necessary expenses will be reimbursed only for persons representing the District in their official capacity and in the discharge of their duties.

All persons are to use good judgment and discretion in limiting expenses with the best interests of the District foremost in mind. Excessive or unnecessary expenses will not be approved or reimbursed. It is expressly prohibited to use District funds for personal purposes.

## Registration

Authorized individuals are eligible for reimbursement for the actual cost of registration, tuition and fees at a meeting, conference, training, or convention for which they have received approval. Registration should be prepaid, and whenever possible, paid through the regular accounts payable process of the District or with a District-issued credit card. Similarly, employees are encouraged to pursue reduced registration rates (e.g., "early bird" registration), when available. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement.

## Transportation

Actual costs for bus travel, train travel, air travel, taxi, tolls, car rentals, and parking fees will be reimbursed provided all travel shall be on a common carrier and at the most economical class. Travel routes to/from destinations shall be the most economical route (e.g., shortest distance, no unnecessary ferries/tolls, etc.). Payment for air travel shall be for the actual cost from Bellingham, Everett, or SeaTac airports to destination and return. Travel arrangements will be made in coordination with the Administrative Assistant or manager.

- Persons using a personally-owned vehicle to travel on District business will be reimbursed at the rate published by the federal Internal Revenue Service (IRS) at the cost per mile allowance, and provided payment will not exceed the least cost airfare to and from the same destination. Use of a District-owned vehicle, if available, rather than personal vehicle is encouraged.
- If two or more people are attending the same out-of-town meeting/conference, carpooling is encouraged.
- Long-term airport parking will be reimbursed at the most economically available rate.

## Meals

Meals will be reimbursed if travelling or training prior to 7:00 a.m. (breakfast) or after 6:00 p.m. (dinner), and for travel requiring an overnight stay. Individual meals, including tip, shall not exceed the maximum cost allocated for that meal at that location as defined by the Washington State Office of Financial Management (OFM) (<https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>). Meals shall not be reimbursed if that meal is provided through the associated

travel- or business-related event (e.g., breakfast would not be reimbursed if the hotel provides breakfast service, lunch would not be reimbursed if the conference provides lunch as part of its registration, etc.). Tips are not to exceed 15% of the price of the meal. Room service expenses including meals, snacks, and beverages are not reimbursable. If hotel dining is available, meals should be ordered in the restaurant rather than delivered to the room.

## Lodging

Overnight lodging will only be reimbursed for travel that exceeds 60 miles (one way) from the District's administrative office, provided exceptions may be authorized for a multi-day workshop. The actual cost of hotel/motel accommodations will be reimbursed. If a family member or guest accompanies the person, the person shall submit and be reimbursed for the amount of a single accommodation. Lodging arrangements requiring a deposit or credit card number to secure a reservation may be coordinated through the Administrative Assistant or manager.

Persons are to take advantage of special government rates and conference-provided rates when possible. When staying overnight in Washington State, every attempt should be made to secure lodging in accordance with the current lodging rates defined by the Washington State OFM (<https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>).

## Ineligible Expenses

None of the following expenses will be paid by the District:

- Travel paid for by any other organization;
- Alcoholic beverages (including liquor, beer and wine);
- Valet services;
- Lodging accommodations, meals or other expenses for family or guests;
- Fees for sightseeing tours, activities ancillary to the purpose for travel, conference or seminar, and expenditures for entertainment;
- Personal telephone calls;
- Trip insurance or any other expenditures for personal purpose;
- Networking and social times occurring before or after the event's scheduled presentations/training are not considered to be work and not eligible for compensation; and
- Donations, raffle tickets, charity auctions, etc.


## Documentation and Internal Controls

Authorization for travel and expense reimbursement under this policy must be signed, approved, by the General Manager on the Employee Training Request form. All eligible actual expenses incurred in the conduct of business on behalf of the District shall be itemized on a District Travel Expense form and submitted for reimbursement to the Finance Department within 21 calendar days of travel conclusion. The completed Travel Expense form shall be accompanied by all associated receipts and/or travel vouchers. Receipts specific to meals should include a list of food/beverages purchased to confirm compliance with this policy.



**AGENDA  
BILL  
Item 6.B**

**City of Bellingham  
Sewer Bill Dispute  
Settlement**

DATE SUBMITTED:	April 23, 2025	MEETING DATE:	April 30, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Settlement Agreement 2. Cable Street Sewer Flow Readings Graph		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Since the development of its collection and conveyance system shortly after formation of the District in 1968, all wastewater generated by District customers is discharged to the City of Bellingham's system for treatment at the City's Post Point Wastewater Treatment Plant. The City's acceptance and treatment of District wastewater is governed by an interlocal agreement (the current revision of which was executed in 2014). Per the interlocal agreement, the District pays the City on a volumetric rate (e.g., per gallon) for wastewater discharged to the City. There are five separate locations at which the District's conveyance system discharges to the City's system, with varying means of measuring and recording the volumetric flow at each location. Per the interlocal agreement, the District is required to "install, maintain, and replace at its sole expense flow measuring devices and recording instruments on its conveyance system upstream of each point of discharge into the City's conveyance system."

One of the points of discharge from District to City systems is located near the intersection of Electric Avenue and Flynn Street, which accepts flows from the District's Cable Street and Euclid sewer lift stations. To allow for billing by City of Bellingham staff, flowmeters at each lift station are outfitted with an external display that are read monthly by the City. In June 2024 the external display at the Cable Street lift station flowmeter failed, prompting its replacement by District staff. During routine reading of the flowmeter display in late October 2024, District staff noticed a significant increase in the recorded flow. Upon further inspection it was determined that the display was defective, prompting its replacement with a new display the following day. District staff then reviewed prior City billing data specific to the Cable Street lift station relative to flows recorded by the District's supervisory control and data acquisition (SCADA) system, which resulted in the determination that recorded flows (and associated bills) exceeded actual discharge to the City's system dating



back to the external display replacement in June. The District then began working with City staff to rectify the billing issue, including providing recorded flow volumes at the Cable Street lift station dating back three years.

After significant investigation and analysis by both the City and the District, the City has proposed a settlement agreement (attached), which refunds 85% of the estimated payment over what was calculated to be actual flows. While the settlement does not fully compensate for charges paid that District staff believe to be reflective of actual flows, it attempts to accommodate the effort expended by City staff caused by an issue that the District is responsible for, as well as recognizes the District's failure to maintain its flow measuring and recording device as required by the interlocal agreement.

To more promptly identify and mitigate similar issues in the future, the District is implementing a more robust quality control program to review the accuracy and consistency of flow meter data at each of the metering locations. Procedures will include:

- The standard operating procedure for meter readings by the District Utilities System Support Specialist (USSS) will be modified to record the time of each reading. Once a week, the USSS records flow information from each of the billing meters that are used by the City for their billing purposes. Currently the date and totaled flow are recorded, but the time is not recorded, which makes accurate comparison of data recorded by the SCADA system difficult. Recording the time will significantly improve the usefulness of this data.
- Engineering staff will develop a chart displaying the average daily flows recorded by SCADA based on flow meter data from the past 5 years. On a monthly basis, staff will overlay the current monthly data over the average monthly data to identify outliers.
- Staff will tabulate or plot the USSS meter readings on a graph of average totaled flow to confirm consistency between the flow being recorded by SCADA and the totaled flow reported on the billing meters.
- Engineering judgment will be used to evaluate outliers to determine if further analysis or City coordination is justified. Numerous factors can result in divergent flows including weather, such as significant rain events that result in inflow into the system, and operational changes, such as diverting flows from a basin's primary route to a temporary, alternative route, or draining a reservoir, etc.

