



Lake Whatcom Water & Sewer District Board Meeting Access Information

Meeting 6:30 pm - 2nd Wed of each month
Schedule 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>

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Attending a Meeting

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

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

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

Public Comment Periods

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

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

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

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

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



Questions?

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



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

May 28, 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. Resolution No. 902—Cross Connection Control Program Revision Adoption
 - B. Lake Whatcom Management Program Joint Councils Meeting Discussion
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:	May 22, 2025	MEETING DATE:	May 28, 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 05.27.2025****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 4.30.2025 Regular Board Meeting
- Minutes for the 5.14.2025 Regular Board Meeting
- Payroll for Pay Period #11 (5.10.2025 through 5.23.2025) total to be added
- Benefits for Pay Period #11 total to be added
- Accounts Payable Vouchers total to be added

FISCAL IMPACT

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 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 30, 2025

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

Attendees:	Commissioner Todd Citron (v)	General Manager Justin Clary (v)
	Commissioner John Carter	Engineering Manager Greg Nicoll
	Commissioner Bruce Ford	Finance Manager Jenny Signs
	Commissioner David Holland (v)	Operations Manager Jason Dahlstrom

Excused Absence: Commissioner Jeff Knakal

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

Consent Agenda

Action Taken

Holland moved, Carter seconded, approval of:

- **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**
- **Payroll for Pay Period #09 (4.12.2025 through 4.25.2025) totaling \$52,480.20**
- **Benefits for Pay Period #08 totaling \$64,245.58**
- **Benefits for Pay Period #09 totaling \$63,538.81**
- **Accounts Payable Vouchers totaling \$668,862.72**

Motion passed.

Travel Expense Policy Adoption

Clary explained that historically, the District’s travel expense policy has been relatively general, leading 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 developed a more comprehensive Travel Expense Policy, which was presented for Board consideration.

Action Taken

Ford moved, Holland seconded, to adopt the travel expense policy, as presented. Motion passed.

City of Bellingham Sewer Bill Dispute Settlement

Clary recalled that 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, which dictates that the District pays

the City on a volumetric rate (e.g., per gallon) for wastewater discharged to the City. 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 and determined that recorded flows (and associated bills) exceeded actual discharge to the City’s system dating back to the external display replacement in June.

After significant investigation and analysis by both the City and the District, the City proposed a settlement agreement which refunds 85% of the estimated payment over what was calculated to be actual flows. Staff presented the Board with newly implemented procedures as well as the proposed settlement agreement. Discussion followed.

Action Taken

Ford moved, Holland seconded, to authorize the general manager to sign the settlement agreement with the City of Bellingham for the disputed sewer bill, as presented. Motion passed.

General Manager’s Report

Clary updated the Board on several topics, including the recent Lake Whatcom Management Program Joint Councils & Commission meeting and a continuation scheduled for June 4, a recent ergonomics evaluation and report provided by the Washington State Department of Labor & Industries, and legislative updates regarding the public works assistance account. Discussion followed.

Engineering Department Report

Nicoll highlighted several projects, including construction progress on the Division 7 Reservoir Replacement Project, which is on schedule to go into service in June, substantial completion of the Lakewood & Rocky Ridge Sewer Lift Station Project, and updates on upcoming work on the Geneva reservoir. Discussion followed.

Finance Department Report

Signs’ report focused on general financial updates, including FEMA reimbursement of \$530,000 received in first quarter for the Division 7 Reservoir Replacement Project, completion of the District’s 2024 financials, and expected wrap up to the District’s State Audit the week of May 12

Operations & Maintenance Department Report

Dahlstrom reported on field crew and operations activity, including successful performance of simultaneous water leak repairs, the field crew’s gearing up for project season, and the new service truck expected to be ready for delivery in the next month.

With no further business, Citron adjourned the regular session at 8:52 a.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on _____



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

May 14, 2025

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

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

Excused Absence: Commissioner John Carter

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

Consent Agenda

Action Taken

Knakal moved, Ford seconded, approval of:

- Payroll for Pay Period #10 (4.26.2025 through 05.09.2025) totaling \$54,930.23
- Benefits for Pay Period #10 totaling \$63,432.69
- Accounts Payable Vouchers totaling \$122,592.66

Motion passed.

Resolution No. 901—Revision to Administrative Code Section 2.17.2—Use of District Credit Cards for Travel Expenses and Purchases

Signs recalled that It is the practice of the District to periodically review its policies to ensure that best practices and standards are consistently followed. A recent review of the Credit Card Use Policy defined in Section 2.17.2 of the District Administrative Code was conducted to enhance internal controls, improve documentation and oversight, and ensure compliance with State statutes and recommendations of the Washington State Auditor’s Office. Staff presented Draft Resolution No. 901 with recommended revisions to the District’s Credit Card Use Policy.

Action Taken

Knakal moved, Ford seconded, to adopt Resolution No. 901 as presented. Motion passed.

Division 22-1 Reservoir Replacement Project Professional Services Agreement Approval

Nicoll explained that in 2016 BHC Consultants performed a seismic vulnerability assessment of the District’s steel reservoirs that identified structural deficiencies associated with the Division 7 and Division 22-1 reservoirs. Division 22-1, a 514,000-gallon welded steel reservoir, was originally constructed in 1971 and has

not been renovated or recoated since its original construction. Due to the discovery of these seismic and structural deficiencies as well as a failed coating system, the District applied for a FEMA Hazard Mitigation Grant in 2024 to fund a project to replace the reservoir with a new reservoir meeting seismic design standards. This grant agreement was accepted by the Board at the regularly scheduled March 12, 2025 Board meeting. District staff subsequently advertised a request for qualifications for professional services to design, permit and assist with construction administration of the project. Of the three bids received, District staff selected Gray & Osborne as the most qualified team. Discussion followed.

Action Taken

Knakal moved, Holland seconded, to authorize the General Manager to execute the professional services agreement with Gray & Osborne Engineers for design and permitting for the Division 22-1 Reservoir Replacement Project as presented. Motion passed.

Strategic Asset Management Plan Adoption

Nicoll recounted that during the regularly scheduled board meeting on February 26, 2025, District staff introduced development of a formal Asset Management Program and requested Board feedback. This program will provide a framework and procedures to assess risks and opportunities associated with each of the District’s assets and reduce the likelihood of overlooking assets until replacement or substantial rehabilitation is urgently required. In 2025, District staff created an Asset Management Team to guide further development and implementation of the Asset Management Program.

The first step in development of the Asset Management Program is to outline and document the goals and objectives of the program through development of a Strategic Asset Management Plan (SAMP). The SAMP provides a high-level overview of the District’s asset management strategies, priorities and objectives, level of service goals and risk management policies. The SAMP also provides a high-level inventory of District assets and the current state of those assets. Because District-wide acceptance and integration of the Asset Management Program is critical to its success, Staff requested adoption of the SAMP by the Board. Discussion followed.

Action Taken

Ford moved, Knakal seconded, to adopt the Strategic Asset Management Plan as presented. Motion passed.

General Manager’s Report

Clary updated the Board on several topics, including installation of a new flow meter at the Eagleridge Booster Pump Station and recent Lake Whatcom Management Program discussions and programs on subjects including forest management, aquatic invasive species rapid response planning, and assessing climate change vulnerability of the quality of the lake water. He also recognized District Finance Manager Jenny Signs receipt of Certified Public Finance Administrator certification. Discussion followed.

With no further business, Citron adjourned the regular session at 7:13 p.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael

Minutes approved by motion at Regular Special Board Meeting on _____



**AGENDA
BILL
Item 6.A**

**Resolution No. 902
Cross-Connection Control
Program Update**

DATE SUBMITTED:	May 19, 2025	MEETING DATE:	May 28, 2025
TO: BOARD OF COMMISSIONERS	FROM: Greg Nicoll, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Resolution No. 902		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

As a purveyor of drinking water to the public, the District is required to follow rules and regulations that meet Washington State drinking water standards and prevent contamination of the public water system. One such requirement is the adoption and implementation of a cross-connection control program that meets Washington State Department of Health (DOH) requirements defined in [Washington Administrative Code \(WAC\) 246-290-490](#). A “cross-connection” is *any actual or potential physical connection between a public water system or the consumer's water system and any source of nonpotable liquid, solid, or gas that could contaminate the potable water supply by backflow (WAC 246-290-010(58))*.

The District has a longstanding policy related to cross-connection control, with original policy created via adoption of Resolution No. 227 in 1978. Since that time, the District has created and adopted revisions to a cross-connection control program that have aligned District policy with current regulations. The last revision to the District’s cross-connection control program was completed via adoption of Resolution No. 858 in 2019. As it has been several years since the last revision to the cross-connection control program, District staff have completed a revision to District’s program to ensure alignment with DOH requirements and recommendations, and protection of our public water systems.

FISCAL IMPACT

No fiscal impact is anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

- Product Quality
- Enterprise Resiliency

RECOMMENDED BOARD ACTION

Staff recommends revision of the District’s cross-connection control program via adoption of Resolution No. 902.

PROPOSED MOTION

A recommended motion is:

“I move to adopt Resolution No. 902 as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 902**

A Resolution of the Board of Commissioners
Updating the Cross-Connection Control Program

WHEREAS, the Lake Whatcom Water and Sewer District (“District”) is a special purpose district located in Washington State authorized under Title 57 Revised Code of Washington (“RCW”); and

WHEREAS, the District owns and operates three Group A and one Group B public water systems regulated by the Washington State Department of Health (“DOH”) under Washington Administrative Code (“WAC”) Chapters 246-290 through -296; and

WHEREAS, WAC Section 246-290-490 requires all community water systems to develop and implement cross-connection control programs to protect the public water system from contamination via cross-connections; and

WHEREAS, cross-connections within a customer’s plumbing system pose a potential source of contamination of the public water supply system; and

WHEREAS, the District has a longstanding cross-connection control program, to wit:

Resolution No. 227 adopted in 1978 establishing a cross-connection control policy that adopted state standards for water supplies and cross-connection control regulation; and

Resolution No. 784 adopted in 2011 updating its policy regulating cross-connections within the District’s water systems; and

Resolution No. 858 adopted in 2019 adopting the current revision of the District-specific cross-connection control program; and

WHEREAS, the District’s Cross-Connection Control Program is adopted by reference in Section 8.8 of the District Administrative Code; and

WHEREAS, recognizing several years have passed since the last update to the Cross-Connection Control Program and a desire to integrate the highest level of protection defined in DOH guidance, the Board of Commissioners deems that it is in the public interest of the District to revise its Cross-Connection Control Program; and

WHEREAS, the foregoing recitals are a material part of this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake Whatcom Water and Sewer District, Whatcom County, Washington as follows:

Section 1. Exhibit A attached hereto shall be the effective revision of the Lake Whatcom Water and Sewer District Cross-Connection Control Program.

