



Lake Whatcom Water & Sewer District

Board Meeting Access Information

Meeting Schedule

6:30 pm - 2nd Wed of each month

8:00 am - Last Wed of each month

Meeting Access

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

Join the meeting from your computer, tablet smartphone:

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

You can also dial in using your phone.

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

*Press *6 to mute/unmute your microphone*

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

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

Attending a Meeting

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

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

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

Public Comment Periods

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

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

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

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

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



Questions?

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



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

August 27, 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. Customer Appeal—Water Bill Adjustments Policy
 - B. 2025-26 Miscellaneous Asphalt Repair Unit-price Public Works Contract Award
 - C. Code of Ethics Adoption
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:	August 20, 2025	MEETING DATE:	August 27, 2025
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/OTHER <input type="checkbox"/>

****TO BE UPDATED 08.26.2025****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 8.13.2025 Regular Board Meeting
- Payroll for Pay Period #17 (08.02.2025 through 8.15.2025) totaling \$59,362.33
- Benefits for Pay Period #17 totaling \$60,971.83
- 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

August 13, 2025

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

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

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

Consent Agenda

Action Taken

Holland moved, Knakal seconded, approval of:

- **Minutes for the 7.30.2025 Regular Board Meeting**
- **Payroll for Pay Period #16 (7.19.2025 through 8.01.2025) totaling \$58,555.38**
- **Benefits for Pay Period #16 totaling \$62,154.98**
- **Accounts Payable Vouchers totaling \$212,178.13**
- **Payroll taxes for 2nd Quarter 2025 totaling \$15,774.98**

Motion passed.

Financial Benchmarks Discussion

Clary summarized that as a public agency, it is crucial that the District maintain public trust through efficiently operating in a transparent manner. The development of benchmarks can effectively set the stage for the long-term demonstration to customers that the District has proactively managed and maintained its systems to mitigate unnecessary operational expenses. Recognizing that the District is unique, District staff and Commissioner Carter discussed creation of benchmarks specific to the District, while also using existing resources as applicable to the District. The Board discussed an initial set of benchmarks proposed for demonstrating the District's proactive, long-term management of its systems during its July 30 meeting. Based upon Board feedback, staff refined those benchmarks and presented them to the Board for further discussion.

Action Taken

Carter moved, Ford seconded, to adopt the financial benchmarks presented as a process for review of the District's financial health on an annual basis. Motion passed.

Code of Ethics Discussion

A code of ethics for officials and employees establishes standards and guidelines for ethical conduct and principles of public service that strengthen public confidence of the agency and defines the expectation for conduct that aligns with the agency's mission and vision statements. The District previously adopted a personnel policy manual for employees and a protocol manual for commissioners, defining allowable conduct of staff and board; however, a succinct document setting these expectations was not created. Clary facilitated a discussion with the board and management team to outline expectations to be included in a code of ethics specific to the District. Ultimately, board adoption of a code of ethics will support the District's pursuit of formal accreditation through the American Public Works Association (APWA).

General Manager's Report

Clary updated the Board on several topics, including recent power fluctuations and generator usage at the Euclid sewer lift station, changes in organizational structure at the Washington State Department of Health, and progress on building communications with Whatcom County Planning & Development Service associated with new development in the District. Discussion followed.

With no further business, Citron adjourned the regular session at 7:28 p.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope

Minutes approved by motion at ☐ Regular ☐ Special Board Meeting on _____

CHECK REGISTER

Lake Whatcom W-S District

Time: 13:25:33 Date: 08/18/2025


08/21/2025 To: 08/21/2025

PAYROLL 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2418	08/21/2025	Payroll	5	EFT		439.47	08/02/2025 - 08/15/2025 PR 17
2419	08/21/2025	Payroll	5	EFT		439.47	08/02/2025 - 08/15/2025 PR 17
2420	08/21/2025	Payroll	5	EFT		4,063.02	08/02/2025 - 08/15/2025 PR 17
2421	08/21/2025	Payroll	5	EFT		3,264.24	08/02/2025 - 08/15/2025 PR 17
2422	08/21/2025	Payroll	5	EFT		4,043.37	08/02/2025 - 08/15/2025 PR 17
2424	08/21/2025	Payroll	5	EFT		2,013.19	08/02/2025 - 08/15/2025 PR 17
2426	08/21/2025	Payroll	5	EFT		2,211.91	08/02/2025 - 08/15/2025 PR 17
2427	08/21/2025	Payroll	5	EFT		1,266.71	08/02/2025 - 08/15/2025 PR 17
2428	08/21/2025	Payroll	5	EFT		3,478.68	08/02/2025 - 08/15/2025 PR 17
2429	08/21/2025	Payroll	5	EFT		589.69	08/02/2025 - 08/15/2025 PR 17
2430	08/21/2025	Payroll	5	EFT		2,698.08	08/02/2025 - 08/15/2025 PR 17
2431	08/21/2025	Payroll	5	EFT		2,540.65	08/02/2025 - 08/15/2025 PR 17
2432	08/21/2025	Payroll	5	EFT		732.45	08/02/2025 - 08/15/2025 PR 17
2433	08/21/2025	Payroll	5	EFT		3,038.56	08/02/2025 - 08/15/2025 PR 17
2434	08/21/2025	Payroll	5	EFT		1,503.98	08/02/2025 - 08/15/2025 PR 17
2435	08/21/2025	Payroll	5	EFT		2,923.55	08/02/2025 - 08/15/2025 PR 17
2436	08/21/2025	Payroll	5	EFT		3,140.80	08/02/2025 - 08/15/2025 PR 17
2437	08/21/2025	Payroll	5	EFT		2,180.72	08/02/2025 - 08/15/2025 PR 17
2438	08/21/2025	Payroll	5	EFT		3,107.90	08/02/2025 - 08/15/2025 PR 17
2439	08/21/2025	Payroll	5	EFT		1,501.00	08/02/2025 - 08/15/2025 PR 17
2440	08/21/2025	Payroll	5	EFT		5,006.54	08/02/2025 - 08/15/2025 PR 17
2441	08/21/2025	Payroll	5	EFT		3,607.38	08/02/2025 - 08/15/2025 PR 17
2442	08/21/2025	Payroll	5	EFT		3,115.40	08/02/2025 - 08/15/2025 PR 17
2423	08/21/2025	Payroll	5	16694		585.95	7.2.25; 7.3.25; 7.9.25; 7.30.25
2425	08/21/2025	Payroll	5	16695		1,869.62	08/02/2025 - 08/15/2025 PR 17
401 Water Fund						17,009.85	
402 Sewer Fund						42,352.48	

59,362.33 Payroll: 59,362.33

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

Sign  Date 8/18/2025
General Manager, Justin Clary

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

Board President, Todd Citron

Attest : _____
Recording Secretary, Rachael Hope

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

CHECK REGISTER

Lake Whatcom W-S District

Time: 14:14:16 Date: 08/18/2025


08/21/2025 To: 08/21/2025

Page: 1

BENEFITS

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memorandum
2443	08/21/2025	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	7,617.50	Pay Cycle(s) 08/21/2025 To 08/21/2025 - DCP; Pay Cycle(s) 08/21/2025 To 08/21/2025 - ROTH DCP
2444	08/21/2025	Payroll	5	EFT	UNITED STATES TREASURY	20,923.55	941 Deposit for Pay Cycle(s) 08/21/2025 - 08/21/2025
2445	08/21/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	6,800.64	Pay Cycle(s) 08/21/2025 To 08/21/2025 - PERS 2
2446	08/21/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,340.05	Pay Cycle(s) 08/21/2025 To 08/21/2025 - PERS 3
2447	08/21/2025	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	911.85	Pay Cycle(s) 08/21/2025 To 08/21/2025 - SUP ENF
2448	08/21/2025	Payroll	5	16704	AFLAC	300.31	Pay Cycle(s) 08/21/2025 To 08/21/2025 - AFLAC PRE-TAX; Pay Cycle(s) 08/21/2025 To 08/21/2025 - AFLAC POST-TAX
2449	08/21/2025	Payroll	5	16705	AFSCME LOCAL	382.80	Pay Cycle(s) 08/21/2025 To 08/21/2025 - UNION DUES; Pay Cycle(s) 08/21/2025 To 08/21/2025 - UNION FUND
2450	08/21/2025	Payroll	5	16706	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 08/21/2025 To 08/21/2025 - VEBA
2451	08/21/2025	Payroll	5	16707	WA ST HEALTH CARE AUTHORITY	20,105.13	Pay Cycle(s) 08/21/2025 To 08/21/2025 - PEBB MEDICAL; Pay Cycle(s) 08/21/2025 To 08/21/2025 - PEBB ADD LTD; Pay Cycle(s) 08/21/2025 To 08/21/2025 - PEBB SMK Surcharge
401 Water Fund						45,829.77	
402 Sewer Fund						15,142.06	
						60,971.83	Payroll: 60,971.83