While these procedures won't eliminate the possibility of errant readings, the more precise data will assist staff in identifying issues sooner to reduce the duration of errant readings.



**FISCAL IMPACT**

The fiscal impact of payment to the City of Bellingham of \$80,535 above what has been calculated to actual sewage flows occurred in the 2023-24 biennial budget period. The proposed settlement agreement would result in a refund to the District's sewer operating utility fund of \$68,455 in the 2025-26 biennial budget.

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

Operational Optimization

Stakeholder Understanding & Support

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board approve the proposed settlement agreement.

**PROPOSED MOTION**

A recommended motion is:

“I move to authorize the general manager to sign the settlement agreement with the City of Bellingham for the disputed sewer bill, as presented.”



**Public Works Department**  
**City of Bellingham**

April 7, 2025

Justin Clary, General Manager  
Lake Whatcom Water and Sewer District  
12220 Lakeway Drive  
Bellingham, WA 98229

**Re: City Response to District's Request for a Billing Adjustment Based on Faulty Meter;  
Customer Account No. 00051526**

Dear Mr. Clary:

The City has concluded its review of the District's request for a credit of \$80,535 on wholesale sewer account #00051526, as detailed in the District's December 2, 2024 memorandum. The City is willing to provide a credit of \$68,455 in full and final settlement of this matter.

The District's request stems from a faulty meter display at the Cable Street Pump Station. According to the District, the meter display overreported consumption from its date of installation to its date of removal (June 21, 2024 - October 31, 2024).

The District used SCADA data generated by the same meter to estimate the amount of the overage. The City has reviewed the District's SCADA analysis and has also reviewed the City's historical billing records on this account over the past three years. Based on this review, the City agrees that the meter display may have overreported flows for the period in question. However, it is not possible to quantify the overage with precision given inconsistencies in read dates and times.

Per the wholesale agreement, the District is responsible for the installation, maintenance and replacement of all flow measuring devices. See Interlocal Agreement for Sewage Services, City Contract No. 2014-0136. The District could have detected the discrepancy between the remote reader and SCADA much sooner than it did by comparing the two. We encourage the District to compare the data much more frequently in the future to avoid this situation.

Given the lack of precision in quantifying the overage, coupled with the fact that the District is ultimately responsible for the issue that occurred here, and further considering the amount of City staff time and effort devoted to this issue, we believe the proposed settlement figure of \$68,455 is a fair compromise. The settlement figure reflects a 15% reduction off the District's estimate.

Please confirm the District's acceptance of this settlement offer by countersigning this letter below.

**Engineering**  
104 W. Magnolia Street, Suite 109  
Bellingham, WA 98225  
Phone: (360) 778-7700  
Fax: (360) 778-7901  
Email: pw@cob.org

**Natural Resources**  
2221 Pacific Street  
Bellingham, WA 98229  
Phone: (360) 778-7700  
Fax: (360) 778-7701  
Email: pw@cob.org

**Utilities Operations**  
2221 Pacific Street  
Bellingham, WA 98229  
Phone: (360) 778-7700  
Fax: (360) 778-7701  
Email: pw@cob.org

**Transportation**  
2221 Pacific Street  
Bellingham, WA 98229  
Phone: (360) 778-7700  
Fax: (360) 778-7701  
Email: pw@cob.org

Sincerely,

CITY OF BELLINGHAM



Mike Olinger  
Public Works Interim Co-Director

**ACCEPTANCE OF SETTLEMENT OFFER**

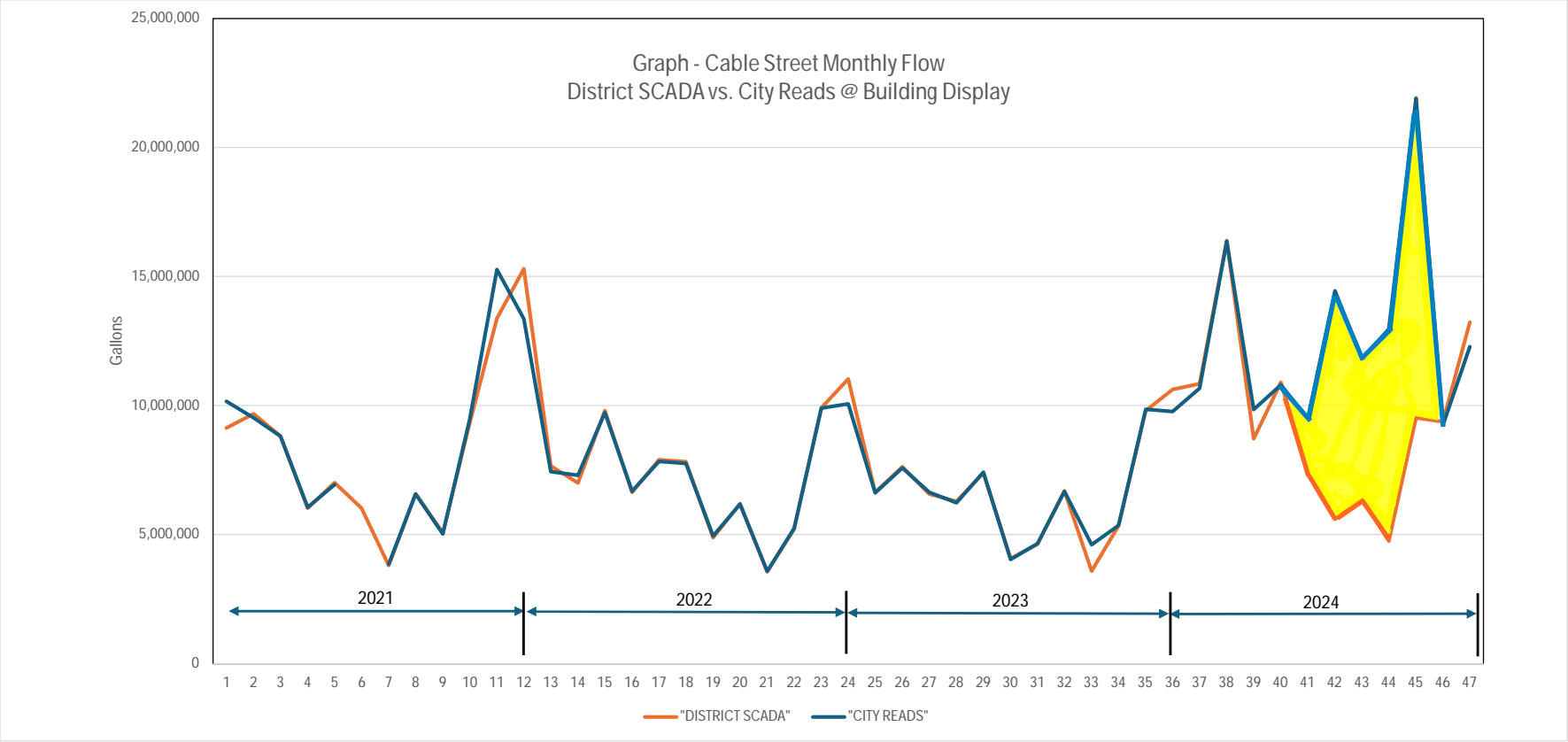
The Lake Whatcom Water Sewer District hereby accepts the proposed credit of \$68,455 as the full and final settlement of any and all overcharges associated with faulty meter equipment at the Cable Street Pump Station (Customer Account No. 00051526).

