



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](tel:+12245013412) **Access Code:** 596-307-141

*Press *6 to mute/unmute your microphone*

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

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

Attending a Meeting

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

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

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

Public Comment Periods

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

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

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

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

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



Questions?

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



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

September 24, 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. none

7. OTHER BUSINESS

8. STAFF REPORTS

- A. General Manager
- B. Engineering Department
- C. Finance Department
- D. Operations Department

9. PUBLIC COMMENT OPPORTUNITY

10. EXECUTIVE SESSION


Executive Session per RCW 42.30.110(1)(g): To review the performance of a public employee (General Manager performance evaluation) – 15 minutes

11. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	September 18, 2025	MEETING DATE:	September 24, 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 09.23.2025****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 9.10.2025 Regular Board Meeting
- Payroll for Pay Period #19 (08.30.2025 through 09.12.2025) totaling \$54,960.89
- Benefits for Pay Period #19 totaling \$59,602.15
- 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.”

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

September 10, 2025

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

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

Also in attendance were David Faulkner and Bryan Plog from the Glen Cove Water Association, and District Customer Taryn Adams (v). Attendees noted with a (v) attended the meeting virtually.

Consent Agenda

Action Taken

Carter moved, Knakal seconded, approval of:

- **Minutes for the 8.27.2025 Regular Board Meeting**
- **Payroll for Pay Period #18 (08.16.2025 through 8.29.2025) totaling \$53,687.45**
- **Benefits for Pay Period #18 totaling \$59,596.33**
- **Accounts Payable Vouchers totaling \$467,360.18**

Motion passed.

Water Bill Adjustments Policy Appeal

Clary explained that the District received an appeal of the water bill adjustments policy from District customer Taryn Adams on August 6, 2025. On June 3, 2025, Ms. Adams contacted the District in the evening after identifying a leak in 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. Total use over the two-month billing period including the leak 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.

At the August 27, 2025 regular Board meeting, Ms. Adams spoke to the Board regarding the appeal and policy. The Board requested staff prepare more detailed information about various options, which were presented. Discussion followed, including input from Ms. Adams.

Action Taken

Knakal moved, Carter seconded, 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. Motion passed.

Generative Artificial Intelligence Use Policy

Generative artificial intelligence (AI) is a type of AI that uses algorithms and large data sets, including information available on the internet, to produce text, images, computer code, or other content in response to queries. It is commonly used to draft communications, conduct research, summarize content, generate software code, and many other applications. Local government employees are among those beginning to

embrace generative AI tools, including ChatGPT, Microsoft Copilot, and Google Gemini, for their efficiency, power, and potential to improve public services. While AI may be used as an effective tool to make government more efficient, its use also raises several concerns (e.g., protection of confidential information, accuracy of generated content, transparency of source) that may be mitigated through implementation of a use policy. Staff provided a draft policy, modeled after the City of Kirkland, Washington’s policy, for Board consideration.

Action Taken

Carter moved, Knakal seconded, to adopt the generative artificial intelligence use policy, amended to strike “contractors and volunteers” from the scope so it reads “This policy applies to all District commissioners and employees who use generative AI technology to draft content or make decisions related to District business.” Motion passed.

General Manager’s Report

Clary updated the Board on several topics, including the kickoff for Whatcom Water Week on September 13, and an update on the Flatcar Sewer Lift Station Reverse Flow Project. Discussion followed.

Executive Session Per RCW 42.30.110(1)(g)

Citron recessed the Regular Session to Executive Session at 8:20 p.m. It was estimated that the Executive Session would take 5 minutes and end at 8:25 p.m. The purpose of the Executive Session was to review the performance of a public employee (General Manager performance evaluation). Citron recessed the Executive Session and reconvened the Regular Meeting at 8:25 p.m.

With no further business, Citron adjourned the regular session at 8:25 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: 11:38:18 Date: 09/15/2025