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



Sign  Date 8/18/2025
General Manager, Justin Clary

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

Board President, Todd Citron

Attest : _____
Recording Secretary, Rachael Hope

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

 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> AGENDA BILL Item 6.A </div> <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> Water Bill Adjustments Policy Appeal </div>			
DATE SUBMITTED:	August 20, 2025	MEETING DATE:	August 27, 2025
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		Customer Appeal dated August 6, 2025	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Lake Whatcom Water and Sewer District (District) received an appeal of the District's water bill adjustments policy from Taryn Adams on August 6, 2025 (attached). District Administrative Code section 2.10.6 defines current policy pertaining to bill adjustments, including administration of a water bill credit in cases of water leaks on a customer's private system. The bill adjustment policy was most recently revised by the Board of Commissioners via adoption of Resolution No. 891 during a regularly scheduled meeting of the Board held on June 14, 2023. Following is the current revision of section 2.10.6:

2.10.6 Water Bill Adjustments

The District will adjust high customer water bills subject to the conditions defined herein. The adjustment request must be made in writing by the property owner and include a signed attestation (1) acknowledging that the adjustment is subject to this Water Bill Adjustment policy, (2) stating the reason for the high bill (if known), and (3) confirming that any repairs needed to resolve the issue have been completed (if applicable given the type of loss). To calculate the adjustment:

- 1. Water consumption figures from the same billing period in the previous year are used to calculate the adjustment. If less than one year's usage history exists, the current base rate allowance will be used as the quantity basis. The District will credit qualifying bill adjustment dollar amounts to the current or next customer bill. The adjustment credit shall be 50 percent of the amount determined to be the excess water usage charge.*
- 2. The District has adopted a tiered rate structure for water. Water usage exceeding 2,500 cubic feet in a two-month billing period is billed at a higher "water conservation" rate. For the purpose of calculating adjustment credits, water usage over 2,500 cubic feet will be billed at the lower tier rate.*

3. *Water bill adjustments are limited to one adjustment per metered service every seven years. Customers who have experienced leaks should inspect their entire system and ensure that all issues have been remedied. Eligibility for bill adjustment shall reset when a property is acquired by a new owner. When a high use event occurs, the overage may be reflected on more than one consecutive billing cycle. In those instances, the District will utilize both contiguous cycles for the purpose of calculating adjustment credits.*
4. *The District will set up an incremental payment schedule on the remaining balance of the bill amount at the customer's request. Payment schedules must be arranged in a way that ensures payment of the current two-month minimum billing plus an installment on the extraordinary portion of the bill. The extraordinary portion of the bill must be paid in full within 12 months of incurring the charges. Late charges on the amount subject to adjustment will be waived if the customer adheres to the prearranged payment schedule. [Resolution Nos. 821, 861, 870, 891]*

On June 3, 2025, Ms. Adams contacted the District in the evening after identifying a leak on her water service line. On-call staff responded that evening and confirmed with Ms. Adams that there was a leak in her line, which she had repaired on June 5. Based upon water meter data, it was determined that the leak began on May 20. Following the bi-monthly water consumption read conducted in July, the District's high use adjustment application was sent to Ms. Adams on July 23 for completion and submittal to the District (total use over the two-month billing period was 38,184 cubic feet resulting in a \$6,080.15 water bill). District staff spoke with Ms. Adams on August 6 during which she requested credit beyond what is allowed in Administrative Code section 2.10.6. Ms. Adams was apprised of the process of appealing staff implementation of the Administrative Code to the Board (Administrative Code section 2.1, General Manager's Responsibilities and Limitations). As indicated above, the District received Ms. Adams's appeal on August 6, 2025.

Ms. Adams's appeal proposes a revision to Administrative Code section 2.10.6 to add a provision for "Extreme High Use Leak Forgiveness" such that:

- *For leaks in the top 5% of historical usage costs within the District, the forgiveness percentage be increased from 50% to 100% of the high-use portion of the bill, provided the property owner:*
 1. *Acts promptly upon discovery of the leak,*
 2. *Makes necessary repairs to prevent recurrence, and*
 3. *Has no prior leak adjustments within the last 7 years.*

Ms. Adams has requested that the policy revision be retroactive to April 1, 2025.

There are three primary options for the Board related to the appeal:

1. Direct development of a resolution revising Administrative Code section 2.10.6 to include Ms. Adams's proposal, as written.
2. Direct development of a resolution revising Administrative Code section 2.10.6 to include Ms. Adams's proposal, with any amendments as directed by the Board.

3. Uphold the General Manager’s interpretation of the Administrative Code limiting Ms. Adams’s bill adjustment to 50% of the leak volume calculated at the District’s Tier 1 water rate.

Considerations:

- The current policy of crediting 50% of the calculated leak volume has been successfully implemented for over 15 years, with exception of a period in 2020-2023 when the customer credit was capped at \$1,000.
- Consistent administration of a policy that is based on historical usage (presumably since District formation in 1968) would be prone to error due to limited historical data.
- Limiting eligibility for complete bill forgiveness to the top 5% of historical leaks is arbitrary and inconsistent with Board policy of treating all customers the same (e.g., a leak in the top 5% would be forgiven in full, but a leak just below the top 5% would only be eligible for 50% forgiveness).

FISCAL IMPACT

The fiscal impact of revising the current policy would be dependent upon what the policy is revised to, as well as the magnitude and frequency of future qualifying leaks. Regardless, water utility revenues related to qualifying leaks make up less than 0.5% of the utility’s revenue.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

Customer Satisfaction

RECOMMENDED BOARD ACTION

Staff recommends that the Board uphold the General Manager’s interpretation of the Administrative Code and decline Mr. Adams’s appeal to revise the Administrative Code.

PROPOSED MOTION

Should the Board wish to uphold current policy, as defined in the Administrative Code and implemented by staff, a recommended motion is:

“I move to uphold the District Administrative Code as written and implemented by the General Manager, and decline Mr. Adams’s appeal to revise the Administrative Code.”

Should the Board wish to revise District policy regarding water bill adjustments, staff recommends the Board provide verbal direction to work with District legal counsel in drafting a resolution for Board consideration that amends the District Administrative Code accordingly.

Justin Clary

From: Taryn Adams <tarynmadams@gmail.com>
Sent: Friday, August 8, 2025 9:24 AM
To: Justin Clary
Subject: Re: Customer Appeal

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Justin,

Thank you for your detailed reply and the information regarding the appeal process.

I would like my appeal to be heard at the August 27, 2025 Board meeting at 8:00 AM.

Could you please provide the date and meeting minutes for the last revision to Administrative Code Section 2.10.6, Water Bill Adjustments, as well as any staff reports or memoranda supporting the change?

Proposed Revision to Administrative Code Section 2.10.6:

I propose amending Section 2.10.6 to add a provision for “**Extreme High Use Leak Forgiveness**” such that:

- For leaks in the **top 5% of historical usage costs** within the District, the forgiveness percentage be increased from 50% to **100% of the high-use portion** of the bill, provided the property owner:
 1. Acts promptly upon discovery of the leak,
 2. Makes necessary repairs to prevent recurrence, and
 3. Has no prior leak adjustments within the last 7 years.