Section 2. Any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.

Section 3. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original resolution or resolutions shall be in full force and effect.

Section 4. This Resolution shall be effective immediately.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 28th day of May, 2025.

Todd Citron, President, Board of Commissioners

Attest:

Rachael Hope, Recording Secretary

Approved as to form:

Robert Carmichael, Attorney for the District

CROSS-CONNECTION CONTROL PROGRAM

LAKE WHATCOM WATER & SEWER DISTRICT



Adopted April 12, 1978 (Resolution No. 227)
Revised November 30, 2011 (Resolution No. 784)
Revised April 24, 2019 (Resolution No. 858)
Revised May 28, 2025 (Resolution No. 902)

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

CROSS-CONNECTION CONTROL PROGRAM

LAKE WHATCOM WATER & SEWER DISTRICT

*The material and data in this report were prepared
under the supervision and direction of the undersigned.*

LAKE WHACOM WATER & SEWER DISTRICT

*Rich Munson
Program Administrator*

*Justin Clary, PE
General Manager*

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ACRONYMS AND ABBREVIATIONS

ANSI	American National Standards Institute
AVB	atmospheric vacuum breaker
AWWA	American Water Works Association
BAT	backflow assembly tester
CCS	cross connection control specialist
DCDA	double check detector assembly
DCVA	double check valve assembly
District	Lake Whatcom Water and Sewer District
DOH	Washington State Department of Health
EPA	US Environmental Protection Agency
IAPMO	International Association of Plumbing and Mechanical Officials
Program	District Cross-Connection Control Program
psi	pounds per square inch
PVBA	pressure vacuum breaker assembly
RCW	Revised Code of Washington
RPBA	reduced pressure backflow assembly
RPDA	reduced pressure detector assembly
SVBA	spill-resistant vacuum breaker assembly
UL	Underwriters Laboratories
UPC	Uniform Plumbing Code
USC	University of Southern California
WAC	Washington Administrative Code

1 INTRODUCTION

The Lake Whatcom Water and Sewer District (District) is a special purpose district authorized under Title 57 Revised Code of Washington (RCW) to operate public water systems. The District operates four (4) potable water systems (South Shore, Eagleridge, Agate Heights, and Johnson Well), and is required to ensure protection of public health through the provision of minimum requirements and standards for design, construction, operation, and maintenance of its systems defined in [Washington Administrative Code \(WAC\) Chapters 246-290 through -294](#). It is essential that physical cross-connections, which create or have potential to create an imminent and substantial danger to public health, be eliminated from the distribution system and plumbing system of customers. Backflow can result in potable water systems becoming a transmitter of disease, toxic materials, and other hazardous liquids. Therefore, it is necessary to establish and maintain this Cross-Connection Control Program (Program) to protect the health of water system customers by the control of actual and/or potential cross-connection through methods of containment and/or isolation.

1.1 Authority

[WAC 246-290-490](#) requires that public water supply systems establish a cross-connection control program for detecting and preventing cross-connections that create or have the potential to create an imminent and substantial danger to public health by and from contamination due to the cross-connection. Upon detection of a prohibited cross-connection, a public water purveyor is required to either eliminate the cross-connection by installation of an appropriate backflow prevention assembly acceptable to the water purveyor or discontinue service until the contaminant source is eliminated.

1.2 Purpose

The intent of this Program is to provide for the permanent abatement or control, by way of backflow prevention, of all actual or potential cross-connections in the District's systems, as required by [WAC 246-290-490](#). When it is deemed necessary by the District's Program Administrator, there will be installed, at a customer's service connection, an approved backflow prevention assembly commensurate with the degree of health hazard to the water supply.

1.3 Definitions

Following are definitions presented in Washington State Department of Health (DOH) Publication 331-335 (DOH, 2023).

Air Gap Separation. A physical separation between the free-flowing end of a potable water supply pipeline and the overflow rim of an open or non-pressurized receiving vessel. To be an air gap approved by the DOH, Office of Drinking Water, the separation must be at least:

- Twice the diameter of the supply piping measured vertically from the overflow rim of the receiving vessel, and in no case be less than one inch, when unaffected by vertical surfaces (sidewalls); and:
- Three times the diameter of the supply piping, if the horizontal distance between the supply pipe and a vertical surface (sidewall) is less than or equal to three times the diameter of the supply pipe, or if the horizontal distance between the diameter of the supply pipe and in no case less than one and one-half inches.

Approved Atmospheric Vacuum Breaker (AVB). An AVB of make, model, and size that is approved by the department. AVBs that appear on the current approved backflow prevention assemblies list developed by the University of Southern California (USC) Foundation for Cross Connection Control and Hydraulic Research or that are listed or approved by other nationally recognized testing agencies (such as International Association of Plumbing and Mechanical [IAPMO], American National Standards Institute [ANSI], or Underwriters Laboratory [UL]) acceptable to the authority having jurisdiction are considered approved by the department.

Approved Backflow Preventer. Means an approved air gap, an approved backflow prevention assembly, or an approved AVB. The terms "approved backflow preventer," "approved air gap," or "approved backflow prevention assembly" refer only to those approved backflow preventers relied upon by the purveyor for the protection of the public water system. The requirements of [WAC 246-290-490](#) do not apply to backflow preventers installed for other purposes.

Approved Backflow Prevention Assembly. Means a reduced pressure backflow assembly (RPBA), reduced pressure detector assembly (RPDA), double check valve assembly (DCVA), double check detector assembly (DCDA), pressure vacuum breaker assembly (PVBA), or spill-resistant vacuum breaker assembly (SVBA) of make, model, and size that is approved by DOH. Assemblies that appear on the current approved backflow prevention assemblies list developed by the USC Foundation for Cross-Connection Control and Hydraulic Research or other entity acceptable to DOH are considered approved by DOH.

Authority Having Jurisdiction. (formerly known as local administrative authority) means the local official, board, department, or agency authorized to administer and enforce the provisions of the Uniform Plumbing Code as adopted under [Chapter 19.27 RCW](#).

Auxiliary Water Supply. Any water supply in use by the premises other than the District's approved public potable water supply. Auxiliary water supplies may include water from another purveyor's public water supply or any natural source(s) such as a well, spring, lake, river, stream, harbor, etc., or "used waters" or "industrial fluids." These waters may be polluted, contaminated, or may be objectionable and constitute an unacceptable water source over which the District does not have sanitary control.

Backflow. The undesirable reversal of flow of water or other substances through a cross connection into the public water system or consumer's potable water system.

Backflow Assembly Tester (BAT). A person holding a valid BAT certificate issued under [Chapter 246-292 WAC](#).

Back Pressure. A pressure (caused by a pump, elevated tank or piping, boiler, or other means) on the consumer's side of the service connection that is greater than the pressure provided by the public water system and that may cause backflow.

Back Siphonage. Backflow due to a reduction in system pressure in the purveyor's distribution system and/or consumer's water system.

Backflow Prevention Assembly. An assembly that counteracts back pressure and prevents back siphonage.

Backflow Prevention Assembly – Approved. The term *approved backflow prevention assembly* shall mean an assembly that has met the requirements of the Manual of Cross Connection Control published by the USC Foundation for Cross-Connection Control and Hydraulic Research (USC, 2009).

Check Valve. A generic term used for a variety of valves that specifically allow flow in one direction only. A check valve in an approved assembly must be an approved check valve that is drip tight in the normal direction of flow when the inlet pressure is at least one (1) pound per square inch (psi).

Combination Fire Protection System. A fire sprinkler system that:

- is supplied only by the purveyor's water;
- does not have a fire department pumper connection; and
- is constructed of approved potable water piping and materials that serve both the fire sprinkler system and the consumer's potable water system.

Consumer. Any person receiving water from a public water system from either the meter, or the point where the service line connects with the distribution system if no meter is present. For purposes of cross-connection control, "consumer" means the owner or operator of a water system connected to a public water system through a service connection.

Consumer's Water System. Used in [WAC 246-290-490](#), means any potable or industrial water system that begins at the point of delivery from the public water system and is located on the consumer's premises. The consumer's water system includes all auxiliary sources of supply, storage, treatment, and distribution facilities, piping, plumbing, and fixtures under the control of the consumer.

Contaminant. Any substance present in drinking water that may adversely affect the health of the consumer or the aesthetic qualities of water.

Council. The Washington state building code council under [WAC 51-04-015\(2\)](#).

Cross-Connection. Any actual or potential physical connection between a public water system or the consumer's water system and any source of nonpotable liquid, solid, or gas that could contaminate the potable water supply by backflow.

Cross-connection Control Program. The administrative and technical procedures the purveyor implements to protect the public water system from contamination via cross-connections as required in [WAC 246-290-490](#).

Cross-Connection Control Specialist (CCS). A Person holding a valid CCS certificate issued under chapter 246-292 WAC.

Cross-connection Control Summary Report. The annual report that describes the status of the purveyor's cross-connection control program.

Customer. Any person or organization who receives water from the District.

Distribution System. All piping components of a public water system that serve to convey water from transmission mains linked to source, storage and treatment facilities to the consumer excluding individual services.

Double Check Detector Assembly (DCDA). An assembly composed of two double check valve assemblies, set in parallel, equipped with a meter on the bypass line to detect small amounts of water leakage or use.

Double Check Valve Assembly (DCVA). An assembly composed of two single, independently acting check valves, including tightly closing shutoff valves located at each end of the assembly and suitable connections for testing the water tightness of each check valve.

Emergency. An unforeseen event that causes damage or disrupts normal operations and requires immediate action to protect public health and safety.

Flow-through Fire Protection System. A fire sprinkler system that:

- is supplied only by the purveyor's water;
- does not have a fire department pumper connection;
- is constructed of approved potable water piping and materials to which sprinkler heads are attached; and
- terminates at a connection to a toilet or other plumbing fixture to prevent stagnant water.

High Health Cross-connection Hazard. A cross-connection involving any substance that could impair the quality of potable water and create an actual public health hazard through injury, poisoning, or spread of disease.

In-premises Protection. A method of protecting the health of consumers served by the consumer's potable water system, located within the property lines of the consumer's premises by the installation of an approved air gap or backflow prevention assembly at the point of hazard, which is generally a plumbing fixture.

Isolation. A method of controlling potential and/or confirmed cross-connections by installation of an air gap separation or a vacuum breaker.

Low Cross-connection Hazard. A cross-connection that could impair the quality of potable water to a degree that does not create a hazard to the public health, but does adversely and unreasonably affect the aesthetic qualities of potable waters for domestic use.