---

Justin Clary, General Manager

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Date





**AGENDA  
BILL  
Item 8.A**

**General Manager's  
Report**

DATE SUBMITTED:	April 24, 2025	MEETING DATE:	April 30, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
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, April 30, 2025 – 8:00 a.m.

### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed May 14, 2025	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu May 15, 2025	8:00 a.m.	Board Room/Hybrid Commissioner Carter to attend
Investment Comm. Meeting	Wed Jul 30, 2025	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thur May 22, 2025	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed Sep 3, 2025	3:00 p.m.	City of Bellingham Pacific St Ops Center, 2221 Pacific Street
Joint Councils Meeting	Wed Jun 4, 2025	3:00 p.m.	City of Bellingham Pacific St Ops Center, 2221 Pacific 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 May 21, 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 April 24; discussion included status of review of safety programs, the recommendations of the L&I ergonomics assessment consultation, the status of safety-related certifications for applicable staff.

#### Investment Committee:

- The committee met on April 21; a review of current cash available and current investments (including a \$536,000 investment that matures April 30 and plans for reinvestment); and investment earnings year-to-date (\$50,000).

### Upcoming Board Meeting Topics

- Credit card use policy revision (resolution)
- Strategic asset management plan adoption
- Division 22-1 reservoir design professional services agreement award
- Lakewood and Rocky Ridge sewer lift stations improvement project contract closeout

## 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 and has drafted initial responses for each water right for review with District counsel.*

#### 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, lock-out/tag-out, and trenching/shoring programs. In addition, L&I conducted an ergonomics consultation with District staff on April 8 (the District has yet to receive the recommendations report).*

#### 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 in May.*

#### 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 attended the annual Whatcom County Emergency Preparedness workshop on April 10 and are in communication with County staff on scheduling a District-specific exercise.*

## 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 attended the Whatcom County emergency preparedness workshop on April 10.*
- *J Clary attended the City of Bellingham city council public works committee meeting on April 14.*
- *J Clary chaired the Whatcom Water Alliance meeting on April 23.*
- *J Clary is scheduled to attend the WASWD spring conference April 29 – May 1.*

## Lake Whatcom Water Quality

### Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary met with Laura Weiss, concerned citizen, regarding the LWMP on April 15, and attended the LWMP forest management plan stakeholders meeting on April 22 and the interjurisdictional coordinating team meeting on April 23.*



**2025-2030 Strategic Business Plan Implementation Status**  
**Lake Whatcom Water and Sewer District**

Executive Department Goals		2025 YTD	2026	2027	2028	2029	2030
<b>1. Facilitate achievement of annually established Board initiatives</b>							
<b>Workload Indicators</b>							
- Meetings with management team to attain Board initiatives		11					
- Reporting on the status of completion of Board initiatives		6					
- Annual number of Board initiatives		8					
- Annual number of Board meetings/work sessions held		6					
<b>Performance Measures</b>							
- Completion of initiatives within Board/staff agreed timelines		initiated					
<b>2. Biennial EUM self-assessment and update to strategic plan</b>							
<b>Workload Indicators</b>							
- Draft departmental strategic plans by June 30 of even-numbered years							
- Financial forecast updated biennially (even-numbered years)							
- Balanced budget presented to the Board biennially							
<b>Performance Measures</b>							
- Complete strategic plan and financial forecast by Sep 1 (even-numbered years)							
<b>3. Maintain intergovernmental relations program</b>							
<b>Workload Indicators</b>							
- Participation in LWMP data group, ICT, policy group, and joint councils meetings		yes					
- Participation in WWA, WUCC, COG, and Whatcom Water Districts meetings		yes					
- Participation in WASWD and WSRMP meetings		yes					
- Meet with City, County, SVCA, and SWFA staff		no					
- Attendance of WASWD and IACC conferences		no					
- Presentation at SVCA board meetings		no					
<b>Performance Measures</b>							
- Annual budgetary allocation supporting organization memberships		complete					
- Number of LWMP meetings attended		10					
- Number of WWA, WUCC, COG, and Whatcom Water Districts meetings attended		5					
- Number of meetings with City, County, SVCA, and SWFA staff		2					
- Number of conferences attended		1					

**2025-2030 Strategic Business Plan Implementation Status**  
**Lake Whatcom Water and Sewer District**

Executive Department Goals		2025 YTD	2026	2027	2028	2029	2030
	- Number of presentations to SVCA board	0					
4.	<b>Enhance public relations program</b>						
	<b>Workload Indicators</b>						
	- Update of District website	no					
	- Issuance of press releases and Facebook posts on a regular basis	yes					
	- Active participation in community events	no					
	<b>Performance Measures</b>						
	- Completion of website update by December 31, 2025	no					
	- Completion of District rebranding by December 31, 2028						
	- Number of Facebook likes/followers	172/207					
	- Number of press releases issued	1					
	- Number of Facebook posts	8					
	- Number of community events participated in	0					
5.	<b>Maintain safety program</b>						
	<b>Workload Indicators</b>						
	- Staff review of District safety programs	initiated					
	- Staff completion of online safety trainings	initiated					
	- Staff attendance of required certification courses	initiated					
	<b>Performance Measures</b>						
	- Annual review of a minimum of 9 safety programs	1					
	- Monthly meeting of the safety committee	3					
	- Annual number of safety inspections by management	2					
	- Annual number of lost time injuries and near misses	0					
6.	<b>Water rights adjudication participation</b>						
	<b>Workload Indicators</b>						
	- Attendance of adjudication-related presentations/meetings	yes					
	<b>Performance Measures</b>						
	- Claims filed for each District water right	0					
	- Documentation supporting claims filed with court						

**2025-2030 Strategic Business Plan Implementation Status**  
**Lake Whatcom Water and Sewer District**

Executive Department Goals		2025 YTD	2026	2027	2028	2029	2030
7.	<b>American Public Works Association accreditation</b>						
	<b>Workload Indicators</b>						
	- Accreditation team status meetings	yes					
	- Consistent completion of accreditation-required metrics (Practice sub-goals)	yes					
	<b>Performance Measures</b>						
	- Number of Accreditation Team meetings held annually	1					
	- Number of Practice sub-goals completed annually	9					
	- Formal registration in 2026						
	- APWA accreditation in 2029						