This amendment would provide meaningful protection in catastrophic cases without creating an undue burden on the District’s finances, as the number of qualifying events would be extremely limited.

Separately, regarding smart meter technology, thank you for providing the estimated implementation costs for AMI systems. Has the District conducted, or could you provide, any research or analysis regarding potential savings or efficiencies from such a system — for example, reductions in water loss, operational labor, or long-term infrastructure costs? Understanding the potential offset to implementation costs would be helpful for future consideration by the Board.

Please confirm my placement on the August 27 agenda.

Sincerely,

Taryn M. Adams
425.508.0864
tarynadams.com

On Thu, Aug 7, 2025 at 1:00 PM Justin Clary <justin.clary@lwwsd.org> wrote:

Ms. Adams,

To begin, I am sorry to hear about your significant water leak. Adjustments to bills associated with high use, such as in your case, are administered in accordance with District Administrative Code Section 2.10.6, Water Bill Adjustments. As has been previously conveyed to you, the District has processed your high use in accordance with this policy. Per your email (below), it is the District's understanding that you wish to appeal District's staff implementation of the Administrative Code to the Board of Commissioners.

District Administrative Code Section 2.1, General Manager's Responsibilities and Limitations, provides an avenue for appeal to the Board of Commissioners of the General Manager's interpretation/implementation of the Administrative Code. A provision of this section is that requests for appeal must be received in writing no less than ten days prior to a regularly scheduled Board meeting. Per this requirement, the next available Board meeting to hear your appeal would be the meeting scheduled for 8:00 a.m. on Wednesday, August 27, 2025. The next meeting is scheduled for 6:30 p.m. on Wednesday, September 10, 2025. All Board meetings are held at the District's office located at 1220 Lakeway Drive in Bellingham. The public is welcome to attend the meeting in person or virtually via the GoTo online meeting platform. For more information on meeting attendance, please visit the District's website [here](#). If you wish to attend the meeting to present your appeal to the Board, please let me know which meeting at which you wish your appeal to be heard. If neither of those dates align with your schedule, please let me know a subsequent meeting that fits your availability. The Board meets at 6:30 p.m. on the second Wednesday, and at 8:00 a.m. on the last Wednesday of each month.

Based on your correspondence, it is my understanding that you request the Board consider revising Section 2.10.6 of the Administrative Code to either provide comprehensive forgiveness for the high use component of a water bill, or at a minimum, develop a forgiveness policy specific to extreme high use scenarios like yours.

Regarding your request for investment in smart meter technology, there is nothing in the Administrative Code setting policy on what water meter technology the District uses, so it is not appealable. That said, you are certainly welcome to recommend to the Board that the District consider conversion to a new smart meter technology. For a bit of background on this topic, the District was an early adopter of automated meter reading (AMR) smart meter technology in the early 2000s (the water meter technology currently used by the District). AMR-based water meters allow for collecting water meter readings via radio frequency by driving in proximity to the water meter with a data receiver (one-way communication). A newer technology is advanced metering infrastructure (AMI), which allows each water meter to directly communicate with a data management system (two-way communication). Approximately six years ago, the District explored conversion from the current AMR technology to an AMI technology-based system. However, cost was identified as a limiting factor. At the time, the conversion was estimated at \$800,000, not including the cost of purchasing perpetual easements to install three cell towers necessary to overcome communication challenges created by the topography of the District's service area. In addition to this capital cost, there was also an additional monthly charge that would be applied to each of the District's approximate 4,000 water meters that would increase annual operating costs. Based on the additional cost, which would be borne by the rate payers, the Board elected to continue to use the current AMR technology.

Please provide at your earliest convenience:

1. The Board meeting at which you wish your appeal to be heard.
2. Confirmation of your proposed revision to Administrative Code Section 2.10.6 based upon my above summary.

Should you have any questions, please do not hesitate to contact me.

Thank you,

Justin L. Clary, PE | General Manager



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive

Bellingham, WA 98229

8am – 5pm, Monday – Thursday

(360) 734-9224

www.lwwsd.org

NOTICE: The information contained in this electronic message is confidential and only for the use of the intended recipient(s); and contains confidential and/or privileged information belonging to Lake Whatcom Water and Sewer District or its customers or consultants or vendors. Any unauthorized review, use, copying, disclosure or distribution of this message is strictly prohibited. If you are not an intended recipient of this message, please contact the sender and destroy all copies of the message and any attachments immediately.

Email from this address is subject to public disclosure pursuant to RCW 42.56.

From: Taryn Adams <tarynmadams@gmail.com>

Sent: Wednesday, August 6, 2025 4:21 PM

To: General Info <general.inbox@lwwsd.org>

Subject: Board Meeting Agenda

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi,

These are the items I would like to add to the agenda for the next Whatcom Water and Sewer Board Meeting.

1. Leak Forgiveness Policy for the Top Percentile of Extreme Leaks

Between May 20 and June 3, 2025, a major water leak occurred on my property due to a tree root breaking a buried pipe. Because my home is on a steep slope, the leak was not immediately visible, and I only discovered it on June 3 when a small stream of water began emerging from the hill.

The leak resulted in a **\$6,279.05** bill. I was initially told by a field agent that this would be covered under a one-time leak forgiveness policy, and I also found a form on the District's website supporting that understanding (linked here: [Water Leak Adjustment Form](#)). However, I was later informed that under a revised policy, I am responsible for 50% of the total.

This leak may have gone unnoticed for as few as 7 days, or at most 14. That translates to a cost between \$448.50 and \$897.01 per day. Even with a 12-month payment plan, the out-of-pocket cost is unmanageable.

I am asking the Board to consider either:

- Honoring the prior policy in cases like mine where the homeowner acted quickly and in good faith, or
- Creating a higher-tier forgiveness policy for leaks in the top 1% by cost, where the burden is most severe.

Additionally, had I not found the leak when I did, the bill by the next meter reading (7/21/25) could have reached **\$27,000–\$55,000 or more**. That level of risk is unsustainable for residents.

2. Investment in Smart Meter Technology for Leak Detection

Counties like Snohomish have implemented smart water meters that connect to the internet and provide real-time alerts for anomalies like leaks—without requiring physical meter checks.

Had this technology been in place, my leak could have been identified and stopped before resulting in financial hardship. Beyond benefits to residents, this kind of system could save the District significant money by detecting infrastructure leaks early and reducing water loss across the system.

I hope the Board will consider this as a future investment to improve service and financial outcomes for both homeowners and the District.

Thanks,

Taryn M. Adams
425.508.0864

tarynadams.com

August 15, 2025

25 AUG 20 1:21 PM

Dear Whatcom Water and Sewer Board of Directors,

I am writing to request your consideration for relief regarding a recent water bill of \$6,279.05, caused by a major underground leak that occurred between May 20 and June 3, 2025. The leak was due to a tree root breaking a buried pipe on my property. Because my home is on a steep slope, the water loss was not visible at the surface. I only discovered it when a small stream of water began emerging from the hill.

As a single resident, I have consistently used far less than the volume included in my base rate — typically around 160 cubic feet every two months. In this billing cycle, my usage suddenly spiked to 37,823 cubic feet before I detected and stopped the leak myself. None of this water entered the sewer system.

This experience has been an emotional rollercoaster.

- When I first called, the receptionist told me I would be responsible for the *entire* \$6,279.05.
- After I had the leak fixed, a field agent came over to fill out a report and assured me that I would not be responsible for *any* of it under a one-time leak forgiveness policy.
- I then found a “Water Leak Adjustment” form on the District’s own website that seemed to confirm full coverage, with no mention of a 50% limit and the statement that “there is no cap to limit the customer’s costs.”
- Finally, I was told the actual policy was that I must pay 50% of the excess usage — a decision that caused me significant financial and emotional distress after believing for over a month that the bill would be fully forgiven.

Even under the current 50% policy, my bill is unmanageable despite the 12-month payment plan. Based on the per-day cost of the leak (\$448.50–\$897.01/day), had I not found it when I did, my bill by the next meter reading (July 21, 2025) could have reached **\$27,000–\$55,000 or more**. That level of financial risk is simply unsustainable for residents, especially given the lack of real-time leak detection technology.