Potable. Water suitable for drinking by the public.

Premises Isolation. A method of protecting a public water system by installation of approved air gaps or approved backflow prevention assemblies at or near the service connection or alternative location acceptable to the purveyor to isolate the consumer's water system from the purveyor's distribution system.

Public Water Supply. Any system or water supply intended or used for human consumption or other domestic use, including source, treatment, storage, and distribution where water is furnished to any community, collection or number of individuals, or is made available to the public for human consumption or domestic use, but excluding supplies serving one single-family residence.

Purveyor. An agency, subdivision of the state, municipal corporation, firm, company, mutual or cooperative association, institution, partnership, or person or other entity owning or operating a public water system. Purveyor also means the authorized agents of these entities.

Reclaimed Water. Effluent derived in any part from sewage from a wastewater treatment system that has been adequately and reliably treated, so that as a result of that treatment, it is suitable for beneficial use or a controlled use that would not otherwise occur, and it is no longer considered wastewater

Reduced Pressure Backflow Prevention Assembly (RPBA). An assembly incorporating two or more check valves and an automatically operating differential relief valve located between the two check valves, two shutoff valves and equipped with necessary appurtenances for testing. The assembly shall operate to maintain the pressure in the zone between the two check valves, less than the pressure of the public water supply side of the assembly even at cessation of normal flow. In the case of leakage of either check valve, the differential relief valve shall operate to maintain this reduced pressure by discharging to the atmosphere. When the inlet pressure is two psi or less, the relief valve shall open to the atmosphere, thereby providing an air gap in the assembly. This air gap shall also be above the 100-year flood level.

Severe Health Cross-connection Hazard. A cross-connection which could impair the quality of potable water and create an immediate, severe public health hazard through poisoning or spread of disease by contaminants from radioactive material processing plants, nuclear reactors, or wastewater treatment plants.

State Building Code. The codes adopted by and referenced in [Chapter 19.27 RCW](#); the state energy code; and any other codes so designated by the Washington state legislature as adopted and amended by the council.

Thermal Expansion. The pressure increase due to the rise in water temperature.

Unapproved Auxiliary Water Supply. A water supply (other than the purveyor's water supply) on or available to the consumer's premises that is either not approved for human consumption by the health agency having jurisdiction or is not otherwise acceptable to the purveyor.

Uniform Plumbing Code (UPC). The code adopted under [RCW 19.27.031\(4\)](#) and implemented under [Chapter 51-56 WAC](#). This code establishes statewide minimum plumbing standards applicable within the property lines of the consumer's premises.

Used Water. Water that has left the control of the purveyor.

1.4 General Policy

1. To provide for an orderly and adequate means of backflow prevention, the District has adopted Resolution No. 902, which establishes the requirements herein for the protection of its distribution systems (see Appendix A). New water service connections will be installed, and existing water service connections will be modified to conform to these requirements where applicable.
2. The District's responsibility for backflow prevention begins at the water supply source and includes all water treatment, storage, and distribution facilities. The District's responsibility ends at the point of delivery to the consumer's water system, which begins at the downstream end of the District's service connection water meter located within the public right-of-way or District-held easement.
3. Under provisions in [WAC 246-290-490](#), the District is not responsible for eliminating or controlling cross-connections within the consumer's water system i.e., within the property lines of the consumer's premises. That responsibility falls under the jurisdiction of the local administrative authority that is authorized to administer and enforce the Uniform Plumbing Code (Whatcom County).
4. The District's water supply to any premises listed in [WAC 246-290-490\(4\)\(b\)\(iv\)\(Table 13\)](#) requires an approved air gap or an approved RPBA at the service connection, prior to any branch connections, on the customer's side of the property line. These premises include, but are not limited to:
 - Agricultural (farms and dairies)
 - Beverage bottling plants
 - Car washes
 - Chemical plants
 - Commercial laundries and dry cleaners
 - Premises where both reclaimed water and potable water are provided
 - Film processing facilities

- Food processing plants
 - Hospitals, medical centers, nursing homes, veterinary, medical and dental clinics, and blood plasma centers
 - Premises with separate irrigation systems using the purveyor's water supply and with chemical addition (for example, parks, playgrounds, golf courses, cemeteries, estates, etc.)
 - Laboratories
 - Metal plating industries
 - Mortuaries
 - Petroleum processing or storage plants
 - Piers and docks
 - Radioactive material processing plants or nuclear reactors (RPBAs for connections serving these premises are acceptable only when used in combination with an in-plant approved air gap; otherwise the District will require an approved air gap at the service connection)
 - Survey access denied or restricted
 - Wastewater lift stations and pumping stations
 - Wastewater treatment plants (RPBAs for connections serving these premises are acceptable only when used in combination with an in-plant approved air gap; otherwise the District will require an approved air gap at the service connection)
 - Premises with an unapproved auxiliary water supply, regardless of a physical connection with the potable water supply (customers with permit-exempt wells may choose to either decommission the well in accordance with Washington State Department of Ecology standards, or install RPBAs at all service connections where customer's system is interconnected with the District's system. Similarly, customers with direct draw piping from any surface water body shall install RPBAs at all service connections where the customer's system is interconnected with the District's system.)¹
 - Premises with fire suppression systems that include chemical injection devices and/or booster pumps (flow through systems are exempt)
5. Backflow prevention requirements for single family residences, when applicable (per WAC 246-290-490(4)(c), will comply with the following:
- The type of backflow prevention required will provide a level of protection commensurate with the degree of the cross-connection hazard:

¹ Washington State Department of Health Publication No. 331-743, Unapproved Auxiliary Water Supplies, provides guidance on options a public water system may consider in protecting against potential contamination from an unapproved water supply. The District selects the identified option that is most protective of public health, which exceeds the requirements defined in WAC 246-290-490((4)(b)(iv)(Table 13).

- Backflow prevention assemblies will be installed according to District specifications;
 - Assemblies are installed, inspected, and tested in accordance with [WAC 246-290-490](#); and
 - Backflow preventer must be installed when permanently installed irrigation systems or other outdoor water use systems such as, but not limited to, swimming pools, spas, boilers, and ponds (excludes hose bibs) as determined by the District to present a cross-connection risk are installed.
6. Any mobile unit or apparatus that uses the water from any premise within the District's water system shall first obtain authorization from the District and be inspected prior to use on District facilities to ensure appropriate backflow protection is installed and maintained; backflow assemblies installed on mobile units must also be tested annually by a certified backflow assembly tester.
 7. All temporary water connections supporting construction are required to have the following cross-connection protection;
 - A USC-listed DCVA shall be installed a minimum of 12 inches below grade in a box near the property line just beyond the private pressure reducing valve
 - After installation, the DCVA shall be tested by a certified backflow assembly tester and test report submitted to the District's online backflow test management software.

2 PROGRAM OBJECTIVES

The objectives of this Program are to:

1. Reasonably reduce the risk of contamination of the public water distribution systems; and
2. Reasonably reduce the District's exposure to legal liability arising from the backflow of any contaminant originating from a customer's plumbing system that is then supplied to other customers.

2.1 Summary of Program Decisions

The following table summarizes the major policy and program decisions adopted for District water systems. The items in the table represent cross-connection control program areas that have more than one acceptable approach or option.

Decision Item	Decision
1. Type of Program [General, WAC 246-290-490(2)(e)]	
a. Premises isolation only [WAC 246-290-010]	No
b. Premises isolation and in-premises protection (combination program) [WAC 246-290-010]	Yes
2. Extent of Coordination with Local Administrative Authority [WAC 246-290-490(2)(d)]	
a. Information exchange	Yes
b. Interaction	No
c. Joint program	No
3. Relationship with Customer [Element 1]	
a. Signed service agreement or contract	No
b. Ordinance/resolution; implied service agreement	Yes
4. Enforcement of Corrective Action [Element 1]	
a. Rely upon shut-off of water service	Yes
b. Rely upon District-installed premises isolation	Yes
5. Assessment and Re-assessment of Hazard [Element 2]	
a. By District's staff or equivalent	Yes
b. By cross-connection control specialist (CCS) employed by customer; report reviewed by District's CCS	Yes
6. Location and Ownership of Premises Isolation Assembly [Element 3]	
a. On District's service line	No
b. On customer's service line	Yes
7. CCS Option – District's Program Management [Element 4]	
a. District's staff member certified	Yes
b. Inter-agency agreement or use other agency's CCS	No
c. Contract with consultant CCS	No
8. Testing of Assemblies [Element 5]	
a. By District's staff or District-employed backflow assembly tester (BAT)	No
b. By customer-employed (contractor) BAT	Yes
9. Cost Recovery [WAC 246-290-100(4)(h) and -105(4)(p)]	
a. Borne by all customers (general water rates)	No
b. Assessed to specific class (commercial meters)	No
c. Each customer directly bears cost	Yes

3 PERSONNEL

3.1 Program Administrator

The Cross-Connection Control Manager (Administrator) is responsible for organizing and implementing the District's program. The Administrator will hold a valid Washington State Cross-Connection Control Specialist certification, be experienced in water works operations, and have specific training through recognized courses and seminars in cross-connection control and

backflow prevention. Duties include the initial screening of all service applications and determination of the need for the proper backflow prevention assembly; corresponding with customers; record keeping for the program; periodic review of customer premises and/or consumption patterns to ensure that all cross-connections are controlled; initiation of enforcement action; response to contamination events; investigation; and communication with state health authorities.

3.2 Cross-Connection Control Specialist

This person must hold a valid Washington State Cross-Connection Control Specialist certification in accordance with [WAC 246-290-490](#). Duties include plan review; initial and repeat survey of facilities; review of tests done by a certified BAT; recommendation of installation standards and procedures required for premise isolation; recommendation of material for public education; input test and assembly data into computer data base; and assist the program administrator. All District operations staff with current Washington State cross-connection control certification serve, as needed, in the role of Cross-Connection Control Specialist.

4 PUBLIC OUTREACH

4.1 Consumer Education

Public education is a very important aspect of this Program. Premises with a low priority for a cross-connection control hazard survey (see Appendix B), such as single-family residential homes, may never be surveyed. Annually, at a minimum, customers are provided with informational brochures describing cross-connection hazards in homes and the recommended assemblies that are to be installed by the homeowner to reduce the hazards. In addition, cross-connection hazard and control information is maintained on the District's [website](#). Public education explains the necessity of the cross-connection control program and prevents misunderstandings.

The District's consumer education will be clear that the information provided is based on its perspective of cross-connection control and the necessary backflow prevention to protect the public water supply, and that the customer has the obligation to comply with these requirements.