**2025-2030 Strategic Business Plan Implementation Status**  
**Lake Whatcom Water and Sewer District**

Finance Department Goals		2025 YTD	2026	2027	2028	2029	2030
<b>1. Improve performance standards and enhance professional growth</b>							
<b>Workload Indicators</b>							
- Regular review of job descriptions and cross-train as duties allow	complete						
- Identify applicable trainings and encourage accounting principles understanding	ongoing						
- Issue weekly updates to staff	ongoing						
- Increase training centered on accounting standards and best practices	ongoing						
- Develop a comprehensive financial procedure manual	ongoing						
<b>Performance Measures</b>							
- Number of trainings and webinars attended	4						
- Implement employee cross-training and development tracking system	underway						
- Number of weekly updates from the Finance Manager	12						
- Number of staff meetings and engagement activities	8						
- Implement comprehensive financial procedures manual	underway						
<b>2. Improve financial sustainability and forecasting</b>							
<b>Workload Indicators</b>							
- Development and routine evaluation of long-term forecasting model	ongoing						
- Provide instructions/schedule for budget preparation							
- Routine evaluation of biennial budget	ongoing						
- Routine evaluation of financial policies	ongoing						
- Routine evaluation of investments	ongoing						
<b>Performance Measures</b>							
- Alignment of overhead/personnel costs with rate revenue	underway						
- Regular use and update to the forecasting model	underway						
- Number of management team meetings to review cost alignment with budget	underway						
- Financial policies are maintained to align with industry best practices/standards	yes						
- Investment revenue increases while maintaining safety and liquidity requirements	yes						
- Financials and financial policies comply with State Auditor's Office	yes						

**2025-2030 Strategic Business Plan Implementation Status**  
**Lake Whatcom Water and Sewer District**

Finance Department Goals		2025 YTD	2026	2027	2028	2029	2030
3.	<b>Maximize and utilize technology to improve workflow</b>						
	<b>Workload Indicators</b>						
	- Meet with banking representatives to improve daily deposit process	no					
	- Utilize records retention software to maintain payroll and benefites lifetime records	ongoing					
	- Convert accounts payable process to paperless	no					
	- Research implementation of Springbrook Cloud	no					
	- Increase staff and management trainings on new technology and processes	ongoing					
	<b>Performance Measures</b>						
	- Implementation of remote deposit capture or electronic processing of checks	no					
	- Implementation of document management software for payroll and benefits records	underway					
	- Implementation of paperless accounts payable process	no					
	- Utilization of internal server drive for accounts payable records	no					
	- Number of meetings with Springbrook representatives re: Springbrook Cloud	0					
	- Number of trainings on recent technology and processes	2					

**2025-2030 Strategic Business Plan Implementation Status**  
**Lake Whatcom Water and Sewer District**

Engineering Department Goals		2025 YTD	2026	2027	2028	2029	2030
<b>1. Identify, design and construct capital improvement projects</b>							
<b>Workload Indicators</b>							
- Number of capital projects completed during the current biennium		2					
- Hours of on-site inspection provided by District staff		175					
- Hours of design and construction admin provided by consulting engineers		148					
<b>Performance Measures</b>							
- Biennial update to the 6- and 20-year capital improvement plans		underway					
- Board adoption of bienniel capital reinvestment budget		complete					
- Completion of planned capital projects on schedule and within budget		underway					
<b>2. Further develop the asset management system to ensure timely maintenance and plan for asset reinvestment</b>							
<b>Workload Indicators</b>							
- Number of asset decay curves		0					
- Number of Overall Condition Index scores added or updated		0					
- Number of asset replacement plans developed for linear assets		0					
- Number of Asset Committee meetings held		1					
<b>Performance Measures</b>							
- Life extension of assets beyond the typical expected useful life		underway					
- Development of written strategic asset management plan		draft					
- Creation of an asset management committee		complete					
<b>3. Strategically optimize the use and further development of the District's GIS to support operations</b>							
<b>Workload Indicators</b>							
- Completion of GIS management and development plan		underway					
- Number of assets field located by GPS and updated in GIS		0					
<b>Performance Measures</b>							
- Completion of internal GIS utilization and improvement plan		planning					
- Hire temporary GIS/engineering intern to assist with field inspection/GPS		summer					
- Complete updated GIS database with sufficient accuracy for use by staff		planning					

**2025-2030 Strategic Business Plan Implementation Status**  
**Lake Whatcom Water and Sewer District**

Engineering Department Goals		2025 YTD	2026	2027	2028	2029	2030
4.	<b>Support the development of the document management program to ensure maintenance and access to Engineering documents</b>						
	<b>Workload Indicators</b>						
	- Number of records inventoried	31					
	- Number of records filed	31					
	<b>Performance Measures</b>						
	- Complete inventory and prioritization of all needed engineering records	ongoing					
	- Revise administrative staff job descriptions	draft					
	- Inventory/filing of 25% of records (2025), 50% (2026), 75% (2027), 100% (2028)	1%					

**2025-2030 Strategic Business Plan Implementation Status**  
**Lake Whatcom Water and Sewer District**

Operations Department Goals		2025 YTD	2026	2027	2028	2029	2030
<b>1. Ensure continuity of potable water production that meets or exceeds regulatory requirements</b>							
<b>Workload Indicators</b>							
- Number of routine water system reports submitted to agencies	18						
- Number of routine water treatment plant samples collected/analyzed	601						
- Number of water distribution system samples collected/analyzed	403						
- Number of hours performing equipment calibration and maintenance	522						
- Number of hours inventorying and preparing treatment chemicals	28						
<b>Performance Measures</b>							
- Meet all Department of Health water quality requirements without violation	yes						
- Labor hours used to perform preventative maintenance tasks at treatment plants	119						
- Percentage of samples analyzed by laboratory that are satisfactory	100						
- Number of annual water quality customer complaints received	0						
- Number of tasks related to preventative maintenance completed at plants	16						
- Number of tasks unrelated to preventative maintenance completed at plants	1						
<b>2. Enhance system resiliency through proactive maintenance of electrical systems, instrumentation, controls, and communications</b>							
<b>Workload Indicators</b>							
- Scheduled inspections of electrical cabinets, components and assoc. equipment	9						
- Repair of electrical cabinets, components and assoc. equipment by staff	3						
- SCADA hardware/software installation and maintenance using contract services	3						
- On-call services provided by external contractors	1						
<b>Performance Measures</b>							
- Number of inspections per year	9						
- Number of repairs per year	3						
- Total cost of SCADA services, including District labor and resources							
- Total cost of electrical, instrumentation, and controls services, including District labor and resources	\$13,666						
- Total communications network downtime (in hours) due to external failures	3						
- Total communications network downtime (in hours) due to internal failures	0						



**2025-2030 Strategic Business Plan Implementation Status**  
**Lake Whatcom Water and Sewer District**

Operations Department Goals		2025 YTD	2026	2027	2028	2029	2030
3.	Ensure collection and conveyance of sewage out of the watershed through routine inspection and preventative maintenance						
	<b>Workload Indicators</b>						
	- Monthly inspections of sewer lift stations	81					
	- Total number of preventative maintenance tasks scheduled	335					
	- Total number of preventative maintenance tasks completed	315					
	- Total number of repairs associated with sewer assets	15					
	- Labor hours expended televising/inspecting sewer mains	30					
	<b>Performance Measures</b>						
	- Number of sewer system overflows per year	1					
	- Labor hours spent performing preventative maintenance tasks for sewer assets	523					
	- Total cost of repairs associated with sewer assets	\$26,437					
	- Miles of sewer main televised/inspected per year	0.17					
	- Annual volume of I&I conveyed to the City of Bellingham	TBD					
	- Annual cost of I&I treatment (by City of Bellingham)	TBD					
4.	Ensure the realization of the maximum operable life of District water infrastructure						
	<b>Workload Indicators</b>						
	- Total number of preventative maintenance tasks scheduled	148					
	- Total number of preventative maintenance tasks completed	118					
	- Total number of PRVs rated as <i>needs replacement</i>	TBD					
	<b>Performance Measures</b>						
	- Labor hours performing preventative maintenance tasks on water infrastructure	432					
	- Total cost of replacing PRVs needing replacement	TBD					
	- Number of customer complaints regarding water pressure per year	1					
	- Number of water leaks repaired	7					