I respectfully request that the Board:

1. Consider honoring the understanding I was given — by both a District employee and the publicly posted form — that this one-time extreme leak would be forgiven in full, or
2. Create a higher-tier leak forgiveness policy for the top percentile of extreme leaks, where the costs are so high that even a 50% adjustment still leaves the customer with an extraordinary and disproportionate burden. I have already added this agenda item to the August 26th Board of Directors Meeting.

Additionally, this case underscores the need for real-time usage alerts or AMI meters. Without them, customers have no practical way of detecting sudden underground leaks before catastrophic bills accumulate.

Finally, I ask the Board to consider removing outdated and misleading forms from public access more promptly to prevent other residents from experiencing the same misunderstanding and distress I did.

Thank you for your time and consideration. I would be grateful for any reduction, adjustment, or payment relief you can provide.

Sincerely,




Taryn M. Adams
2A Sugarpine Place
Bellingham, WA 98229



**AGENDA
BILL
Item 6.B**

**2025-26 Miscellaneous
Asphalt Repair Unit Price
Public Works Contract Award**

DATE SUBMITTED:	August 19, 2025	MEETING DATE:	August 28, 2025
TO: BOARD OF COMMISSIONERS	FROM: Greg Nicoll, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. None		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

As part of sewer and water utility repair and replacement and installation of new service connections by District staff, portions of existing asphalt surfaces are removed to facilitate the work. In addition, the District owns and maintains asphalt surfaces through the various District-owned properties that require periodic repair and replacement. Asphalt work includes full depth asphalt replacement, grinding and overlaying existing asphalt surfaces, crack sealing, repair of settled or unsuitable subgrade, and restoration of pavement markings.

The scope and focus of annual miscellaneous asphalt repair work varies based on asphalt removal for utility repair and installation and the condition of District owned asphalt surfaces. In previous years, District Operations staff advertised and awarded multiple asphalt repair contracts annually as repair needs arose. To more efficiently execute an undefined quantity and undefined frequency of work, the District is using a contracting tool authorized by the State Legislature for use by water-sewer districts and other local governments called a “Unit Price Contract” or “On-Call Contract” for the 2025-26 asphalt repairs. The District has successfully used this contracting tool for several other contracts since 2020.

The intent of a unit price bid is to contract with a qualified contractor over a 12-month period to provide the “on-call” professional repair, rehabilitation and replacement services for existing and removed asphalt surfaces. The contract will be in effect for 12-months from the date of contract execution with the District’s option to extend the contract for an additional one-year period (as allowed by statute).

The District is not obligated to authorize any amount of work under this unit price contract. The District intends to authorize individual work orders under this unit price contract in logical groupings of work that minimize mobilization/demobilization

expenses. The District also maintains the option to develop packages of work that can be bid and contracted separately from this unit price contract.

The District estimated the work under this unit price contract to be less than \$350,000, which allows the use of the small works roster process for bidding. The project was advertised in accordance with the District's small works roster policies by emailing a notice to all contractors on the MRSC Small Works Roster listed in categories for this type of work. Bids are due August 21, 2025, after this agenda packet was finalized.

Following the bid opening, staff will prepare a bid tabulation, determine the lowest responsive and responsible bidder and review the mandatory supplemental bidder responsibility criteria for the apparent low bidder. The bid tabulation, determination of apparent low bidder and verification that the low bidder meets the supplemental bidder criteria will be presented to the board during the August 27 meeting.

FISCAL IMPACT

Asphalt repairs associated with utility repairs and replacement and new service installations are paid for by the Repair & Maintenance budgets included in the Water and Sewer operating budgets. Repair of District owned asphalt, if any, would be paid for by excess funds remaining in the approved 2025-26 Capital Budget.

NOTE—This contract is a unit price contract. The total amount listed on the Bid Tabulation is only used to determine the low bidder for contract award. It is NOT the amount of work that will be ordered by the District, nor is the District obligated in any way to order a minimum amount of work once the contract is executed.

Work will be defined, prioritized and authorized by Work Order using the unit prices on the Bid Tabulation. Staff will bring forward work orders that align with actual budgetary allocations for authorization by the Board as required by policies established in the administrative code.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy and Performance
Operational Optimization
Product Quality

RECOMMENDED BOARD ACTION

Pending receipt of bids and determination that the low bidder meets responsibility criteria, staff recommend that the Board award the 2025-26 Asphalt Repair Unit Price Contract (District Project #C2519) to the lowest responsible bidder.

PROPOSED MOTION


Recommended motion is:

“I move to award the 2025-26 Asphalt Repair Unit Price Contract to *[insert lowest responsive and responsible bidder]* and authorize the general manager to execute the contract.”



**AGENDA
BILL
Item 6.C**

**Code of Ethics
Adoption**

DATE SUBMITTED:	August 20, 2025	MEETING DATE:	August 27, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Mission, Vision, Values and Goals 2. Draft Code of Ethics		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

A code of ethics for officials and employees establishes standards and guidelines for ethical conduct and principles of public service that strengthen public confidence of the agency. A code of ethics defines the expectation for conduct that aligns with the agency's mission and vision statements. While the District has adopted a personnel policy manual for employees and a protocol manual for commissioners, both of which define allowable conduct of staff and board, respectively, a succinct document setting these expectations does not exist. During the August 13 board meeting, the general manager facilitated a discussion with the board and management team to identify elements to be included in a code of ethics specific to the District. Based upon that discussion, attached is a draft code of ethics for the Board's consideration.

FISCAL IMPACT

No fiscal impact is anticipated with adoption of a code of ethics.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

An organization-wide code of ethics document supports all ten EUM attributes.

RECOMMENDED BOARD ACTION

Staff recommends the Board discuss the draft code of ethics and either adopt as presented or provide additional revisions.

PROPOSED MOTION

Recommended motion is:

"I move to adopt the Code of Ethics, as presented."

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

"I move to adopt the Code of Ethics, as amended."



Mission Statement

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

Vision Statement

Trusted provider and steward of a life sustaining resource.

Values

Service

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

Financial Responsibility

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

Environmental Stewardship

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

Leadership

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

Teamwork

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

Goals

We strive to:

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



Code of Ethics

The Lake Whatcom Water and Sewer District is entrusted with providing essential water and sewer services to our community while protecting the environmental health of Lake Whatcom. This Code of Ethics establishes the core values and standards of conduct for all District commissioners, employees, and volunteers. Our goal is to foster public trust, ensure accountability, and uphold the highest standards of professionalism and environmental stewardship.

1. Integrity and Public Trust

- Act honestly and transparently in all professional activities.
- Avoid conflicts of interest or the appearance thereof; disclose any potential conflicts promptly.
- Do not use District resources, position, or information for personal gain or the benefit of others.

2. Accountability and Responsibility

- Uphold all laws, regulations, and District policies.
- Take responsibility for decisions and actions; correct errors promptly and openly.
- Ensure accurate and timely documentation, reporting, and communication.

3. Environmental Stewardship

- Promote sustainable practices that protect Lake Whatcom and its watershed.
- Prioritize conservation, pollution prevention, and responsible infrastructure planning.
- Support continuous improvement and innovation in environmental performance.

4. Service to the Public

- Serve the community with respect, courtesy, and responsiveness.
- Ensure all individuals are treated equitably and without discrimination.
- Promote open access to public information, meetings, and decision-making processes.

5. Professional Conduct

- Maintain competence and stay informed of best practices in utility operations and governance.
- Foster a respectful, safe, civil, and inclusive workplace.
- Avoid any behavior that could discredit the District or undermine public confidence.

6. Confidentiality and Data Protection

- Protect sensitive information, including customer records and infrastructure security data.
- Share information only as authorized or required by law.

7. Ethical Leadership

- Set a positive example for colleagues, contractors, and community members.
- Support a culture that encourages discussion, training, and the reporting of ethical concerns.
- Address unethical behavior promptly and appropriately.