4.2 Customer Information Packet

Information on the District's cross-connection control program is available to all customers, both as hard copies and on the District's [website](#). The priority for handing out the packet, including an introductory letter, will be determined from the risk assessment done by the Program Administrator.

Customers with new water services or newly purchased homes in the District will be given a New Customer Information Packet, which includes information regarding this Program and its backflow prevention requirements (Appendix C).

5 CROSS-CONNECTION CONTROL PROGRAM HEALTH HAZARD EVALUATION

- A. Non-residential (commercial/industrial/government) services are considered to have the greatest potential for adverse health hazard cross-connections to exist within their plumbing systems and are therefore, assessed as high health hazard risks. As such, all non-residential customers are required to install RPBA's, at a location just downstream of their service meter, in order to achieve premise isolation.

The District will conduct health hazard evaluations at and/or within customer premises, where plumbing systems are mostly visible, to ensure that either no direct or indirect cross-connections exist or, if they do exist, they are protected by a backflow prevention assembly commensurate with the assessed degree of health hazard. If, at the sole discretion of District's Program Administrator, plumbing systems are not adequately visible for thorough inspection, even though no apparent cross-connection is visible, protection by a backflow prevention assembly commensurate with the assessed degree of health hazard will be required.

Upon the initiation of a health hazard evaluation, the District will contact the customer/owner, and an appointment to meet the owner or representative at the premises will be made. At this time, the District's conditions for service, the regulations regarding cross-connections, and the customer's responsibility to install a proper backflow prevention assembly, if needed, will be explained to the customer.

- B. The customer should be reminded that the evaluation of the premises is for the sole purpose of establishing the District's minimum requirements for the protection of the public water supply system, commensurate with the District's assessment of the degree of health hazard. It is not to be assumed by the customer or other regulatory agencies that the District's backflow prevention assembly survey requirements, or other actions by District personnel, constitutes an approval of the customer's plumbing system, or an assurance to the customer of the absence of cross-connections therein.
- C. The District's Program Administrator will establish the priority of its health hazard evaluations and/or repeat surveys of premises based on the risk management policies established by the District, and the minimum requirements imposed by DOH.

In accordance with DOH regulations ([WAC 246-290-490](#)), and the American Water Works Association (AWWA) Manual for Backflow Prevention and Cross-Connection Control Recommended Practices (AWWA, 2024), the Administrator will establish standards and procedures governing the application, installation, approval and testing of backflow prevention assemblies, and other related tasks. The Administrator may also establish such other more stringent requirements deemed necessary to reduce the risk of contamination of

the public water supply system.

- D. The systematic program of health hazard evaluations will be established with priority given on the basis of risk to public health and will be outlined as follows:

New Construction

- Upon application for water service permit, the customer will be informed of the appropriate backflow prevention assembly installation and testing requirements.
- Before water service commences, a completed successful test of the assembly and a proper report from a Washington State-certified BAT must be received by the District.

Existing Premises

- All existing premises will be listed by category, on a priority basis for surveying, as needed, based upon the risk assessment. After the initial prioritization, a list of repeat surveys will be established, and the list will be followed, except in circumstances that require a special survey such as a response to a water quality complaint.
- An authorized District Cross-Connection Control Specialist will conduct the initial health hazard evaluation of the premise.
- Upon completion of the initial premise health hazard evaluation the Cross-Connection Control Specialist will brief the Program Administrator of the findings.
- The Program Administrator will issue the evaluation report and a compliance letter to the property owner if a backflow prevention assembly is needed.
- Approved backflow prevention assemblies must be installed under the following time frame:
 - Low-Health Hazard - 30 days
 - High-Health Hazard - 10 days
 - Severe-Health Hazard - immediately
- Upon the date that corrective action was to have been completed, the Program Administrator will confirm that corrective actions have been completed in accordance with District requirements. If corrective actions have not been completed, the Administrator will issue a compliance-warning letter with a new corrective action completion date. Upon the final compliance date, the Administrator will confirm the corrective actions have been completed. If they have not been completed, the Administrator will issue a service termination door hanger and the service will be terminated by District staff.
- All copies of correspondence, test results, and completed actions will be located in the District's backflow testing management software). Records will be kept for a minimum of five (5) years, or as long as the backflow prevention assembly remains in service.
- Evaluations will be completed at least every three years, or more often if the degree of hazard so dictates.

5.1 Hazard Evaluation Procedure

Evaluation of hazards will be conducted as follows:

1. Send the "On Site Cross-Connection Health Hazard Inspection Scheduling" letter to customer within 30 days of discovering a cross connection hazard.
 - If customer responds to the letter, schedule an evaluation and proceed with Step No. 3.
 - If no response is received within 15 days, proceed with Step No. 2.
2. Send the "On Site Cross-Connection Health Hazard Inspection Scheduling – Final Notice" letter.
 - If customer responds to the letter, schedule an evaluation and proceed with Step No. 3.
 - If the customer fails to respond within 14 days, the customer's service will be subject to disconnection.
3. Meet the customer on-site and conduct the health hazard evaluation of customer's premise. Take notes and if necessary, make a sketch. Fill out health hazard evaluation report form. Proceed with Step No. 4.
4. Send confirmation of health hazard evaluation assessment results to customer.
 - If no corrective action is needed, attach letter informing customer.
 - If corrective action is needed, attach a letter informing customer of the requirements and timeline for compliance. Proceed with Step No. 5.
5. Obtain the initial backflow prevention assembly test report and enter information into the Program database for annual testing compliance tracking. If the customer fails to have the backflow prevention assembly tested, proceed with Step No. 6.
6. Follow-Up with the "Backflow Prevention Assembly Testing – Second Notice" letter.
 - If customer responds to this letter, schedule a follow-up evaluation. Obtain the backflow prevention assembly test report(s) and enter information into the Program database.
 - If the customer fails to respond within 14 days, proceed to Step No. 7.
7. Send the "Backflow Prevention Assembly Testing – Final Notice" letter.
 - If customer responds to this letter, schedule a follow-up evaluation. Obtain the backflow prevention assembly test report(s) and enter information into the Program database.
 - If the customer fails to respond within 10 days, disconnect the service.

When a customer's service is subject to disconnection, a door hanger will be placed at the property, notifying the customer that their water will be shut off in ten (10) days. At that time, the customer has the option of complying with the District's direction or having their service

disconnected. Water service will remain disconnected until the customer complies with District requirements. As per [WAC 246-290-490](#), the appropriate local administrative authority (Whatcom County Health and Community Services) will be notified prior to taking any action.

6 BACKFLOW PREVENTION ASSEMBLY INSTALLATION

6.1 General Requirements

All backflow prevention assemblies shall comply with those on the most current list of DOH-approved backflow prevention assemblies (<https://fccchr.usc.edu/list.html>). Installation of backflow prevention assemblies in existing systems will be accompanied by the necessary upsizing of the system to ensure adequate flow capacity for proper operation of the system. Installation requirements include, but are not limited to, the following:

- An assembly more than five (5) feet above the floor or ground level must have a permanent platform under it for the tester or maintenance person to stand on.
- Approved assemblies must be installed at the end of the District's service connection and on the customer side of the property line.
- All assemblies shall be the size, type, and model pre-approved by DOH.
- The model of the assembly and installation plans will be submitted to the District for approval prior to installation.
- When installed in an enclosure, adequate space considerations must be given for proper testing and maintenance as per manufacturer specifications.
- Assemblies shall not be installed in any enclosure or hooded area containing fumes that are corrosive, toxic, or poisonous.
- No part of the approved assembly will be permitted to be submerged under water, nor installed at a location subject to flooding. If installed in a vault, adequate drainage shall be provided. In all cases, whenever access to a vault is required, follow and comply with local, state, and federal safety rules regarding confined space entry. The vault shall be large enough for free access for workers to enter for testing and/or repairing the assembly. RPBA's may be installed in a vault only if the relief valve discharge can be drained to daylight through a "bore sight" type drain. The drain will be of adequate capacity to carry the full rated flow of the assembly and will be screened at both ends. An approved air gap will be located on the relief valve.
- Assemblies 2.5 inches and larger will have support blocks to prevent damage to the assembly or piping.
- For installations where 24 hour uninterrupted service is necessary, a parallel assembly shall be provided to permit assembly testing and maintenance. The bypass or parallel backflow prevention assembly must be of the same type as the main line assembly.

- Thoroughly flush the lines before installing the assembly to eliminate debris from the lines that could foul one of the checks or relief port.

6.1.1 Freeze Protection

Backflow prevention assemblies are installed on all types of water services, so it is not always appropriate to shut down a system to drain the assembly to prevent freezing. Backflow prevention assemblies should be protected from freezing and other severe weather. Experience has shown that freeze damaged assemblies are often damaged beyond repair, so they must be replaced. All backflow prevention assemblies should have provisions for freeze protection.

6.1.2 Thermal Expansion

A backflow prevention assembly placed on a water service can exacerbate thermal expansion issues in the system by creating a closed plumbing system, eliminating a pathway to relieve the pressure. Serious damage could occur to a plumbing system if the pressure and high temperature caused by thermal expansion is not relieved. Excessive water temperature or pressure inside a hot water tank, if not relieved, could cause the tank to explode. The customer's hot water tank and connected plumbing system is normally protected by a temperature/pressure relief valve located at or near the top of the hot water heater. In addition, some plumbing codes require a thermal expansion tank to be installed.

6.2 Air Gap Separation Installation Requirements

An air gap separation is designed to prevent backflow caused by both severe and high-health hazard assessments.

An approved air gap is a physical separation between the free-flowing discharge end of the District supply line, and the overflow rim of an open or non-pressurized receiving vessel. These separations must be vertically orientated a distance of at least twice the inside diameter of the inlet pipe, but never less than one (1) inch.

An obstruction around or near an air gap may restrict the flow of air into the outlet pipe and nullify the effectiveness in preventing back siphonage. When affected by sidewalls, the vertical separation must be at least three (3) times that of the inside pipe diameter.

6.3 Reduced Pressure Backflow Assembly Installation Requirements

An RPBA is designed to prevent backflow caused by backpressure and back siphonage for both low- and high-health hazard assessments.

The following installation practices are common to all RPBA's and reduced pressure detector assemblies:

1. An RPBA will only be installed in the orientation for which it is approved. Any other configuration may hinder the assembly in preventing backflow.