**2025-2030 Strategic Business Plan Implementation Status**  
**Lake Whatcom Water and Sewer District**

Operations Department Goals		2025 YTD	2026	2027	2028	2029	2030
5.	Maintain level-of-service expectations relative to development services						
	<b>Workload Indicators</b>						
	- Water/sewer connection inquiries processed	13					
	- Water/sewer connection permits issued	0					
	- New water service installations	2					
	<b>Performance Measures</b>						
	- Pre-construction meetings attended (annual)	1					
	- Water/sewer permits issued (annual)	0					
	- Inspector labor hours for new development inspections (annual)	3					
	- Maintenance staff labor hours for new development installations (annual)	65					



**AGENDA  
BILL  
Item 8.B**

**Engineering Department  
Report**

DATE SUBMITTED:	April 24, 2025	MEETING DATE:	April 30, 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 April 30, 2025 Board Meeting  
Data Compiled 4/24/25

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 Permit	12	0	3	0
Water Availabilities (trailing 12 months)	62	0	0	0
Subtotal - Commitments not yet connected	109	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 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: 4/23/2025

Prepared by: G. Nicoll



### LEGEND:

WATER

SEWER

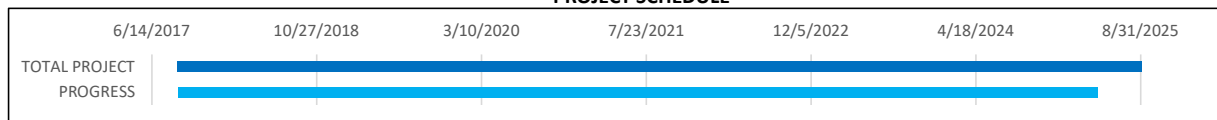
SHARED

### MAJOR PROJECTS IN CONSTRUCTION:

#### C2111 - DIVISION 7 RESERVOIR REPLACEMENT

<b>Project Summary:</b>	Replace existing steel reservoir with two concrete reservoirs and provide seismic improvements.
<b>Project Status:</b>	Both reservoirs are complete and curing is nearly complete. Tiger Construction is working on installation of remaining utilities and plan to begin filling the reservoirs in early May. The reservoirs are on schedule to be put in service in June.

#### PROJECT SCHEDULE



#### Budget Summary

<b>Budget:</b>	\$ 3,301,000.00
<b>Spent to Date:</b>	\$ 2,281,871.37
<b>Balance:</b>	\$ 1,019,128.63

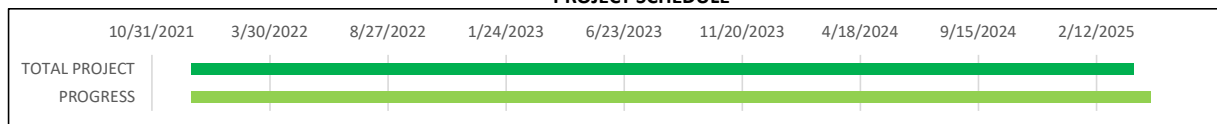
Budget Year: 2021



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

<b>Project Summary:</b>	Replace existing pumps, enclosures, controls and power service.
<b>Project Status:</b>	Both lift stations are in service and only minor punchlist items remain. Punchlist work is expected to be complete by early May.

#### PROJECT SCHEDULE

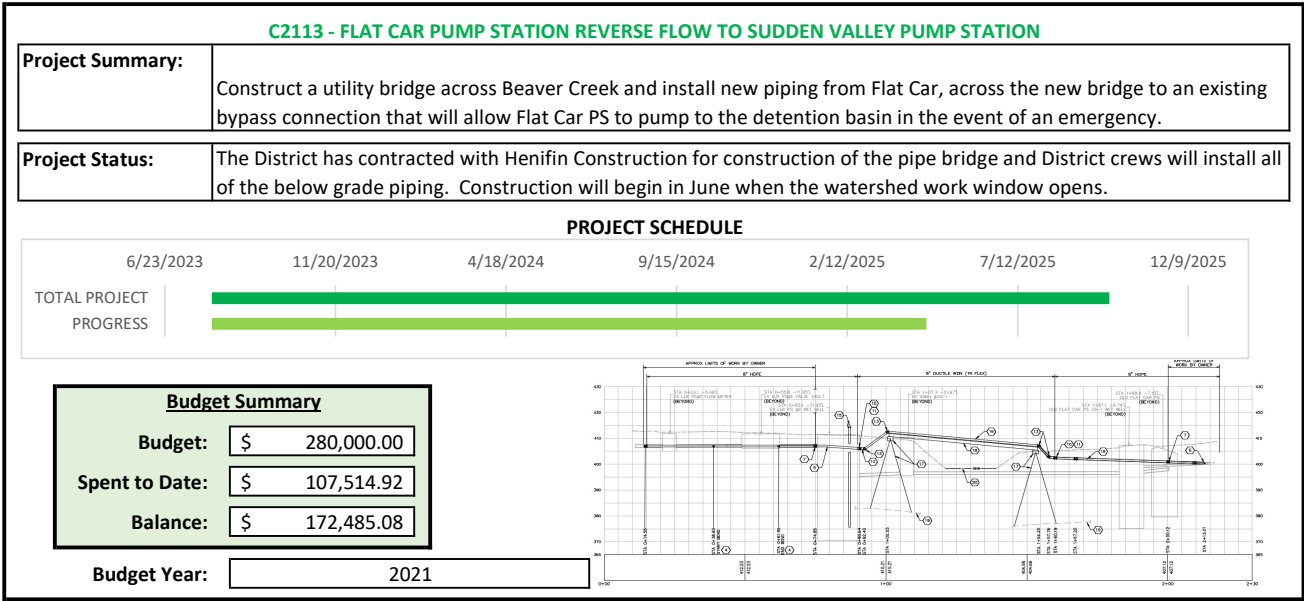


#### Budget Summary

<b>Budget:</b>	\$ 2,116,353.00
<b>Spent to Date:</b>	\$ 1,645,778.45
<b>Balance:</b>	\$ 470,574.55

Budget Year: 2021







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

<b>Project Summary:</b>	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).
<b>Project Status:</b>	The design team the seismic evaluation and has provided recommendations for improvements at both the Sudden Valley WTP Pump House and the Geneve reservoir to meet current seismic design standards. Staff will meet with the design team to select the preferred alternatives for both buildings and then proceed with 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:	\$ 84,345.57
Balance:	\$ 1,315,294.43

Budget Year: 2024-2026

95% grant funded





Geneva Reservoir



**C2510 - AGATE BAY SEWER LIFT STATION REHABILITATION**

<b>Project Summary:</b>	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.
<b>Project Status:</b>	District Engineering staff continue preparing the predesign 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: 2025

Projected Completion: August 2025

**Budget Summary**

Budget: \$ 195,000.00

Spent to Date: \$ -

Balance: \$ 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. Iron Horse Construction was the lowest responsive bid and the District has executed a contract with them.