8. Compliance and Enforcement


Violations of this Code may result in disciplinary action, up to and including termination of employment or removal from official duties, in accordance with District policy and applicable law.

All employees, officials, and volunteers of the District shall acknowledge their understanding of and commitment to this Code of Ethics as part of their onboarding and periodically thereafter.



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	August 20, 2025	MEETING DATE:	August 27, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

General Manager's Report

Upcoming Dates & Announcements

Regular Meeting – Wednesday, August 27, 2025 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Sep 10, 2025	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Sep 11, 2025	8:00 a.m.	Board Room/Hybrid Commissioner Carter to attend
Investment Comm. Meeting	Wed Oct 29, 2025	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thu Aug 28, 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	March/April 2026	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Wed Sep 17, 2025	7:00 a.m.	WASWD Fall Conference Spokane Convention Center
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:

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

Investment Committee:

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

Upcoming Board Meeting Topics

- On-call unit price public works contract for paving services approval
- Operations benchmarks development
- Lake Whatcom Management Program invasive mussel rapid response interlocal agreement
- Glen Cove Water Association consolidation consideration
- Annual general manager performance evaluation

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 District received the adjudication documents from Ecology via certified mail on March 19, 2025 and met with District legal counsel on July 16. District staff are now finalizing claim forms specific to each water right for submittal to Whatcom County Superior Court.

Safety Program Update

- Continue systematic review and revision of District's safety programs by updating nine programs in 2025.

Staff finalized updates to three (3) programs (asbestos-cement pipe handling, trenching/shoring, and lock-out/tag-out) and is reviewing the confined space, lifting/rigging, fall protection, and hearing protection programs. In addition, the District underwent a facility safety consultation with the Washington State Department of Labor & Industries on July 23 to identify any safety concerns; the minor concerns that were identified have since been corrected.

APWA Accreditation

- Initiate work towards multi-year effort to gain American Public Works Association accreditation.

The accreditation team is reviewing/completing the 273 accreditation practices applicable to the District (73 practices have been completed to-date).

Financial Management

- Improve financial sustainability and forecasting over 6- and 20-year planning horizons through the Waterworth financial modeling platform.

Potential financial benchmarks were presented to the board for discussion during its July 30 meeting. The benchmarks were refined based upon board direction and adopted by the board during the August 13 meeting. Benchmark attainment will be assessed annually.

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 and Whatcom County Emergency Management Division staff are planning a District-specific emergency response exercise to be held on November 6.

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), May 22 (clean 2024 audit), June 30 (Division 7 reservoirs commissioning), and July 8 (Camp Firwood lift station release).

Intergovernmental Relations

- *J Clary has provided ongoing assistance to Sudden Valley Community Association leadership regarding contacts for assisting with management of SVCA's dog park.*
- *J Clary and J Dahlstrom have been in communication with South Whatcom Fire Authority regarding power supply issues at the SWFA Geneva station that are similar to issues the District has been experiencing at the Euclid sewer lift station.*

Lake Whatcom Water Quality


Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the data group meeting on August 14 and a meeting on August 20 in preparation for the next policy group meeting, and is scheduled to attend the interjurisdictional coordinating team meeting on August 27.



**AGENDA
BILL
Item 8.B**

**Engineering Department
Report**

DATE SUBMITTED:	August 19, 2025	MEETING DATE:	August 27, 2025
TO: BOARD OF COMMISSIONERS		FROM: Greg Nicoll, Engineering Manager/District Engineer	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. 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.

SUMMARY OF CAPITAL IMPROVEMENT PROJECTS

Updated: 8/19/2025

Prepared by: G. Nicoll



LEGEND:

WATER

SEWER

SHARED

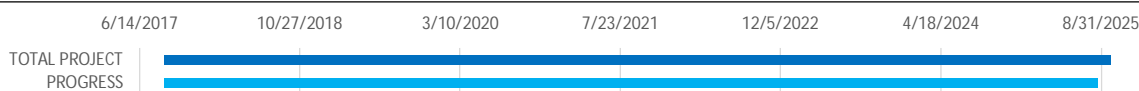
MAJOR PROJECTS IN CONSTRUCTION:

C2111 - DIVISION 7 RESERVOIR REPLACEMENT

Project Summary: Replace existing steel reservoir with two concrete reservoirs and provide seismic improvements.

Project Status: Both reservoirs are complete and in service. Following some crack sealing of the west tank, the excessive leakage reported previously has slowed substantially and is now within the allowable leakage (1/10th of one percent) specified in the contract for both tanks. The new tanks have been in service for upwards of two weeks and are operating as expected. Demolition of the existing reservoir is scheduled to begin in late August. The project is on-schedule for on-time completion.

PROJECT SCHEDULE



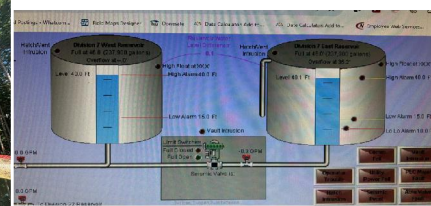
Budget Summary

Budget: \$ 3,301,000.00

Spent to Date: \$ 2,779,633.43

Balance: \$ 521,366.57

Budget Year: 2021

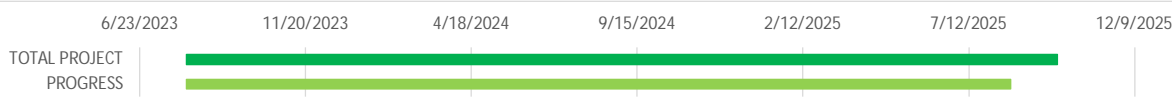


C2113 - FLAT CAR PUMP STATION REVERSE FLOW TO SUDDEN VALLEY PUMP STATION

Project Summary: Construct a utility bridge across Beaver Creek and install new piping from Flat Car, across the new bridge to an existing bypass connection that will allow Flat Car PS to pump to the detention basin in the event of an emergency.

Project Status: Operations staff completed installation of all upland piping between the lift station and the new pipe bridge. The pipe bridge has been fabricated, delivered and is ready for installation following installation of the piles and pile caps. Henifin Construction is scheduled to mobilize to the site on September 2 and complete all work no later than the end of September.