09/18/2025 To: 09/18/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo	PAYROLL
2710	09/18/2025	Payroll	5	EFT		292.98	08/30/2025 - 09/12/2025 PR 19	
2711	09/18/2025	Payroll	5	EFT		439.47	08/30/2025 - 09/12/2025 PR 19	
2712	09/18/2025	Payroll	5	EFT		4,064.42	08/30/2025 - 09/12/2025 PR 19	
2713	09/18/2025	Payroll	5	EFT		308.20	08/30/2025 - 09/12/2025 PR 19	
2714	09/18/2025	Payroll	5	EFT		4,046.77	08/30/2025 - 09/12/2025 PR 19	
2716	09/18/2025	Payroll	5	EFT		2,099.87	08/30/2025 - 09/12/2025 PR 19	
2718	09/18/2025	Payroll	5	EFT		2,237.73	08/30/2025 - 09/12/2025 PR 19	
2719	09/18/2025	Payroll	5	EFT		3,484.27	08/30/2025 - 09/12/2025 PR 19	
2720	09/18/2025	Payroll	5	EFT		442.27	08/30/2025 - 09/12/2025 PR 19	
2721	09/18/2025	Payroll	5	EFT		2,715.81	08/30/2025 - 09/12/2025 PR 19	
2722	09/18/2025	Payroll	5	EFT		4,083.23	08/30/2025 - 09/12/2025 PR 19	
2723	09/18/2025	Payroll	5	EFT		585.95	08/30/2025 - 09/12/2025 PR 19	
2724	09/18/2025	Payroll	5	EFT		3,038.36	08/30/2025 - 09/12/2025 PR 19	
2725	09/18/2025	Payroll	5	EFT		812.40	08/30/2025 - 09/12/2025 PR 19	
2726	09/18/2025	Payroll	5	EFT		2,924.75	08/30/2025 - 09/12/2025 PR 19	
2727	09/18/2025	Payroll	5	EFT		3,140.80	08/30/2025 - 09/12/2025 PR 19	
2728	09/18/2025	Payroll	5	EFT		2,163.31	08/30/2025 - 09/12/2025 PR 19	
2729	09/18/2025	Payroll	5	EFT		3,435.83	08/30/2025 - 09/12/2025 PR 19	
2730	09/18/2025	Payroll	5	EFT		1,508.47	08/30/2025 - 09/12/2025 PR 19	
2731	09/18/2025	Payroll	5	EFT		5,008.07	08/30/2025 - 09/12/2025 PR 19	
2732	09/18/2025	Payroll	5	EFT		2,686.75	08/30/2025 - 09/12/2025 PR 19	
2733	09/18/2025	Payroll	5	EFT		3,130.59	08/30/2025 - 09/12/2025 PR 19	
2715	09/18/2025	Payroll	5	16776		439.47	8.6.2025/8.13.2025/8.27.2025	
2717	09/18/2025	Payroll	5	16777		1,871.12	08/30/2025 - 09/12/2025 PR 19	
401 Water Fund						13,264.89		
402 Sewer Fund						41,696.00		

54,960.89 Payroll: 54,960.89

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

Sign  Date 9/18/2025
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: 12:03:20 Date: 09/16/2025

09/18/2025 To: 09/18/2025

Page: 1

BENEFITS

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2745	09/18/2025	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	7,617.50	Pay Cycle(s) 09/18/2025 To 09/18/2025 - DCP; Pay Cycle(s) 09/18/2025 To 09/18/2025 - ROTH DCP
2746	09/18/2025	Payroll	5	EFT	UNITED STATES TREASURY		Wrong amount calculated
2747	09/18/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2		Paid in error.
2748	09/18/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,171.43	Pay Cycle(s) 09/18/2025 To 09/18/2025 - PERS 3
2749	09/18/2025	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	911.85	Pay Cycle(s) 09/18/2025 To 09/18/2025 - SUP ENF
2754	09/18/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	6,472.36	Pay Cycle(s) 09/18/2025 To 09/18/2025 - PERS 2
2762	09/18/2025	Payroll	5	EFT	UNITED STATES TREASURY	20,050.77	941 Deposit for Pay Cycle(s) 09/18/2025 - 09/18/2025
2750	09/18/2025	Payroll	5	16778	AFLAC	300.31	Pay Cycle(s) 09/18/2025 To 09/18/2025 - AFLAC PRE-TAX; Pay Cycle(s) 09/18/2025 To 09/18/2025 - AFLAC POST-TAX
2751	09/18/2025	Payroll	5	16779	AFSCME LOCAL	382.80	Pay Cycle(s) 09/18/2025 To 09/18/2025 - UNION DUES; Pay Cycle(s) 09/18/2025 To 09/18/2025 - UNION FUND
2752	09/18/2025	Payroll	5	16780	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 09/18/2025 To 09/18/2025 - VEBA
2753	09/18/2025	Payroll	5	16781	WA ST HEALTH CARE AUTHORITY	20,105.13	Pay Cycle(s) 09/18/2025 To 09/18/2025 - PEBB MEDICAL; Pay Cycle(s) 09/18/2025 To 09/18/2025 - PEBB ADD LTD; Pay Cycle(s) 09/18/2025 To 09/18/2025 - PEBB SMK Surcharge
401 Water Fund						44,731.21	
402 Sewer Fund						14,870.94	