2. The RPBA must be on the DOH-approved list.
3. The RPBA must be tested upon installation and annually thereafter.
4. The RPBA must be tested immediately following relocation or repair.
5. An RPBA must be installed above ground at a minimum of twelve (12) inches from relief valve opening to ground or 100-year flood level.
6. The assembly must be protected from freezing and other severe weather conditions, and from accidental damage.
7. Because of the inherent design of an RPBA, fluctuating supply pressure condition may cause nuisance dripping and potential fouling of the assembly. In a static condition, the zone of reduced pressure between the check valves must be maintained at a pressure of 2.0 psi or greater differential below incoming supply pressure. Depending upon the degree of fluctuating pressure, the assembly may discharge water from time to time.
8. Approved assemblies larger than two (2) inches shall have a minimum clearance of twelve (12) inches on the backside and twenty-four (24) inches on the test cock side, twelve (12) inches plus the nominal size of the assembly below the assembly and thirty-six (36) inches above the assembly.

Assemblies less than two (2) inches shall have a minimum clearance of six (6) inches on the backside, twelve (12) inches on the test cock side of the assembly, and twelve (12) inches plus the nominal size of the assembly below the assembly and thirty-six (36) inches above the assembly.

6.4 Double Check Valve Assembly Installation Requirements

A DCVA is designed to prevent backflow caused by backpressure and back siphonage for low health hazard assessments.

The following installation practices are common to all DCVAs:

1. Unless the DCVA has been elevated and approved by the District, it will only be installed in a horizontal configuration. Any other orientation may deter the DCVA from preventing backflow.
2. A DCVA may be installed in a pit below ground. If so, adequate room for testing and maintenance must be provided. Plugs must be installed in the test cocks to reduce the risk of groundwater being siphoned through a leaking test cock. The test cocks must be installed facing up or to one side. Sufficient draining must be provided to prevent the assembly from being submerged.
3. Approved assemblies two (2) inches or larger will have a minimum clearance of six (6) inches on the backside and twelve (12) inches on the test cock side, twelve (12) inches below the assembly and adequate room above the assembly.

Assemblies less than two (2) inches will have a minimum clearance of six (6) inches on the test cock side and (6) inches below the assembly.

4. The DCVA must be on the DOH-approved list.
5. The DCVA must be tested upon installation and annually thereafter.
6. The DCVA must be tested immediately following relocation or repair.
7. The DCVA must be protected from freezing and other severe weather conditions, and from accidental damage.

6.5 Double Check Detector Assembly Installation Requirements

A double check detector assembly (DCDA) is designed to prevent backflow caused by backpressure and back siphonage. They are used for low health hazard assessments on fire lines.

The following installation practices are common to all DCDA's:

1. Unless the DCDA has been elevated and approved by the District, it will only be installed in a horizontal configuration. Any other orientation may deter the DCDA from preventing backflow.
2. A DCDA may be installed in a pit below ground. If so, adequate room for testing and maintenance must be provided. Plugs must be installed in the test cocks to reduce the risk of ground water from being siphoned through a leaking test cock. The test cocks must be installed facing up or to one side. Sufficient draining must be provided to prevent the assembly from being submerged.
3. Approved assemblies larger than two (2) inches will have a minimum clearance of twelve (12) inches on the backside and twenty-four (24) inches on the test cock side, twelve (12) inches plus the nominal size of the assembly below the device and thirty-six (36) inches above the assembly.

Assemblies less than two (2) inches will have a minimum clearance of six (6) inches on the test cock side and (6) inches below the assembly.

4. The DCDA must be on the DOH-approved list.
5. The DCDA must be tested upon installation and annually thereafter.
6. The DCDA must be tested immediately following relocation or repair.
7. The DCDA must be protected from freezing and other severe weather conditions, and from accidental damage.

7 BACKFLOW PREVENTION ASSEMBLY TESTING

All backflow prevention assemblies will be tested upon installation, after repair or relocation, and at a minimum, annually in accordance with [WAC 246-290-490\(7\)](#). The District will notify cross-

connection customers each year that an annual test of their backflow prevention assembly is required. The test must be completed and the associated test report must be received at the District.

- A. It is the cross-connection customer's responsibility to ensure that the test report has been received by the District. The District will not acknowledge that a test has been completed until the test report has been entered into the backflow testing management software.
- B. A BAT, holding a valid Washington State BAT certification is required to complete all testing of backflow prevention assemblies. Testers are required to furnish current DOH certification and verification of test equipment calibration to the District, prior to the District's acceptance of backflow prevention assembly test reports. All test reports will be furnished on a form provided by, or one acceptable to the District. Test results will be compared with previous results for the specific assembly, and with statistical results for the type, make and model of assembly.
- C. Certified BATs must enter into the backflow software, at least annually, written verification of the calibration accuracy of the test and calibration equipment used.
- D. Each customer has at least 30 days after notification in which to complete the test and confirm that the District has received the test report reflecting passing results.
- E. Customers will advise the BAT that the test report will be added to the District's backflow testing management software.
- F. The customer is responsible for the replacement or repair of the backflow prevention assembly if the assembly fails its operational test.

7.1 Previously Installed Assemblies

Backflow prevention assemblies that were approved at the time of installation but are not on the current list of approved assemblies will be permitted to remain in service provided they are maintained; are commensurate with the degree of hazard; pass backflow assembly testing at least annually.

- Backflow prevention assemblies in service but not currently listed as a DOH-approved assembly will be replaced by an assembly on the current list of approved assemblies (<https://fccchr.usc.edu/list.html>) if the existing assembly is relocated or requires more than minimum maintenance to pass the annual test.
- If a water system protected by a backflow prevention assembly is modified to include components or additives requiring a higher level of protection against backflow, the backflow prevention assembly will be replaced with an approved assembly appropriate for the degree of hazard.

7.2 Annual Backflow Prevention Assembly Testing Notice Procedure

Annual backflow prevention assembly testing notification will be conducted as follows:

1. Send "Annual Backflow Prevention Assembly Testing" letter one (1) month before due date.

- As customers complete their tests and test reports are received, enter the test results into the backflow software. Ensure that any backflow prevention assembly that has been replaced is on the list of approved assemblies.
 - If no response to this letter 14 days after the due date, proceed to Step No. 2.
2. Send "Backflow Prevention Assembly Testing – Second Reminder Notice" letter.
 - As customers complete their tests and test reports are received, enter test results into Program database. Ensure that any backflow prevention assembly that has been replaced is on the list of approved assemblies.
 - If no response 10 days after this letter, proceed to Step No. 3.
 3. Send "Backflow Prevention Assembly Testing – Third and Final Reminder Notice" letter.
 - If customer responds to the letter, obtain the test report for the backflow prevention assembly and enter into Program database. Ensure that any backflow prevention assembly that has been replaced is on the list of approved assemblies.
 - If no response 10 days after this letter, proceed to Step No. 4.
 4. Staff will put a door hanger on the home or business stating the water will be shut off in 10 days.

When a customer's service is subject to disconnection, the customer has the option of complying with the District's direction or having their service disconnected. Water service will remain disconnected until the customer complies with District requirements. As per [WAC 246-290-490\(2\)\(j\)](#), the appropriate local administrative authority (Whatcom County Health and Community Services) will be notified prior to taking any action.

8 ENFORCEMENT

The District may immediately terminate water service, require disconnection of a cross connection, and/or impose fines when the District determines that a health hazard, or potential health hazard, exists. An example of a health hazard is an uncontrolled potential, direct or indirect cross-connection, and/or a cross-connection that is not controlled commensurate with the degree of health hazard.

Advanced notification will be provided before any of the above measures are taken, unless the degree of hazard, or potential degree of hazard, is so severe that it could cause immediate contamination and/or health threat. The following circumstances may result in termination of water service, the imposition of a fine, or both:

- Refusal to install a backflow prevention assembly when required by the District or DOH

- Failure to replace an improper type, and/or failure to replace or repair a defective or improperly installed backflow prevention assembly
- Failure to have the backflow prevention assembly tested and/or inspected per District requirements
- Existence of a high health hazard cross-connection, to the District's system, that is not protected with the appropriate backflow prevention assembly
- Refusal to allow inspection of the premises

In the case of application for water service, the service will not be granted if the District determines that any of the above conditions exist.

Prior to taking action to disconnect or deny service to a premise, the appropriate local administrative authority (Whatcom County Health and Community Services) and/or Whatcom County Fire Marshal will be notified ([WAC 246-290-490\(2\)\(j\)](#)).

Customers who remain out of compliance for two (2) months will be subject to disconnection and will remain disconnected until compliance is met. The foregoing remedy for violations will not be exclusive. The District, DOH, and/or other regulatory agencies will be entitled to enforce this Program and the applicable regulations in any manner available by law.

In the event that the water service is terminated and/or the meter removed, then the service will not be resumed nor the meter reinstalled until the customer has complied with the Program requirements, and paid any then delinquent rates, charges or fines. In addition, the customer will have paid the District's standard turn-on and/or meter re-installation charges. The cost of disconnection by the District, as established in the District's Master Fees and Charges Schedule, will be charged to the property, and payment enforced in the same manner as for other rates and charges.

The District will not be held liable for damages nor will allowances be made for loss of production, sales or services, or any other consequential damages arising from the implementation of any of the measures required by and/or contained in this Program.

8.1 Authority to Abate Cross-Connection

In the event the cross-connection is not abated within the prescribed time, water service to the premises will be discontinued immediately. Alternatively, if the General Manager or designated representative determines that the service should not be interrupted, the District may hire a contractor to abate the cross-connection by means of installing an approved backflow prevention assembly. In such event, the District will bill the property owner for all costs and administration incurred in accordance with the current Master Fees and Charges Schedule.

9 BACKFLOW INCIDENT INVESTIGATION

When a taste, color, or odor complaint is received, the person responding should try to gather as much relevant information as possible by using the District's asset management software program. While it is important to get a good description of the problem, the person receiving the complaint should refrain from suggesting potential causes, as people generally tend to agree with a suggestion rather than assessing the real problem.

Once an inquiry has been received and as much information gathered, the District will determine what response is appropriate under the set of conditions. For instance, if there was only one inquiry, the response would likely be somewhat different than if there are multiple complaints from the same area. However, no matter how many reports are received, there are certain minimum steps that should be taken:

1. A District employee will visit the site of the complaint to examine the water.
2. The District employee will perform pH and chlorine residual tests. The pH and chlorine tests are good immediate indicators of potential problems, and if the results indicate a potential problem, a bacteriological analysis should also be completed.
3. The City of Bellingham, and Eurofins (formerly Edge Analytical, located at 805 W. Orchard Drive, Suite 4, in Bellingham) will test samples quickly and on short notice, including weekends or evenings, in the event of an extreme emergency (see Appendix D for water sampling procedures).²

10 RECORDS AND REPORTS

An adequate record system is essential for the operation of a backflow prevention program. These records form the basis for any enforcement action by or legal defense of the District, as well as providing a basis for comparing test results of different backflow assemblies. The backflow testing management software will consist of:

- A. A separate file will be established for each customer account number that requires the installation of a backflow prevention assembly.
- B. The following information will be maintained in each file:
 - Digital record of all cross-connection control correspondence with the customer

² For samples dropped off at Eurofins's Bellingham laboratory that require analysis at the Eurofins Burlington laboratory, samples must be dropped off by 3:30 p.m. (Monday-Thursday) and by 2:30 p.m. (Friday).