PROJECT SCHEDULE



Budget Summary

Budget: \$ 280,000.00

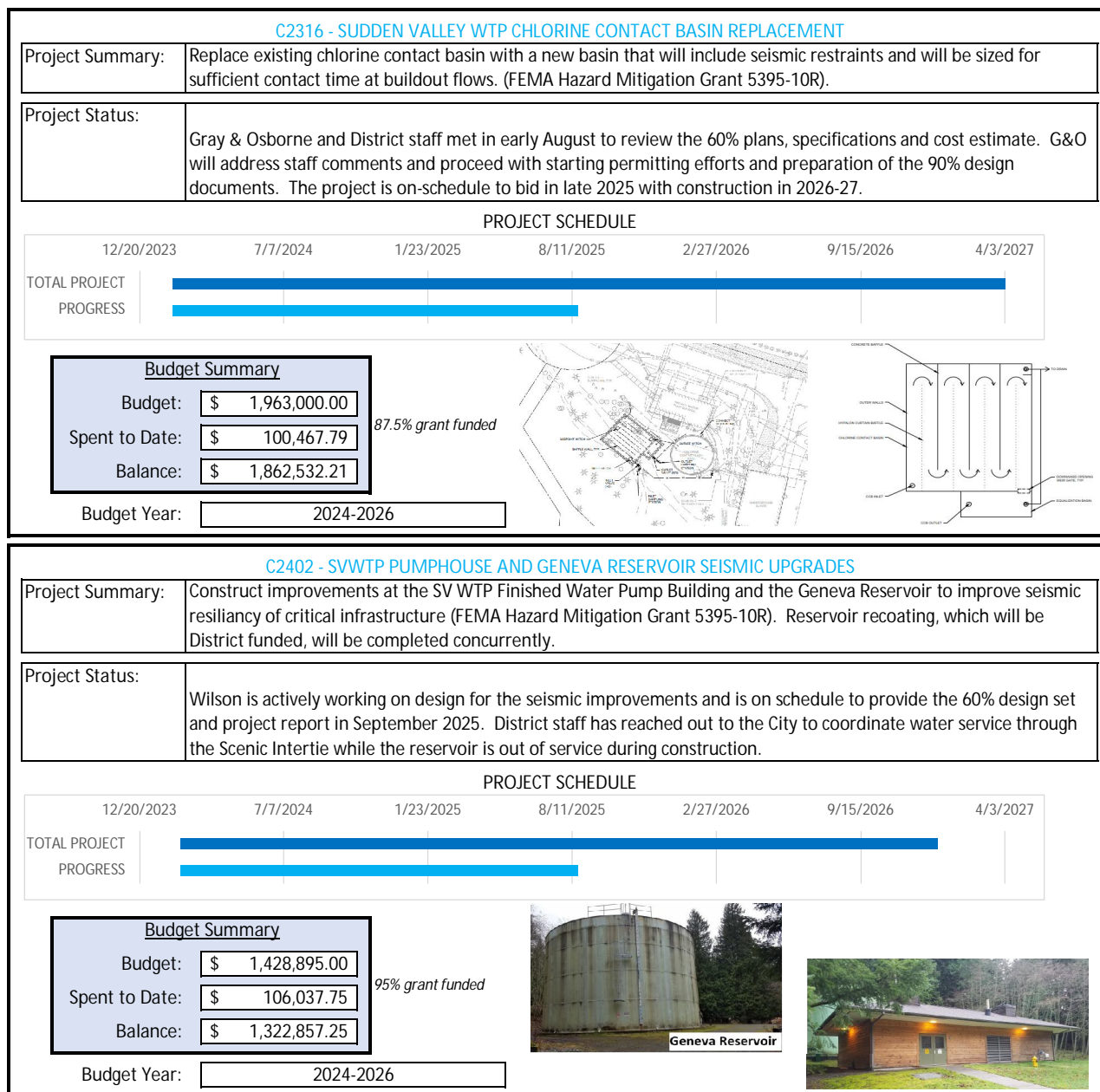
Spent to Date: \$ 130,040.21

Balance: \$ 149,959.79

Budget Year: 2021



MAJOR PROJECTS IN DESIGN:



C2518 - GENEVA RESERVOIR RECOATING

Project Summary:	Recoat the existing Geneva reservoir including complete removal of the existing coating and recoating the reservoir with a primer and top coat. The reservoir hasn't been recoated since original construction in 1979.
Project Status:	The District has contracted with Evergreen Coating Engineers to prepare design and bidding documents for the project and Evergreen is actively working on design. Recoating will be completed concurrently with the seismic improvement project to maximize cost effectiveness and minimize impact to the system.

PROJECT SCHEDULE

Budget Summary	
Budget:	\$ -
Spent to Date:	\$ 940.00
Balance:	\$ (940.00)

Budget Year: 2027 (to be moved to 2026)

Design costs funded by internal cost savings.

Geneva Reservoir

C2517 - DIVISION 22-1 RESERVOIR REPLACEMENT

Project Summary:	Construct a new reservoir to replace the existing Division 22-1 Reservoir to improve seismic resiliency of critical infrastructure (FEMA Hazard Mitigation Grant 5456-10).
Project Status:	Gray & Osborne provided the 60% design drawings in early August and District staff is currently reviewing the provided drawings. The new reservoir will match the existing Division 22-2 reservoir constructed in 2017. Design is scheduled to be complete by the end of 2025 with construction in 2027.

PROJECT SCHEDULE

Budget Summary	
Budget:	\$ 2,870,000.00
Spent to Date:	\$ 5,453.52
Balance:	\$ 2,864,546.48

Budget Year: 2025-2027

87.5% grant funded

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 is completing all civil and mechanical design in-house and continue preparation of the predesign report. Staff is contracting with K Engineers for electrical and controls design. Because the contract amount is below \$50,000 and within the GM's authority, no Board action is required to execute this contract. Survey is scheduled to be completed in October.								
PROJECT SCHEDULE									
<div style="display: flex; justify-content: space-between; font-size: small;"> 7/27/2024 2/12/2025 8/31/2025 3/19/2026 10/5/2026 4/23/2027 11/9/2027 </div> <div style="display: flex; align-items: center;"> <div style="width: 15%;">TOTAL PROJECT PROGRESS</div> <div style="flex-grow: 1;"> </div> </div>									
<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Budget Summary</th> </tr> </thead> <tbody> <tr> <td>Budget:</td> <td style="text-align: right;">\$ 146,000.00</td> </tr> <tr> <td>Spent to Date:</td> <td style="text-align: right;">\$ 303.48</td> </tr> <tr> <td>Balance:</td> <td style="text-align: right;">\$ 145,696.52</td> </tr> </tbody> </table> <div style="margin-top: 5px;"> Budget Year: 2025-2027 </div> </div> <div style="flex: 1; text-align: center; font-size: x-small; padding: 5px;"> Pre-design only </div> <div style="flex: 1;"> </div> </div>		Budget Summary		Budget:	\$ 146,000.00	Spent to Date:	\$ 303.48	Balance:	\$ 145,696.52
Budget Summary									
Budget:	\$ 146,000.00								
Spent to Date:	\$ 303.48								
Balance:	\$ 145,696.52								

OTHER ACTIVE PROJECTS:

C2506: Physical Security Improvements							
<p><i>Status:</i> Multi-year project to improve security at critical District facilities. The 2025 improvements focus on physical improvements including intrusion switches on reservoir hatches, reservoir ladder security improvements and lock replacement. Limit switch installation and lock replacement is complete. The District contracted with Dawson construction to install expanded metal cages around the lower portion of reservoir ladders. All work is complete and this phase of work will be closed out following final invoicing from the contractor.</p>							
Budget Year: 2025	Projected Completion: September 2025						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Budget Summary</th> </tr> </thead> <tbody> <tr> <td style="width: 33%;">Budget: \$ 37,000.00</td> <td style="width: 33%;">Spent to Date: \$ 14,966.11</td> <td style="width: 33%;">Balance: \$ 22,033.89</td> </tr> </tbody> </table>		Budget Summary			Budget: \$ 37,000.00	Spent to Date: \$ 14,966.11	Balance: \$ 22,033.89
Budget Summary							
Budget: \$ 37,000.00	Spent to Date: \$ 14,966.11	Balance: \$ 22,033.89					


PROJECTS COMPLETED IN PAST 12 MONTHS

Project #	Project Name	Budget	Spent	Balance
C 2516	Sudden Valley WTP Pump House Skylight Replacement	O&M	\$ 17,408.00	N/A
C 2511	Lake Whatcom Boulevard Interceptor Cured In Place Pipe	\$ 195,000.00	\$ 192,271.36	\$ 2,728.64
C 2505	Scenic Intertie Rehabilitation	\$ 78,000.00	\$ 64,030.29	\$ 13,969.71
C 2509	Eagleridge Booster Station Building Roof	\$ 21,000.00	\$ 15,669.84	\$ 5,330.16
C 2513	Administration Building HVAC Improvements	O&M	\$ 20,282.37	N/A
C 2112	Rocky Ridge and Lakewood Lift Stations Rehabilitation	\$ 2,116,353.00	\$ 1,791,512.87	\$ 324,840.13
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 1802	Delesta, Edgewater and Euclid Lift Stations	\$ 1,816,583.06	\$ 1,762,153.54	\$ 54,429.52



**AGENDA
BILL
Item 8.C**

**Finance Department
Report**

DATE SUBMITTED:	August 11, 2025	MEETING DATE:	August 27, 2025
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. July Financial Report		
	2. July Cash & Investment Report		
	3. July 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: 13:42:35 Date: 08/11/2025