Budget Year: 2025

Projected Completion: September 2025

**Budget Summary**

Budget: \$ 78,000.00

Spent to Date: \$ -

Balance: \$ 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. The project was advertised on the small works roster and Camao Construction provided the lowest responsive bid. The construction contract has been executed with Camao and the District is currently reviewing submittals.

Budget Year: 2025

Projected Completion: September 2025

**Budget Summary**

Budget: \$ 21,000.00

Spent to Date: \$ -

Balance: \$ 21,000.00

**C2513: Administration Building HVAC Improvements**

**Status:** One of the rooftop HVAC units has failed and requires replacement. Design documents were prepared by District staff and the project was advertised on the small works roster. The District contracted with Barron Heating and all submittals have been reviewed. All work is scheduled to be completed in late April depending on when permits are issued.

Budget Year: 2025

Projected Completion: May 2025

**Budget Summary**

Budget: O&M Operating

Spent to Date: \$ -

Balance: 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:	April 16, 2025	MEETING DATE:	April 30, 2025
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. First Quarter Financial Report		
	2. March 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



## **Quarterly Financial Report First Quarter 2025**

Lake Whatcom Water and Sewer District  
Bellingham, Washington

## Summary

As Lake Whatcom Water and Sewer District (District) ushers in a new fiscal year, its commitment to prudent and fiscally sound financial management has enabled it to enter 2025 with solid fund balances. Despite some anticipated reductions, the District has positioned itself to weather the challenges of financing major infrastructure projects in the coming months. Early in the year, the Water Utility Fund experienced a slightly higher-than-expected balance, largely due to ongoing construction work on the Division 7 Reservoir Replacement project. However, as the project nears substantial completion, the District forecasts a decrease in these balances.

Key financial highlights from the first quarter include the receipt of \$530,000 in federal and state reimbursements tied to the Division 7 Reservoir Project's Hazard Mitigation Grant. In addition, the District initiated its first draw from the Public Works Board Construction loan, securing \$157,093 in proceeds. These financial inflows have provided an early cushion against the heavy capital expenditures anticipated in the coming quarters. The District currently manages four open Hazard Mitigation Grants with FEMA, collectively totaling \$4.8 million. These funds support the replacement of critical water infrastructure, including the Division 7 and Division 22-1 Reservoirs, as well as vital seismic upgrades for key assets. These grants, dedicated to pre-design, design, and construction activities, are integral to the District's long-term strategic infrastructure improvements.

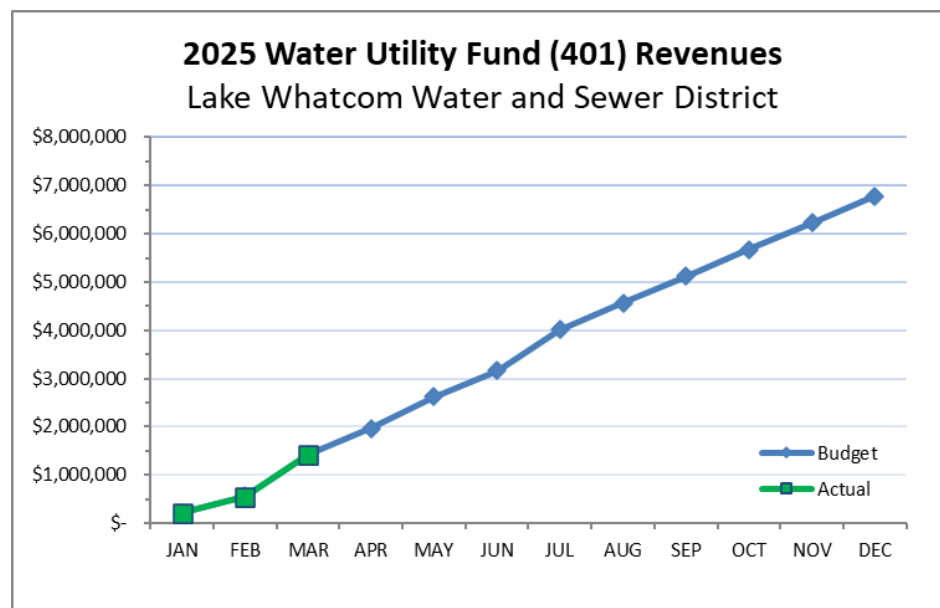
Another milestone in the first quarter was the completion of the District's 2024 financial reporting. Working closely with Clark Nuber, PS, the District met its submission deadline to the Washington State Auditor's Office (SAO) on March 14th, well ahead of the May 29th filing deadline. In tandem, preparations began for the required financial and Federal Single Audit for FY 2024, driven by the Division 7 Reservoir project's federal funding exceeding \$750,000. The audit, which commenced on March 17, is slated for completion in the second quarter, ensuring timely compliance with the Municipal Securities Rulemaking Board (MSRB) filing deadline of September 30, 2025.

In line with its disciplined investment approach, the District's investment portfolio earned approximately \$50,410 in interest during the first quarter, slightly surpassing last year's results for the same quarter. However, as capital projects ramp up, the District expects to tap into its investment funds, potentially curtailing interest earnings over the biennium. Despite this, the District remains focused on optimizing the safety, liquidity, and yield of its resources.

The District's ability to manage expenditures across both the Water Utility Fund and the Sewer Utility Fund demonstrates its strategic focus on cost containment and operational efficiency. While there have been some delays in capital projects, these are expected to resolve as construction progresses through 2025. Overall, the District has displayed fiscal discipline, ensuring that expenditures remain largely within budget while continuing to advance vital infrastructure projects. This strong financial stewardship allows the District to continue its commitment to providing the District's customers with safe and reliable services through infrastructure improvements, capital project execution, and fiscal sustainability.