- Digital record of health hazard evaluation reports, complete with field drawings
 - Digital record of backflow prevention assembly test reports for all assemblies
- C. All backflow prevention assembly test report forms will be entered into the backflow testing software that tracks assembly testing and dates of tests.
- D. Backflow prevention assemblies that are replaced will confirmed to be on the list of approved assemblies. If the assembly does not appear on the list, the customer will be issued a letter notifying them that the installed assembly is not approved and corrective action is required.
- E. A master list of service connections and/or customer's premises where approved backflow prevention assemblies protect the water system from contamination, and the assessed hazard of each connection. These records will be kept for as long as the premises poses a cross-connection hazard to the water system.
- F. Inventory information on:
- Approved air gaps installed in lieu of approved assemblies, including exact location, assessed hazard, installation date, history of health hazard evaluations, inspection results, and person conducting inspections
 - Approved backflow prevention assemblies including exact location, assembly description (type, manufacturer, model, size and serial number) assessed hazard, installation date, history of health hazard evaluations, tests and repairs, test results, and the BAT performing the tests
 - These records will be kept on file for the life of the backflow prevention assembly
- G. An annual Cross-Connection Control Summary report and Backflow Incident report will be made available to DOH upon request. This report will describe the status of this Program, as well as record of any backflow incidents. These records will be kept on file for a minimum of five (5) years.

REFERENCES

AWWA. 2024. Backflow prevention and cross-connection control: recommended practices, manual M14, fifth edition. Published by the American Water Works Association. February 9, 2024.

DOH. 2024. Publication No. 331-743. Unapproved auxiliary water supplies. Published by the Washington State Department of Health. January 12, 2024.

DOH. 2023. Publication No. 331-355. Cross-connection control rules and definitions. Published by the Washington State Department of Health. February 2023.

RCW Chapter 19.27. Revised Code of Washington. State building code.

RCW Title 57. Revised Code of Washington. Water-sewer districts.

USC. 2009. Manual of cross connection control, tenth edition. Published by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research. October 2009.

WAC Chapter 51-04. Washington Administrative Code. Policies and procedures for consideration of statewide and local amendments to the state building code.

WAC Chapter 51-56. Washington Administrative Code. State building code adoption and amendment of the 2021 edition of the uniform building code.

WAC Chapter 246-290. Washington Administrative Code. Group A Public Water Systems.

WAC Chapter 246-292. Washington Administrative Code. Waterworks Operator Certification.

APPENDIX A

RESOLUTION NO. 902

APPENDIX B

CROSS-CONNECTION CONTROL HAZARD SURVEY REPORT

Cross-Connection Control Hazard Survey Report

Survey date: _____

Customer Information

Customer Name: _____ Telephone: _____

Address: _____ ZIP: _____

Contact person: _____

Description of premises: _____

Description of water use: _____

Water Service and Backflow Prevention Assembly (BPA) Size/Type

Service Type	Service Size	Meter Size	BPA Size	BPA Type
Domestic				
Fire				
Irrigation				
Other				

Cross-Connection Control Specialist (CCS) Information

Name: _____ Telephone: _____

Company name: _____

Address: _____ ZIP: _____

DOH CCS Certification #: _____ Year certified: _____

Surveyor's Recommendations

I certify that this cross-connection hazard survey accurately reflects the overall risk posed by the customer's plumbing system to the District's distribution system. Based on the above survey, I certify that:

1. I found the following type(s) of premises isolation backflow preventer(s):

Air Gap ____ RPBA/RPDA ____ DCVA/DCDA ____ None ____.

2. The existing backflow preventer(s) is/are properly installed.

Yes ____ No ____ N/A ____.

3. The existing backflow preventer(s) is/are commensurate with the degree of hazard:

Yes ____ No ____ N/A ____.

4. Since no backflow preventer was installed for premises isolation, the premises owner should install a premises isolation backflow preventer of the following type:

Air Gap ____ RPBA/RPDA ____ DCVA/DCDA ____ N/A ____.

5. The premises owner should replace the existing premises isolation backflow preventer(s) with the following:

Air Gap ____ RPBA/RPDA ____ DCVA/DCDA ____ N/A ____.

The completed survey report shall be first signed by the CCS conducting the survey, and then countersigned by the owner of the premises or the owner's authorized agent.

CCS Signature: _____ **Date:** _____

As the Owner of the Premises (or Owner's authorized agent), I certify that I have received a copy of this completed Cross-Connection Control Hazard Survey Report.

Signature: _____ **Date:** _____


Note: Customers and regulatory agencies should be aware that the District's requirement for this cross connection hazard survey and/or for the installation of a specific backflow prevention assembly on a service pipe **do not** constitute an approval of the customer's plumbing system, compliance of the customer's plumbing system with the Uniform Plumbing Code or an assurance of the absence of cross connections in the customer's plumbing system.

APPENDIX C

NEW CUSTOMER PERMIT APPLICATION PACKET

APPENDIX D

WATER SAMPLING PROCEDURES

	Water Sampling Procedure Bact-T & Coliform	SOP #	WATER-6
		Revision #	1
		Implementation Date	May 22, 2025
# of Pages	2	Last Reviewed/Update Date	
SOP Owner		Approval	

Procedure

PWS ID Number	959101 – Geneva & Sudden Valley 081181 – Eagleridge 52957B – Agate Heights 047828 – Johnson Well
---------------	---

Preparation of the Sample Bottle

1. Select the most appropriate sampling point. Remove any aerators, screens, hoses, or filters from the cold water faucet.
2. Disinfect the tap with liquid chlorine.
3. Let the water run freely for at least five (5) full minutes.
4. Take chlorine residual.

Collection of the Sample

1. Hold the sample bottle near the bottom with one hand and unscrew the cap with the other. Do not rinse out the powder in the sample bottle, it is supposed to be there. Hold the cap near the top edge in one hand and the sample bottle in the other.
2. DO NOT touch any part of the cap that touches the bottle, or set the cap down, or let anything touch the cap.
3. Hold the sample bottle under the stream of water about an inch below the bottom edge of the water spout. DO NOT adjust the flow once you have started filling the sample bottle. Fill the sample bottle to the shoulder or 100 ml fill line but do not let the sample bottle overflow.
4. After the sample bottle is filled to the correct level, remove it from under the flow and immediately place the cap on the bottle and screw it down tightly.

Post Sampling Procedure

1. Shut off the cold water faucet.
2. Replace any attachments that were removed from the faucet.
3. Check to be sure the lab slip is correctly and completely filled out.
 1. Water system ID number
 2. Water system name
 3. Collection date and time the sample was taken
 4. Type of sample: Check ONLY ONE Type:
 - Compliance
 - Investigative
 - Raw
 - Special request
 5. Sample location (street address or other type of location identifier)
 6. System type (Group A or B)
 7. Bottle number and date
 8. Write in chlorine residual number
 9. Attach the lab slip to the sample bottle with a rubber band.
 10. Make a copy of lab slip (on blue paper) and put it in WTPO's box
 11. Take a custody sheet with you to the Lab for them to sign
 12. Place the sample in a cooler with an ice pack.
 13. Transport the sample to the lab within 30 hours of the time of collection.

Water Sample Labs

Eurofins 1620 S. Walnut St. Burlington, WA 98233 800-755-9295 360-757-1400	Eurofins Suite 4 Bellingham, WA 98225 888-725-1212 360-715-1212 micro@edgeanalytical.com	City of Bellingham Attn. Technical Supervisor 778-7850 733-9178 Have Post Point Wastewater Treatment Plant contact Peg Wendling at home and arrange for testing
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**AGENDA
BILL
Item 6.B**

**Lake Whatcom Management
Program Joint Councils
Meeting Discussion**

DATE SUBMITTED:	May 19, 2025	MEETING DATE:	May 28, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. June 4, 2025 Joint Councils and Commission Meeting Agenda		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Due to observed deterioration of the water quality in Lake Whatcom, the Lake Whatcom Water and Sewer District, City of Bellingham, and Whatcom County entered into an interlocal agreement in 1998 that formally created the Lake Whatcom Management Program (LWMP). The LWMP’s primary goal is to improve lake water quality by jointly implementing programs affecting the Lake Whatcom watershed.

Since its creation, LWMP partners have developed and implemented six (6) five-year work plans that define actions for protecting and/or improving the health of the watershed and lake that the three agencies collaborate on. The current (2025-2029) work plan focuses on the following program areas: land preservation; stormwater; land use; monitoring and data; hazardous materials; recreation; aquatic invasive species; utilities and transportation; education and engagement; climate action; forest management; and administration. Historically, the governing bodies of the three partners have met annually to review water quality monitoring results and trends, recent LWMP actions, and actions planned for the subsequent year. The 2025 Joint Councils and Commission meeting was held on April 2. However, presentations consumed the available meeting time, leaving no time for open discussion amongst the three elected bodies. As a result, a second JCC meeting has been scheduled for June 4, 2025, with the bulk of the agenda dedicated to open discussion (there will also be an agenda item on land use regulations). To-date, LWMP staff are aware of the following topics for open discussion:

- Total population that Lake Whatcom could serve for drinking water (County councilmember question).
- Several technical questions specific to the 2020-2024 progress report, with many related to County actions (City councilmember questions).

The purpose of adding the LWMP JCC meeting discussion to the Board's May 28 meeting is to discuss any issues the Board wishes to raise and/or any positions the Board wishes to take during the June 4 JCC meeting.

FISCAL IMPACT

No fiscal impact is anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Community Sustainability
Water Resource Sustainability
Stakeholder Understanding & Support

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable.



**Lake Whatcom Cooperative Management Program
Annual Joint Councils and Commissioners Meeting
Wednesday, June 4, 2025**

Meeting begins: 3:00 PM

This meeting will be a hybrid meeting, both in-person and via Zoom. Meeting location is Pacific Street Operations Center, at 2221 Pacific Street, Bellingham, WA (entrance off Carolina Street). Members of the public can access the meeting at <https://cob.org/lwjcc>, by phone at +1(253) 215-8782, or attend in person.