Page: 1

401 Water Fund

Revenues	Amt Budgeted	July	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	1,770,183.00	24,832.56	717,741.24	1,052,441.76	59.5%
334 01 80 01 State Grant From Military Department	681,626.00	4,138.78	119,623.57	562,002.43	82.5%
330 State Generated Revenues	2,671,809.00	28,971.34	837,364.81	1,834,444.19	68.7%
340 Charges For Services					
343 40 10 00 Water Sales Metered	3,239,670.00	220,828.61	1,721,758.38	1,517,911.62	46.9%
343 41 10 01 General Facilities Charges - Water	105,485.00	41,105.41	62,222.41	43,262.59	41.0%
340 Charges For Services	3,345,155.00	261,934.02	1,783,980.79	1,561,174.21	46.7%
350 Fines & Forfeitures					
359 81 10 00 Combined Fees	12,500.00	625.62	3,504.20	8,995.80	72.0%
359 90 00 00 Late Fees	65,000.00	5,715.75	44,481.71	20,518.29	31.6%
350 Fines & Forfeitures	77,500.00	6,341.37	47,985.91	29,514.09	38.1%
360 Misc Revenues					
361 11 00 00 Investment Interest	118,000.00	30,395.80	105,065.68	12,934.32	11.0%
369 40 00 00 Project Reimbursement	0.00	0.00	1,896.89	(1,896.89)	0.0%
369 91 01 00 Miscellaneous	1,000.00	0.00	356.68	643.32	64.3%
360 Misc Revenues	119,000.00	30,395.80	107,319.25	11,680.75	9.8%
390 Other Revenues					
391 80 00 01 Intergovernmental Loans	800,000.00	0.00	486,564.08	313,435.92	39.2%
390 Other Revenues	800,000.00	0.00	486,564.08	313,435.92	39.2%
Fund Revenues:	7,013,464.00	327,642.53	3,263,214.84	3,750,249.16	53.5%

Expenditures	Amt Budgeted	July	YTD	Remaining	
534 Water Utilities					
534 10 10 00 Water - Gen Admin Payroll	398,451.00	31,427.32	231,684.63	166,766.37	41.9%
534 10 20 00 Water - Gen Admin Personnel Benefits	163,307.00	12,492.00	92,965.27	70,341.73	43.1%
534 10 31 00 Water - Gen Admin Supplies	12,500.00	656.48	3,238.78	9,261.22	74.1%
534 10 31 01 Water - Meetings/Team building	3,200.00	142.84	2,021.69	1,178.31	36.8%
534 10 40 00 Water - Merchant Services Fees	19,700.00	2,687.41	12,493.62	7,206.38	36.6%
534 10 40 01 Water - Bank Fees	750.00	64.55	193.48	556.52	74.2%
534 10 41 00 Water - Quality Assurance Programs	87,800.00	0.00	8,221.60	79,578.40	90.6%
534 10 41 01 Water - Gen Admin Prof Svc	116,315.00	12,117.53	69,125.69	47,189.31	40.6%
534 10 41 02 Water- Engineering Svc	9,000.00	0.00	8,157.75	842.25	9.4%
534 10 41 03 Water - Legal Svc	31,000.00	2,910.00	21,682.75	9,317.25	30.1%
534 10 42 00 Water - Admin Communication	34,000.00	3,972.56	21,632.71	12,367.29	36.4%
534 10 43 00 Water - Software/IT Subscriptions	90,310.00	337.00	40,201.13	50,108.87	55.5%
534 10 46 00 Water - Gen Admin Insurance	89,000.00	71.00	237.50	88,762.50	99.7%

2025 BUDGET POSITION

Lake Whatcom W-S District

Time: 13:42:35 Date: 08/11/2025

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401 Water Fund

Expenditures		Amt Budgeted	July	YTD	Remaining	
534 Water Utilities						
534 10 49 00	Water - Gen Admin Misc	200.00	0.00	0.00	200.00	100.0%
534 10 49 01	Water- Memberships/Dues/Permits	21,100.00	169.05	15,251.34	5,848.66	27.7%
534 10 49 02	Water - Taxes	177,800.00	17,074.16	92,154.87	85,645.13	48.2%
534 40 43 00	Water - Admin Training & Travel	13,000.00	752.41	5,373.07	7,626.93	58.7%
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	10,956.49	66,392.82	54,107.18	44.9%
534 50 31 01	Water- Small Assets	48,000.00	81.74	15,605.14	32,394.86	67.5%
534 50 48 00	Water - Repair & Maint	163,400.00	4,096.84	63,074.63	100,325.37	61.4%
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	3,742.00	9,095.36	3,404.64	27.2%
534 60 47 00	Water - City of Bellingham	62,920.00	6,000.99	28,028.57	34,891.43	55.5%
534 80 10 00	Water - Operations Payroll	734,736.00	63,850.82	441,127.77	293,608.23	40.0%
534 80 20 00	Water - Operations Personnel Benefits	340,742.00	26,863.02	186,078.10	154,663.90	45.4%
534 80 32 00	Water - Operations Fuel	31,900.00	2,992.51	12,612.76	19,287.24	60.5%
534 80 35 00	Water - Safety Supplies	10,000.00	54.67	3,528.68	6,471.32	64.7%
534 80 35 01	Water - Safety Boots	1,400.00	0.00	419.17	980.83	70.1%
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	2,292.02	8,592.30	4,407.70	33.9%
534 80 47 00	Water - Ops Utilities	156,200.00	13,462.26	104,748.32	51,451.68	32.9%
534 80 49 00	Water - Operations Laundry	2,000.00	146.23	900.97	1,099.03	55.0%
534 Water Utilities		2,973,231.00	219,413.90	1,565,461.77	1,407,769.23	47.3%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	6,043.52	2,413.35	(2,413.35)	0.0%
580 Non Expenditures		0.00	6,043.52	2,413.35	(2,413.35)	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%
591 34 77 03	Public Works Board Loan - Division 7 Principal	8,269.00	0.00	8,268.07	0.93	0.0%
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%
592 34 83 03	Public Works Board Loan - Division 7 Interest	600.00	0.00	600.45	(0.45)	0.0%
591 Debt Service		226,840.00	0.00	8,868.52	217,971.48	96.1%
594 Capital Expenditures						
594 34 60 01	Capital Outlay - Budget Only	2,787,600.00	0.00	0.00	2,787,600.00	100.0%
594 34 62 01	Capital Projects - Water Structures	0.00	140,286.68	1,595,954.20	(1,595,954.20)	0.0%
594 34 63 01	Capital Projects - Water System	0.00	0.00	5,188.27	(5,188.27)	0.0%
594 34 64 01	Capital Outlay - Water Equipment	0.00	83.38	88,058.32	(88,058.32)	0.0%
594 34 65 01	Capital Outlay - Small Water Projects	0.00	0.00	103.87	(103.87)	0.0%
594 Capital Expenditures		2,787,600.00	140,370.06	1,689,304.66	1,098,295.34	39.4%

2025 BUDGET POSITION

Lake Whatcom W-S District

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401 Water Fund

Expenditures	Amt Budgeted	July	YTD	Remaining	
Fund Expenditures:	5,987,671.00	365,827.48	3,266,048.30	2,721,622.70	45.5%
Fund Excess/(Deficit):	1,025,793.00	(38,184.95)	(2,833.46)		

2025 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Revenues	Amt Budgeted	July	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	351,508.50	2,923,071.50	2,124,500.50	42.1%
343 50 19 00	Sewer Service Other	5,750.00	387.59	3,363.10	2,386.90	41.5%
343 50 80 00	Latecomers Fee ULID #18	0.00	9,759.57	9,759.57	(9,759.57)	0.0%
343 51 10 02	General Facilities Charges - Sewer	125,380.00	52,852.64	79,548.96	45,831.04	36.6%
340 Charges For Services		5,178,702.00	414,508.30	3,015,743.13	2,162,958.87	41.8%

360 Misc Revenues

361 11 00 02	Investment Interest	118,000.00	30,395.81	105,065.76	12,934.24	11.0%
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	141.67	858.33	85.8%
360 Misc Revenues		123,142.00	30,395.81	105,207.43	17,934.57	14.6%