59,602.15 Payroll: 59,602.15

CHECK REGISTER

Lake Whatcom W-S District


Time: 12:03:20 Date: 09/16/2025

09/18/2025 To: 09/18/2025

Page: 2

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

Sign  Date 9/18/2025
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



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	September 18, 2025	MEETING DATE:	September 24, 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, September 24, 2025 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Oct 8, 2025	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Oct 9, 2025	8:00 a.m.	Board Room/Hybrid Commissioner Holland to attend
Investment Comm. Meeting	Wed Oct 29, 2025	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thu Sep 25, 2025	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed Oct 1, 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 Oct 14, 2025	6:00 p.m.	Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
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

- Annual general manager performance evaluation (ongoing)
- Division 7 reservoir replacement project public works contract closeout
- Flat Car sewer lift station reverse flow project public works contract closeout
- Lake Whatcom Management Program invasive mussel rapid response joint resolution
- City of Bellingham scenic water intertie temporary use interlocal agreement
- Glen Cove Water Association consolidation consideration

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, hearing conservation, ladder safety, and safety audits programs.

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 (91 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.

Financial benchmarks were 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 and G Nicoll are scheduled to facilitate a WA-EMD inspection of the Division 7 reservoirs (FEMA hazard mitigation grant compliance) on September 22.*
- *J Clary is scheduled to attend Whatcom County Council meetings associated with adoption of the Whatcom County Coordinated Water System Plan on September 23.*
- *J Clary and G Nicoll are scheduled to meet with City of Bellingham Public Works management on September 23.*

Lake Whatcom Water Quality


Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the data group and interjurisdictional coordinating team meetings on September 11 and 18, respectively.



**AGENDA
BILL
Item 8.B**

**Engineering Department
Report**

DATE SUBMITTED:	September 18, 2025	MEETING DATE:	September 24, 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: 9/11/2025

Prepared by: G. Nicoll



LEGEND:

WATER

SEWER

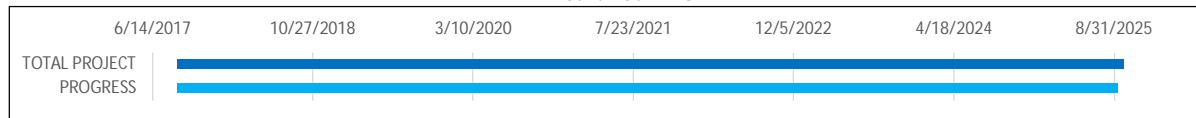
SHARED

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. The existing reservoir has been demolished and the contractor is currently working on site restoration and installation of fencing around the site. The project is on-schedule for on-time completion.

PROJECT SCHEDULE



Budget Summary

Budget:	\$ 3,301,000.00
Spent to Date:	\$ 2,856,490.00
Balance:	\$ 444,510.00

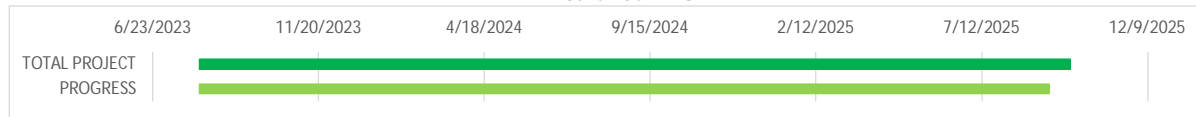
Budget Year: 2021



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 has driven piles to support the bridge foundations and will be installing the bridge and all piping in the next two weeks.

PROJECT SCHEDULE



Budget Summary

Budget:	\$ 280,000.00
Spent to Date:	\$ 134,849.88
Balance:	\$ 145,150.12

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:	Gray & Osborne is working address staff comments on the 60% design submittal and preparation of the 90% design documents. The District has submitted permit applications to the County and the pre-application meeting is being scheduled in the coming weeks. The project is on-schedule to bid in late 2025 with construction in 2026-27.

PROJECT SCHEDULE

Budget Summary	
Budget:	\$ 1,963,000.00
Spent to Date:	\$ 127,893.34
Balance:	\$ 1,835,106.66
Budget Year: 2024-2026	

87.5% grant funded

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). Reservoir recoating, which will be District funded, will be completed concurrently.
Project Status:	The District has received and reviewed the 60% design submittal for the project and returned comments to Wilson Engineering. Wilson will now proceed with addressing those comments and preparing the 90% design documents.