Meeting ID: 882 7038 2335; Password: 8

Meeting Chair: Todd Citron, Lake Whatcom Water & Sewer District

Agenda Topic	Start Time	Minutes
1. Meeting Convened	3:00	0
2. Lake Whatcom Management Plan Discussion	3:00	50
3. Land Use Regulations County / City Presentation	3:50	20
4. Land Use Regulations Discussion	4:10	40
5. Upcoming Projects	4:50	10
6. Adjourn	5:00	0



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	May 22, 2025	MEETING DATE:	May 28, 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, May 28, 2025 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jun 11, 2025	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Jun 12, 2025	8:00 a.m.	Board Room/Hybrid Commissioner Citron to attend
Investment Comm. Meeting	Wed Jul 30, 2025	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thur Jun 26, 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 Jul 8, 2025	6:00 p.m.	Bob’s Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Jun 18, 2025	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Oct 8, 2025	3:00 p.m.	Council of Governments Offices 314 E Champion Street/Hybrid

Committee Meeting Reports

Safety Committee:

- The committee met on May 22; discussion included status of fall protection device at North Point sewer lift station; safety program review; and online safety training and respirator fit testing.

Investment Committee:

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

Upcoming Board Meeting Topics

- 2025-26 Budget Amendment No. 1
- Lakewood/Rocky Ridge sewer lift stations improvements public works contract closeout
- Geneva reservoir seismic improvements professional services agreement amendment
- Geneva reservoir recoating design professional services agreement award
- 2026 water utility capital improvement program funding discussion
- District financial benchmarks development discussion

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 legal counsel (anticipated in June).

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, trenching/shoring, and lifting/rigging programs.

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 are scheduled to discuss our recommendations with Commissioner Carter on June 3.

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 met with Whatcom County Emergency Management Division staff on May 6 to begin planning a District specific emergency response exercise in Summer 2025.

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
Press releases were issued on March 6 (Division 22-1 reservoir project FEMA hazard mitigation grant award) and May 22 (clean 2024 audit).

Intergovernmental Relations

- *J Clary chaired the Whatcom County Water Utility Coordinating Committee (WUCC) meeting on May 21.*
- *J Clary is scheduled to represent the WUCC in its presentation of the revised Whatcom County Coordinated Water System Plan to the Whatcom County Council on May 27.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended a scoping meeting on the Lake Whatcom Climate Vulnerability Assessment with City and County staff on May 14.



**AGENDA
BILL
Item 8.B**

**Engineering Department
Report**

DATE SUBMITTED:	May 22, 2025	MEETING DATE:	May 28, 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 May 28, 2025 Board Meeting
Data Compiled 5/22/25

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

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:	District crews are on schedule to start installation of the buried piping when the watershed work window opens and the Building Permit is issued. The contractor, Henefin Construction, is currently working through submittals for the new pipe bridge and is planning to start construction in early July following the completion of the District's portion of the work.

PROJECT SCHEDULE

Budget Summary

Budget:	\$	280,000.00
Spent to Date:	\$	124,374.96
Balance:	\$	155,625.04

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 District has received preliminary comments from Washington State Department of Health. Gray & Osborne is addressing those comments, finalizing the project report and proceeding with design.

PROJECT SCHEDULE

Budget Summary

Budget:	\$	1,963,000.00	<i>87.5% grant funded</i>
Spent to Date:	\$	59,171.31	
Balance:	\$	1,903,828.69	



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:	District staff and the design team has selected the preferred alternative for the project which will lower the operating level of the reservoir by 4 feet to allow the reservoir to be "self-anchored", replace the center column and repair or replace rafters that have corroded. Wilson Engineering is currently preparing a contract amendment to complete design of the selected alternative.

PROJECT SCHEDULE

Budget Summary		95% grant funded
Budget:	\$ 1,399,640.00	
Spent to Date:	\$ 87,458.87	
Balance:	\$ 1,312,181.13	
Budget Year:		2024-2026





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 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

Budget Summary		Pre-design only
Budget:	\$ 146,000.00	
Spent to Date:	\$ -	
Balance:	\$ 146,000.00	
Budget Year:		2025-2027



OTHER ACTIVE PROJECTS:

<p>C2511: Lake Whatcom Boulevard Interceptor Cured In Place Pipe</p> <p><i>Status:</i> 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.</p> <p>Budget Year: <input type="text" value="2025"/> Projected Completion: <input type="text" value="August 2025"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="\$ 195,000.00"/> Spent to Date: <input type="text" value="\$ -"/> Balance: <input type="text" value="\$ 195,000.00"/></p>
<p>C2505: Scenic Intertie Rehabilitation</p> <p><i>Status:</i> 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. The District has contracted with Honcoop Gravel and work is scheduled to start in early June.</p> <p>Budget Year: <input type="text" value="2025"/> Projected Completion: <input type="text" value="September 2025"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="\$ 78,000.00"/> Spent to Date: <input type="text" value="\$ -"/> Balance: <input type="text" value="\$ 78,000.00"/></p>
<p>C2509: Eagleridge Booster Station Building Roof and Paint</p> <p><i>Status:</i> 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 construction was started on May 21, 2025.</p> <p>Budget Year: <input type="text" value="2025"/> Projected Completion: <input type="text" value="June 2025"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="\$ 21,000.00"/> Spent to Date: <input type="text" value="\$ -"/> Balance: <input type="text" value="\$ 21,000.00"/></p>
<p>C2516: Sudden Valley WTP Pump House Skylight Replacement</p> <p><i>Status:</i> During the winter of 2024, it was discovered that the skylights above the pump room were leaking, causing damage to the interior drywall. District staff subsequently prepared bid documents for a project to replace the existing skylight with a new skylight. Drywall repairs will be completed as part of the upcoming seismic improvements project. The District has contracted with CAMAO Construction to complete the project and work is anticipated to be completed during the last week of May.</p> <p>Budget Year: <input type="text" value="2025"/> Projected Completion: <input type="text" value="June 2025"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="O&M Operating"/> Spent to Date: <input type="text" value="\$ -"/> Balance: <input type="text" value="N/A"/></p>
<p>C2513: Administration Building HVAC Improvements</p> <p><i>Status:</i> One of the rooftop HVAC units has failed and requires replacement. Barron Heating installed and commissioned the new unit on May 7. All work is now complete and the project will be closed out pending final payment.</p> <p>Budget Year: <input type="text" value="2025"/> Projected Completion: <input type="text" value="May 2025"/></p> <p style="text-align: center;">Budget Summary</p> <p>Budget: <input type="text" value="O&M Operating"/> Spent to Date: <input type="text" value="\$ -"/> Balance: <input type="text" value="N/A"/></p>

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:	May 9, 2025	MEETING DATE:	May 28, 2025
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL	<i>Jennifer Signs</i>		
ATTACHED DOCUMENTS	1. April Financial report		
	2. April Cash & Investment Report 3. April 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

Time: 12:31:41 Date: 05/09/2025

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401 Water Fund

Revenues	Amt Budgeted	April	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	454,070.06	1,113,912.94	71.0%
334 01 80 01	State Grant From Military Department	647,926.00	0.00	75,678.34	572,247.66	88.3%
330 State Generated Revenues		2,435,909.00	0.00	529,748.40	1,906,160.60	78.3%
340 Charges For Services						
343 40 10 00	Water Sales Metered	3,239,670.00	292,769.99	992,574.64	2,247,095.36	69.4%
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	292,769.99	992,574.64	2,352,580.36	70.3%
350 Fines & Forfeitures						
359 81 10 00	Combined Fees	12,500.00	655.78	1,434.37	11,065.63	88.5%
359 90 00 00	Late Fees	65,000.00	6,669.04	25,252.55	39,747.45	61.1%
350 Fines & Forfeitures		77,500.00	7,324.82	26,686.92	50,813.08	65.6%
360 Misc Revenues						
361 11 00 00	Investment Interest	118,000.00	26,504.98	51,709.67	66,290.33	56.2%
369 91 01 00	Miscellaneous	1,000.00	0.00	120.15	879.85	88.0%
360 Misc Revenues		119,000.00	26,504.98	51,829.82	67,170.18	56.4%
390 Other Revenues						
391 80 00 01	Intergovernmental Loans	800,000.00	0.00	157,093.24	642,906.76	80.4%
390 Other Revenues		800,000.00	0.00	157,093.24	642,906.76	80.4%
Fund Revenues:		6,777,564.00	326,599.79	1,757,933.02	5,019,630.98	74.1%

Expenditures	Amt Budgeted	April	YTD	Remaining		
534 Water Utilities						
534 10 10 00	Water - Gen Admin Payroll	398,451.00	31,247.80	122,665.33	275,785.67	69.2%
534 10 20 00	Water - Gen Admin Personnel Benefits	163,307.00	13,128.73	53,590.85	109,716.15	67.2%
534 10 31 00	Water - Gen Admin Supplies	12,500.00	494.07	1,791.44	10,708.56	85.7%
534 10 31 01	Water - Meetings/Team building	3,200.00	69.59	1,737.24	1,462.76	45.7%
534 10 40 00	Water - Merchant Services Fees	19,700.00	1,322.67	6,471.00	13,229.00	67.2%
534 10 40 01	Water - Bank Fees	750.00	15.00	113.88	636.12	84.8%
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	18,137.28	40,044.66	76,270.34	65.6%
534 10 41 02	Water- Engineering Srvc	9,000.00	0.00	6,390.50	2,609.50	29.0%
534 10 41 03	Water - Legal Srvc	31,000.00	2,799.50	11,745.25	19,254.75	62.1%
534 10 42 00	Water - Admin Communication	34,000.00	2,890.40	12,871.11	21,128.89	62.1%
534 10 43 00	Water - Software/IT Subscriptions	90,310.00	447.97	36,373.92	53,936.08	59.7%
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