## Water Utility Fund (Fund 401)

The Water Utility Fund's revenue performance for the first quarter was largely in line with projections, totaling \$1.43 million, marginally above the \$1.42 million forecast. Significant financial contributions included FEMA reimbursements and loan proceeds, which played a pivotal role in maintaining these projections. The District also noted quicker-than-usual processing times for federal reimbursements. Water sales revenues, however, showed a slight dip of approximately 3%, consistent with seasonal

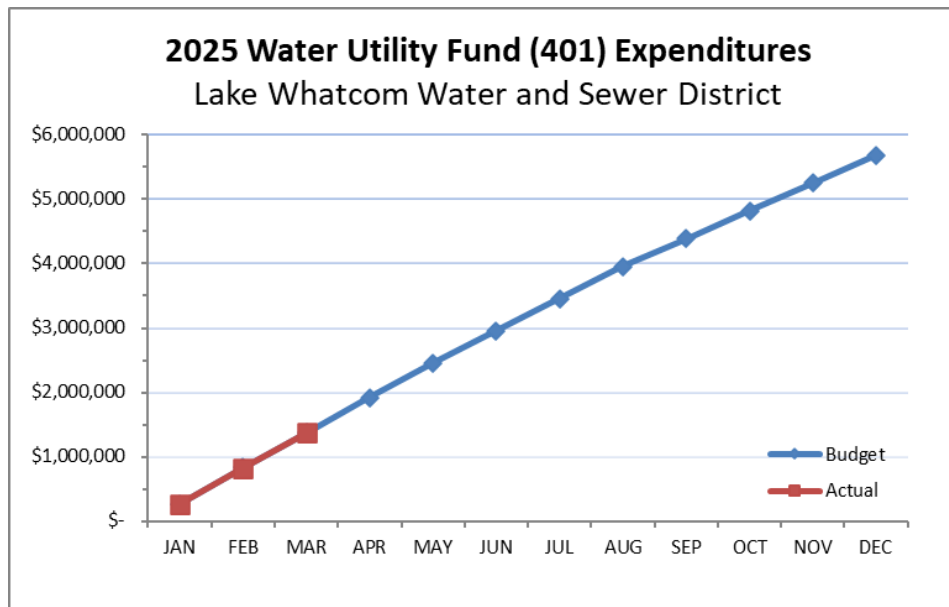


trends. The District anticipates this shortfall will be rectified in the summer months, aligning with higher water usage patterns during the warmer quarters. Further strengthening the District's financial position, a \$600,000 transfer was made to the Local Government Investment Pool (LGIP) in January,

which boosted monthly investment earnings from \$14,000 to \$15,500. These returns are split between the Water and Sewer Utility Funds. Looking ahead, the Federal Open Market Committee's (FOMC) interest rate decisions will remain a key factor in guiding investment strategies. With interest rates expected to hold relatively steady through the end of 2025, the LGIP remains a strong investment option, offering high returns and liquidity, particularly in light of the District's significant capital outlays.

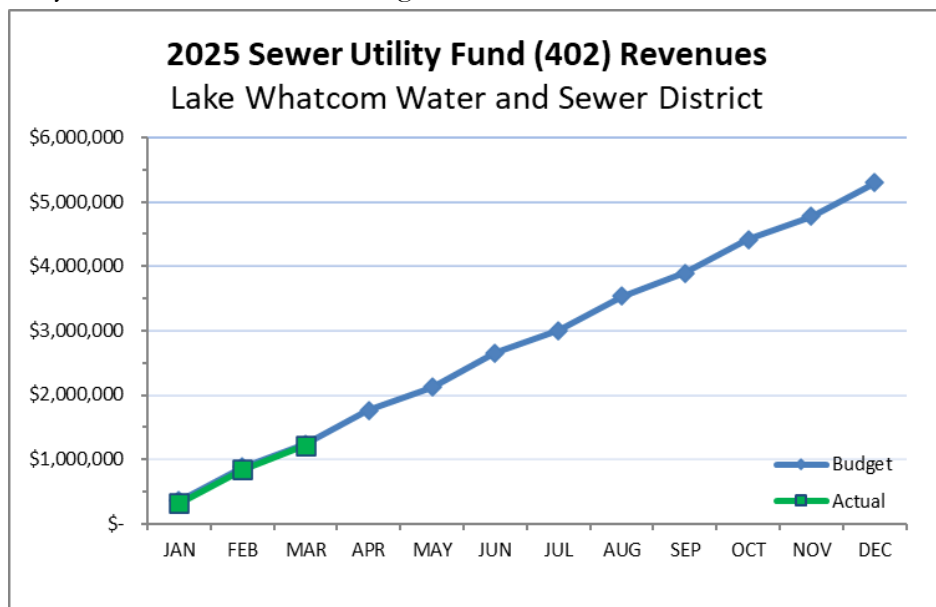
Expenditures in the Water Utility Fund during the first quarter of 2025 were in line with budget expectations of \$1.37 million. This alignment is largely attributed to the progress of significant capital projects, most notably the Division 7 Reservoir Replacement project, which is currently the focal point of the District's water infrastructure upgrades. As of the end of the first quarter, both reservoir structures have been fully erected, marking a critical milestone in the project's timeline. The District anticipates that by the second quarter of 2025, this project will reach substantial completion, with final work focusing on the demolition of the outdated reservoir.

Additionally, operating expenditures under the Water Utility Fund showed minor savings relative to budget. These savings were not tied to any single line item, but instead reflect efficiencies across several categories of the operating budget. The District's ability to contain costs in this area demonstrates its commitment to fiscal responsibility as it manages both routine operations and major capital projects.



### Sewer Utility Fund (Fund 402)

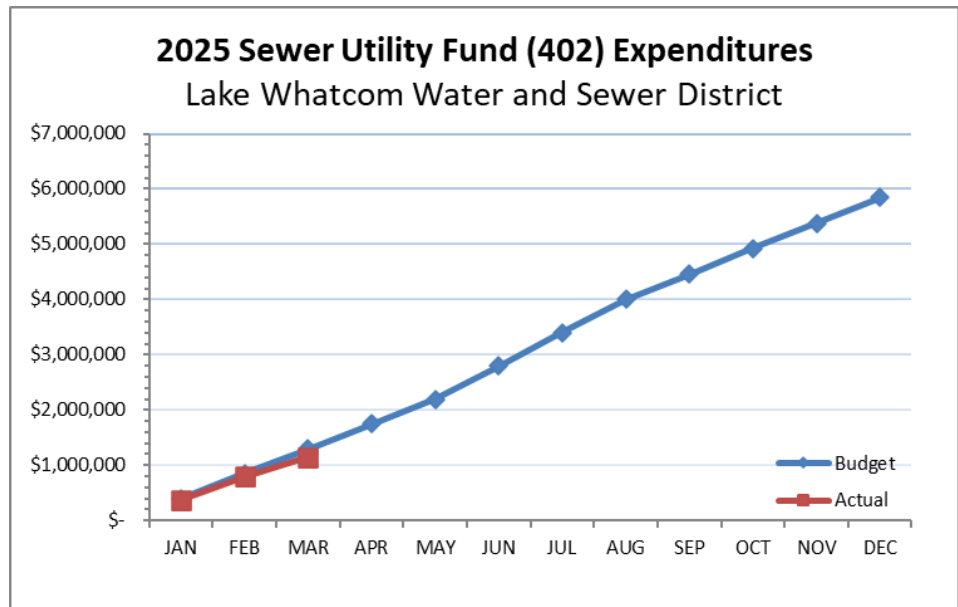
The Sewer Utility Fund's revenue performance in the first quarter was slightly below expectations, totaling \$1.22 million compared to a budgeted \$1.24 million. This variance stems primarily from delayed General Facilities Charges, which are tied to construction windows in the Lake Whatcom



Watershed, scheduled to open in the summer months. As in previous years, the District anticipates a stronger revenue performance in the latter half of the year. Despite this, sewer service revenues tracked closely to projections. Similar to the Water Utility Fund, the Sewer Utility Fund also

benefited from increased investment earnings due to the additional funds placed in the LGIP.