Fund Revenues:	5,301,844.00	444,904.11	3,139,240.56	2,162,603.44	40.8%
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Expenditures	Amt Budgeted	July	YTD	Remaining	
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535 Sewer

535 10 10 00	Sewer - Admin Payroll	398,451.00	31,427.25	231,684.02	166,766.98	41.9%
535 10 20 00	Sewer - Gen Admin Personnel Benefits	163,307.00	12,491.18	92,758.04	70,548.96	43.2%
535 10 31 00	Sewer - Gen Admin Supplies	12,500.00	574.80	2,999.70	9,500.30	76.0%
535 10 31 01	Sewer - Meetings/Team Building	3,200.00	142.84	2,163.77	1,036.23	32.4%
535 10 40 00	Sewer - Merchant Services Fees	18,000.00	2,687.42	12,493.66	5,506.34	30.6%
535 10 40 01	Sewer - Bank Fees	750.00	64.55	193.43	556.57	74.2%
535 10 41 01	Sewer - Gen Admin Prof Srvc	116,315.00	11,342.49	68,597.43	47,717.57	41.0%
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	2,140.50	9,810.25	21,189.75	68.4%
535 10 42 00	Sewer - Admin Communication	34,000.00	3,946.36	21,606.16	12,393.84	36.5%
535 10 43 00	Sewer - Software/IT Subscriptions	99,960.00	337.00	48,862.77	51,097.23	51.1%
535 10 46 00	Sewer - Gen Admin Insurance	89,000.00	71.00	237.50	88,762.50	99.7%
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	169.06	9,311.60	6,908.40	42.6%
535 10 49 02	Sewer - Taxes	129,650.00	14,726.77	69,911.35	59,738.65	46.1%
535 40 43 00	Sewer - Gen Admin TrainIng &Travel	13,000.00	752.48	5,373.18	7,626.82	58.7%
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	3,588.61	17,388.55	27,611.45	61.4%
535 50 31 01	Sewer - Small Assets	42,000.00	9,770.40	21,812.30	20,187.70	48.1%
535 50 48 00	Sewer - Repair & Maint	197,950.00	11,315.24	109,420.75	88,529.25	44.7%
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	30,216.60	417,573.25	447,776.75	51.7%
535 80 10 00	Sewer - Operations Payroll	625,864.00	51,850.05	361,986.50	263,877.50	42.2%
535 80 20 00	Sewer - Operations Personnel Benefits	284,947.00	21,961.04	152,740.39	132,206.61	46.4%

2025 BUDGET POSITION

Lake Whatcom W-S District

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402 Sewer Fund

Expenditures		Amt Budgeted	July	YTD	Remaining	
535 Sewer						
535 80 32 00	Sewer - Operations Fuel	31,900.00	2,992.53	12,560.62	19,339.38	60.6%
535 80 35 00	Sewer - Safety Supplies	10,000.00	54.65	3,505.19	6,494.81	64.9%
535 80 35 01	Sewer - Safety Boots	1,400.00	0.00	419.14	980.86	70.1%
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	2,292.05	9,997.99	3,002.01	23.1%
535 80 47 00	Sewer - Ops Utilities	160,000.00	11,166.37	105,851.92	54,148.08	33.8%
535 80 49 00	Sewer - Operations Laundry	2,500.00	146.17	900.43	1,599.57	64.0%
535 Sewer		3,422,464.00	226,227.41	1,790,781.19	1,631,682.81	47.7%

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	205,048.59	793,918.84	(793,918.84)	0.0%
594 35 63 02	Capital Projects- Sewer System	0.00	20,378.79	145,344.12	(145,344.12)	0.0%
594 35 64 02	Capital Outlay - Sewer Equipment	0.00	83.38	85,566.55	(85,566.55)	0.0%
594 Capital Expenditures		1,857,000.00	225,510.76	1,024,829.51	832,170.49	44.8%

Fund Expenditures:		5,895,589.00	451,738.17	2,888,473.20	3,007,115.80	51.0%
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Fund Excess/(Deficit):		(593,745.00)	(6,834.06)	250,767.36		
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LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 07/31/2025

Petty Cash	\$	1,600	
Cash	\$	1,379,539	
Debt Service Account	\$	646,125	
Public Funds Account	\$	31,485	2.940%
WA Federal	\$	2,058,749	
Local Gov't Investment Pool	\$	4,021,548	4.392%

		PRINCIPAL COST	MARKET VALUE	MATURITY DATE	YIELD
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 Treasury Note	Non-callable	\$ 534,034	\$ 515,000	Jun-27	3.724%
US Bank Short-Term Money Market	Holding Account	\$ 545,282			4.110%
US Bank Trust		\$ 3,091,872	\$ 2,680,000		
TOTAL		\$ 9,172,169			

USE OF FUNDS:	
Bond Reserve - Restricted	\$ 646,125
Contingency - Assigned	\$ 1,298,355
Operating Reserves	\$ 1,185,000
Operating Assigned	\$ 6,042,689
	\$ 9,172,169

<u>Fund Balance Summary</u>	
Water Utility Fund (401)	\$ 2,167,984
Sewer Utility Fund (402)	\$ 5,086,060
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 646,125
	\$ 9,175,169



LAKE WHATCOM WATER AND SEWER DISTRICT
July 2025 Utility Account Adjustments

Sudden Valley Adjustments

Late Fee Credits	\$ 277.38
High Use/Leak Credits	\$ 130.92

North Shore/Geneva


Late Fee Credits	\$ 285.34
High Use/Leak Credits	<u>\$ 159.27</u>

Total Account Adjustments	\$ 852.91
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**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

DATE SUBMITTED:	August 20, 2025	MEETING DATE:	August 27, 2025
TO: BOARD OF COMMISSIONERS	FROM: Jason Dahlstrom, Operations & Maintenance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Operations Department Report		
	2. Status of District Water & Sewer Systems		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the August 27, 2025 Board Meeting
Data Compiled 8/20/25

State Required Report Status														
Monthly Reports														
Name Of Report		Completed												
Chlorination Report Agate Heights Prepared by: K Cook	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x	x	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	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	January 22, 2025												
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						
		6/17/25		6/17/25		6/17/25		6/17/25						
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	6.26.25					
3.20.25	7.24.25					
4.24.25	8.21.25					
Summary of Work-Related Injuries & Illnesses						
	Current Month	2025	2024	2023	2022	2021
Total Number of Work Related Injuries						
Defined as a work related injury or illness that results in:						
Death						
Medical treatment beyond first aid						
Loss of consciousness	0	0	0	0	0	0
Significant injury or illness diagnosed by a licensed health care professional						
Days away from work (off work)						
Restricted work or job transfer						
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	0	0	0	0	0
Total Number of Days Away from Work (at home, in hospital, not at work)	0	0	0	0	0	0
Near Misses	0	0	0	0	0	0
Safety Coordinator Update						

Status of District Water and Sewer Systems
Prepared by Jason Dahlstrom - Operations and Maintenance Manager
8/27/2025 Board Meeting

Safety Activities	
<ol style="list-style-type: none"> 1. No time-loss injuries or near misses. 2. Daily safety reminders directly relevant to the day's tasks. Weekly safety trainings based on District specific safety programs. 3. Jobsite tailgate meetings by project lead. 	
Water Utility Activities	
<p><i>Water Treatment Plants</i></p> <ol style="list-style-type: none"> 1. Sudden Valley <ol style="list-style-type: none"> a. Plant is operating well, averaging 0.7 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. 1 water leak repaired this month 2. Annual pressure reducing valve maintenance ongoing 3. New Division 7 reservoirs in full operation 	
Sewer Utility Activities	
<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> 1. Flat Car bypass project ongoing, bridge installation in September <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. Nothing new to report <p><i>Equipment</i></p> <ol style="list-style-type: none"> 1. Flat Car generator fuel injector repair 2. Portable 185kW generator breaker replacement 	
Facilities	
<ol style="list-style-type: none"> 1. Nothing new to report 	
Training	
<ol style="list-style-type: none"> 1. Nothing new to report 	
Development	
<ol style="list-style-type: none"> 1. There are 6 permits currently in stages of development 	