Time: 12:31:41 Date: 05/09/2025

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401 Water Fund

Expenditures	Amt Budgeted	April	YTD	Remaining		
534 Water Utilities						
534 10 49 01	Water-Memberships/Dues/Permits	21,100.00	272.50	14,482.04	6,617.96	31.4%
534 10 49 02	Water - Taxes	177,800.00	9,381.15	51,011.40	126,788.60	71.3%
534 40 43 00	Water - Admin Training &Travel	13,000.00	1,301.59	3,276.52	9,723.48	74.8%
534 40 43 01	Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
534 50 31 00	Water - Maintenance Supplies	120,500.00	11,597.08	40,725.92	79,774.08	66.2%
534 50 31 01	Water- Small Assets	48,000.00	1,454.81	8,211.26	39,788.74	82.9%
534 50 48 00	Water - Repair & Maint	145,000.00	2,934.25	53,770.81	91,229.19	62.9%
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	1,170.09	3,118.36	9,381.64	75.1%
534 60 47 00	Water - City of Bellingham	62,920.00	3,321.72	14,224.54	48,695.46	77.4%
534 80 10 00	Water - Operations Payroll	734,736.00	57,725.68	230,721.75	504,014.25	68.6%
534 80 20 00	Water - Operations Personnel Benefits	340,742.00	26,701.12	104,874.01	235,867.99	69.2%
534 80 32 00	Water - Operations Fuel	31,900.00	550.74	6,217.29	25,682.71	80.5%
534 80 35 00	Water - Safety Supplies	10,000.00	1,384.23	2,877.30	7,122.70	71.2%
534 80 35 01	Water - Safety Boots	1,400.00	149.87	337.43	1,062.57	75.9%
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	222.48	4,404.45	8,595.55	66.1%
534 80 47 00	Water - Ops Utilities	156,200.00	15,844.97	55,127.01	101,072.99	64.7%
534 80 49 00	Water - Operations Laundry	2,000.00	146.25	520.74	1,479.26	74.0%
534 Water Utilities		2,954,831.00	204,711.54	888,483.81	2,066,347.19	69.9%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	6,270.74	2,542.43	(2,542.43)	0.0%
580 Non Expenditures		0.00	6,270.74	2,542.43	(2,542.43)	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	387,601.65	1,032,294.01	(1,032,294.01)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	4,137.99	4,137.99	(4,137.99)	0.0%
594 34 64 01	Capital Outlay - Water Equipment	0.00	33,670.59	76,631.29	(76,631.29)	0.0%
594 34 65 01	Capital Outlay - Small Water Projects	0.00	0.00	103.87	(103.87)	0.0%
594 Capital Expenditures		2,518,000.00	425,410.23	1,113,167.16	1,404,832.84	55.8%
Fund Expenditures:		5,690,802.00	636,392.51	2,004,193.40	3,686,608.60	64.8%

2025 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Fund Excess/(Deficit):	1,086,762.00	(309,792.72)	(246,260.38)
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2025 BUDGET POSITION

Lake Whatcom W-S District

Time: 12:31:41 Date: 05/09/2025

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402 Sewer Fund

Revenues	Amt Budgeted	April	YTD	Remaining	
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330 State Generated Revenues

334 01 80 00	State Grant From Military Department	0.00	0.00	18,290.00	(18,290.00)	0.0%
330 State Generated Revenues		0.00	0.00	18,290.00	(18,290.00)	0.0%

340 Charges For Services

343 50 11 00	Sewer Service Residential	5,047,572.00	509,246.23	1,688,033.04	3,359,538.96	66.6%
343 50 19 00	Sewer Service Other	5,750.00	432.92	1,920.99	3,829.01	66.6%
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	509,679.15	1,689,954.03	3,488,747.97	67.4%

360 Misc Revenues

361 11 00 02	Investment Interest	118,000.00	26,505.00	51,709.71	66,290.29	56.2%
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	0.00	(94.87)	1,094.87	109.5%
360 Misc Revenues		123,142.00	26,505.00	51,614.84	71,527.16	58.1%

Fund Revenues:	5,301,844.00	536,184.15	1,759,858.87	3,541,985.13	66.8%
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Expenditures	Amt Budgeted	April	YTD	Remaining	
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535 Sewer

535 10 10 00	Sewer - Admin Payroll	398,451.00	31,247.71	122,665.00	275,786.00	69.2%
535 10 20 00	Sewer - Gen Admin Personnel Benefits	163,307.00	13,128.15	53,384.81	109,922.19	67.3%
535 10 31 00	Sewer - Gen Admin Supplies	12,500.00	494.02	1,634.08	10,865.92	86.9%
535 10 31 01	Sewer - Meetings/Team Building	3,200.00	69.60	1,879.32	1,320.68	41.3%
535 10 40 00	Sewer -Merchant Services Fees	18,000.00	1,322.69	6,471.03	11,528.97	64.0%
535 10 40 01	Sewer - Bank Fees	750.00	15.00	113.88	636.12	84.8%
535 10 41 01	Sewer - Gen Admin Prof Srvc	116,315.00	18,034.21	40,291.51	76,023.49	65.4%
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	570.50	2,632.25	28,367.75	91.5%
535 10 42 00	Sewer - Admin Communication	34,000.00	2,890.33	12,870.86	21,129.14	62.1%
535 10 43 00	Sewer - Software/IT Subscriptions	99,960.00	447.98	39,927.62	60,032.38	60.1%
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	272.50	9,142.54	7,077.46	43.6%
535 10 49 02	Sewer - Taxes	129,650.00	7,181.48	36,560.28	93,089.72	71.8%
535 40 43 00	Sewer - Gen Admin TrainIng &Travel	13,000.00	1,301.60	3,276.56	9,723.44	74.8%
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	2,928.30	12,348.47	32,651.53	72.6%
535 50 31 01	Sewer - Small Assets	42,000.00	2,299.49	11,068.11	30,931.89	73.6%
535 50 48 00	Sewer - Repair & Maint	145,000.00	5,111.05	93,219.53	51,780.47	35.7%
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	72,220.56	316,067.21	549,282.79	63.5%
535 80 10 00	Sewer - Operations Payroll	625,864.00	48,367.55	189,182.06	436,681.94	69.8%
535 80 20 00	Sewer - Operations Personnel Benefits	284,947.00	21,984.82	86,296.15	198,650.85	69.7%
535 80 32 00	Sewer - Operations Fuel	31,900.00	550.77	6,165.21	25,734.79	80.7%

2025 BUDGET POSITION

Lake Whatcom W-S District

Time: 12:31:41 Date: 05/09/2025

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402 Sewer Fund

Expenditures	Amt Budgeted	April	YTD	Remaining	
535 Sewer					
535 80 35 00 Sewer - Safety Supplies	10,000.00	1,384.18	2,855.47	7,144.53	71.4%
535 80 35 01 Sewer - Safety Boots	1,400.00	149.85	337.40	1,062.60	75.9%
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	222.51	5,810.06	7,189.94	55.3%
535 80 47 00 Sewer - Ops Utilities	160,000.00	16,033.55	58,128.61	101,871.39	63.7%
535 80 49 00 Sewer - Operations Laundry	2,500.00	146.15	520.42	1,979.58	79.2%
535 Sewer	3,369,514.00	248,374.55	1,113,636.24	2,255,877.76	66.9%

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	72,862.50	53,262.50	42.2%
591 Debt Service	616,125.00	0.00	72,862.50	543,262.50	88.2%

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	491,485.54	531,300.35	(531,300.35)	0.0%
594 35 63 02 Capital Projects- Sewer System	0.00	0.00	122,818.83	(122,818.83)	0.0%
594 35 64 02 Capital Outlay - Sewer Equipment	0.00	33,496.71	76,457.41	(76,457.41)	0.0%
594 Capital Expenditures	1,857,000.00	524,982.25	730,576.59	1,126,423.41	60.7%

Fund Expenditures:	5,842,639.00	773,356.80	1,917,075.33	3,925,563.67	67.2%
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Fund Excess/(Deficit):	(540,795.00)	(237,172.65)	(157,216.46)		
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LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 4/30/2025

Petty Cash	\$	1,600	
Cash	\$	1,153,288	
Debt Service Account	\$	646,125	
Public Funds Account	\$	31,253	2.940%
<hr/>			
WA Federal	\$	1,832,266	
Local Gov't Investment Pool	\$	4,176,423	4.399%

		PRINCIPAL COST	MARKET VALUE	MATURITY DATE	YIELD
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		\$ 2,512,068	\$ 2,708,000		
TOTAL		<u>\$ 8,520,758</u>			

USE OF FUNDS:

Bond Reserve - Restricted	\$	646,125
Contingency - Assigned	\$	1,298,355
Operating Reserves	\$	1,185,000
Operating Assigned	\$	5,391,278
	\$	<u>8,520,758</u>

Fund Balance Summary

Water Utility Fund (401)	\$	1,921,557
Sewer Utility Fund (402)	\$	4,678,076
Sewer Contingency Fund (425)	\$	815,000
Water Contingency Fund (426)	\$	460,000
Bond Reserve Fund (460)	\$	646,125
	\$	<u>8,520,758</u>



LAKE WHATCOM WATER AND SEWER DISTRICT
April 2025 Utility Account Adjustments

Sudden Valley Adjustments

Late Fee Credits	\$ 236.10
High Use/Leak Credits	\$ 937.17

North Shore/Geneva

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

Total Account Adjustments	\$ 1,173.27
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**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

DATE SUBMITTED:	May 22, 2025	MEETING DATE:	May 28, 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 May 28, 2025 Board Meeting
Data Compiled 5/22/25

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	x							
Surface Water Treatment Rule Report (SVWTP) Prepared by: K Cook	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x	x	x							
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	100%
Office - Managers	100%
Office - Staff	100%
Overall	100%

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

Dates of Completed Safety Committee Meetings						
1.23.25	5.22.25					
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						
☑ 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
5/28/2025 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. 4. Annual hearing baseline testing completed 6/13/25
Water Utility Activities	
	<p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> 1. Sudden Valley <ol style="list-style-type: none"> a. Plant is operating well, averaging 0.6 million gallons per day (MGD) at 700 GPM. b. Water use is consistent with typical seasonal usage. 2. Agate Heights <ol style="list-style-type: none"> a. Plant is operating well. b. Water use is consistent with typical seasonal usage. <p><i>Distribution System</i></p> <ol style="list-style-type: none"> 1. 0 water leaks repaired this month 2. Water main flushing ongoing in Sudden Valley 3. Eagleridge flowmeter/bypass project piping complete, electrical ongoing 4. PRVs impacted by new Div 7 operations being inspected/maintained
Sewer Utility Activities	
	<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> 1. Flat Car bypass project parts being procured, installation in June <p><i>Collection System</i></p> <ol style="list-style-type: none"> 1. Sewer camera inspections ongoing, emphasis on defect inspections
Fleet	
	<p><i>Vehicles</i></p> <ol style="list-style-type: none"> 1. 2025 service truck has been put into service (V2502) <p><i>Equipment</i></p> <ol style="list-style-type: none"> 1. Crane on boom truck out of service currently, at repair shop.
Facilities	
	<ol style="list-style-type: none"> 1. Nothing new to report
Training	
	<ol style="list-style-type: none"> 1. M Pianki received Water Treatment Plant Operator 1 IT certification 2. J Dahlstrom Cybersecurity for water/wastewater 6/11 & 6/18
Development	
	<ol style="list-style-type: none"> 1. There are 3 permits currently in stages of development