Expenditures in the Sewer Utility Fund during the first quarter were also below budget projections, totaling \$1.14 million against a budgeted \$1.3 million. This variance was primarily due to delays in completing various capital projects that are integral to the District's long-term sewer system improvements. Key projects currently in progress include the Rocky Ridge and Lakewood lift stations, which have faced delays that have pushed some expenditures into 2025. The District



expects these projects to incur more significant costs over the first half of the year, with both lift stations nearing completion. These expenditures are anticipated to ramp up as construction activity accelerates and these essential infrastructure projects move toward full operational status.

Operating expenditures within the Sewer Utility Fund also showed positive results in the first quarter, reflecting minor savings across multiple budget categories. The savings were not concentrated in any one particular area but were instead spread across various operational cost lines, further demonstrating the District's efficiency in managing its day-to-day operations while working within the constraints of its budget. With that being said, a notable expenditure during the quarter was the District's first debt service payment on its outstanding bonds, which totaled \$72,863. This payment, though significant, is part of the District's ongoing commitment to managing long-term financial obligations and ensuring continued compliance with its debt covenants.

## District Fund Balances

The District maintains a well-structured approach to managing its funds, with a focus on fiscal prudence and long-term sustainability. The District operates five main funds—Water Utility Fund (401), Sewer Utility Fund (402), Sewer Contingency Reserve Fund (425), Water Contingency Reserve Fund (426), and the Bond Reserve Fund (460)—each serving distinct purposes. These funds include system reinvestment accounts dedicated to capital projects and debt service reserves designed to meet the District's ongoing financial obligations. The following discussion summarizes the activity associated with each fund through the first quarter of 2025.

**Water Utility Fund (Fund 401)**

The Water Utility Fund, the primary operating fund for the District's water utility, derives its revenues mainly from customer rates. This fund covers a broad spectrum of expenses, including general operating costs (personnel salaries, professional services, utilities), debt service payments for previous capital projects, and capital expenditures related to water system reinvestment projects. The fund also holds an operating reserve, which is earmarked to cover 90 days of operational costs for the water utility, amounting to \$735,519. As of March 31, 2025, the Water Utility Fund had a balance of \$2,231,350.

**Sewer Utility Fund (Fund 402)**

Similar to the Water Utility Fund, the Sewer Utility Fund, which serves as the operating fund for the District's sewer services and generates revenue from customer rates. Expenditures within this fund include general operating costs, debt service related to past capital projects, and reinvestment in sewer system infrastructure. Like the Water Utility Fund, it also includes an operating reserve designed to cover 60 days of sewer utility operating costs, which stands at \$562,836. At the close of the first quarter, the Sewer Utility Fund had a balance of \$4,915,249 closely in line with projections for the year.

**Sewer Contingency Reserve (Fund 425)**

In accordance with the District's financial policies, a sewer contingency reserve is maintained at one percent of the sewer utility's infrastructure replacement cost. This reserve is specifically designed to cover unforeseen costs that might arise within the sewer utility, such as emergency repairs or unexpected capital needs. The Sewer Contingency Reserve was fully funded at \$815,000 at the close of first quarter.

**Water Contingency Reserve (Fund 426)**

Similarly, a water contingency reserve is maintained at one percent of the water utility's infrastructure replacement cost. This reserve serves as a buffer to address any emergency water system needs or unforeseen operational challenges. The Water Contingency Reserve stood fully funded at \$460,000 through the first quarter. Like the Sewer Contingency Reserve, this fund provides financial stability, ensuring the District is prepared to respond to any unplanned needs within the water utility infrastructure.

**Bond Reserve Fund (Fund 460)**

The Bond Reserve Fund is a restricted account associated with the District's 2016 bond sale and is governed by specific covenants that require the District to maintain a certain level of reserves. As of the end of March 31, 2025, the Bond Reserve Fund remained fully funded at \$646,125, in compliance with the bond agreement. This reserve will be maintained until the debt is paid off but the balance will gradually decrease in accordance with the Maximum Amount Due (MAD) schedule outlined in the bond covenants.

## District Cash and Investments

In line with its commitment to maintaining a healthy financial position and adhering to its financial policies, the District has adopted a conservative investment strategy focused on safety, liquidity, and yield. As of March 31, 2025, the District had approximately \$4.2 million in short-term investments, primarily held in the Local Government Investment Pool (LGIP) and Public Funds Accounts. Additionally, the District held approximately \$3 million in long-term investments with US Bank Safekeeping. The following is a summary of the District's investments and cash as of March 31, 2025.

Petty Cash	\$	1,600	
Cash	\$	1,216,273	
Debt Service Account	\$	646,125	
Public Funds Account	\$	31,178	2.940%

**WA Federal** **\$ 1,895,176**

**Local Gov't Investment Pool** **\$ 4,161,397** 4.399%

		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%
<b>US Bank Safekeeping</b>		<b>\$ 3,011,151</b>	<b>\$ 3,244,000</b>		

**TOTAL** **\$ 9,067,724**

### USE OF FUNDS:

Bond Reserve - Restricted	\$ 646,125
Contingency - Assigned	\$ 1,298,355
Operating Reserves	\$ 1,185,000
Operating Assigned	\$ 5,938,244
	<b><u>\$ 9,067,724</u></b>

### Fund Balance Summary

Water Utility Fund (401)	\$ 2,231,350
Sewer Utility Fund (402)	\$ 4,915,249
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 646,125
	<b><u>\$ 9,067,724</u></b>





**LAKE WHATCOM WATER AND SEWER DISTRICT**  
**March 2025 Utility Account Adjustments**

**Sudden Valley Adjustments**

Late Fee Credits	\$ 123.68
High Use/Leak Credits	\$ -

**North Shore/Geneva**


Late Fee Credits	\$ 117.93
High Use/Leak Credits	<u>\$ 158.11</u>

<b>Total Account Adjustments</b>	<b>\$ 399.72</b>
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**AGENDA  
BILL  
Item 8.D**

**Operations Department  
Report**

DATE SUBMITTED:	April 24, 2025	MEETING DATE:	April 30, 2025
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 <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

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

*Status of District Water & Sewer Systems to be provided at meeting due to business travel.*

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



# Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the April 30, 2025 Board Meeting  
Data Compiled 4/24/25

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	x									
Surface Water Treatment Rule Report (SVWTP) Prepared by: K Cook	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x	x	x									
Annual Reports														
Name Of Report	Deadline	Completed												
WA State Cross Connection Report Prepared by: R Munson	May	April 22, 2025												
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	March 3, 2025												
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	Ongoing with O&M staff												

Safety Program Summary	
Completed by Rich Munson	
Summary of Annual Safety Training	
2024/25 Testing Period - Dec 2024 to April 4, 2025	
	% Complete
Engineering - Managers	100%
Engineering - Staff	100%
Field Crew - Managers	100%
Field Crew - Staff	93%
Office - Managers	100%
Office - Staff	100%
<b>Overall</b>	<b>99%</b>

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						
4.24.25						
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	0	0	0	0	0	0
Significant injury or illness diagnosed by a licensed health care professional						
Days away from work (off work)						
Restricted work or job transfer						
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	0	0	0	0	0
Total Number of Days Away from Work (at home, in hospital, not at work)	0	0	0	0	0	0
Near Misses	0	0	0	0	0	0
Safety Coordinator Update						