PROJECT SCHEDULE

Budget Summary	
Budget:	\$ 1,428,895.00
Spent to Date:	\$ 142,243.73
Balance:	\$ 1,286,651.27
Budget Year: 2024-2026	

95% grant funded

Geneva Reservoir



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									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; background-color: #D9E1F2;">Budget Summary</th> </tr> </thead> <tbody> <tr> <td>Budget:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Spent to Date:</td> <td style="text-align: right;">\$ 940.00</td> </tr> <tr> <td>Balance:</td> <td style="text-align: right; color: red;">\$ (940.00)</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <p>Design costs funded by internal cost savings.</p> </div> <div style="text-align: center;"> <p>Geneva Reservoir</p> </div> </div>		Budget Summary		Budget:	\$ -	Spent to Date:	\$ 940.00	Balance:	\$ (940.00)
Budget Summary									
Budget:	\$ -								
Spent to Date:	\$ 940.00								
Balance:	\$ (940.00)								
<p>Budget Year: 2027 (to be moved to 2026)</p>									


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 reviewed and provided comments. 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									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; background-color: #D9E1F2;">Budget Summary</th> </tr> </thead> <tbody> <tr> <td>Budget:</td> <td style="text-align: right;">\$ 2,870,000.00</td> </tr> <tr> <td>Spent to Date:</td> <td style="text-align: right;">\$ 17,928.00</td> </tr> <tr> <td>Balance:</td> <td style="text-align: right;">\$ 2,852,072.00</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <p>87.5% grant funded</p> </div> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> </div>		Budget Summary		Budget:	\$ 2,870,000.00	Spent to Date:	\$ 17,928.00	Balance:	\$ 2,852,072.00
Budget Summary									
Budget:	\$ 2,870,000.00								
Spent to Date:	\$ 17,928.00								
Balance:	\$ 2,852,072.00								
<p>Budget Year: 2025-2027</p>									

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 is finalizing the Pre-Design Report. The selected alternative for rehabilitation of the lift station is conversion to a submersible lift station with conventional centrifugal pumps. Once the final draft of the report is complete, it will be sent to Gray & Osborne for review.

PROJECT SCHEDULE

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



Budget Summary	
Budget:	\$ 146,000.00
Spent to Date:	\$ 303.48
Balance:	\$ 145,696.52

Pre-design only

Budget Year: 2025-2027


PROJECTS COMPLETED IN PAST 12 MONTHS

Project #	Project Name	Budget	Spent	Balance
C 2506	Physical Security Improvements	\$ 37,000.00	\$ 34,703.53	\$ 2,296.47
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:	September 4, 2025	MEETING DATE:	September 24, 2025
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. August Financial Report 2. August Cash & Investment Report 3. August 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: 13:41:58 Date: 09/04/2025

Page: 1

401 Water Fund

Revenues	Amt Budgeted	August	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	45,774.27	763,515.51	1,006,667.49	56.9%
334 01 80 01 State Grant From Military Department	681,626.00	7,629.05	127,252.62	554,373.38	81.3%
330 State Generated Revenues	2,671,809.00	53,403.32	890,768.13	1,781,040.87	66.7%

340 Charges For Services

343 40 10 00 Water Sales Metered	3,239,670.00	355,219.90	2,076,978.28	1,162,691.72	35.9%
343 41 10 01 General Facilities Charges - Water	105,485.00	20,897.00	83,119.41	22,365.59	21.2%
340 Charges For Services	3,345,155.00	376,116.90	2,160,097.69	1,185,057.31	35.4%

350 Fines & Forfeitures

359 81 10 00 Combined Fees	12,500.00	462.54	3,966.74	8,533.26	68.3%
359 90 00 00 Late Fees	65,000.00	7,949.70	52,431.41	12,568.59	19.3%
350 Fines & Forfeitures	77,500.00	8,412.24	56,398.15	21,101.85	27.2%

360 Misc Revenues

361 11 00 00 Investment Interest	118,000.00	7,553.23	112,618.91	5,381.09	4.6%
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	114.43	471.11	528.89	52.9%
360 Misc Revenues	119,000.00	7,667.66	114,986.91	4,013.09	3.4%

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	445,600.12	3,708,814.96	3,304,649.04	47.1%
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Expenditures	Amt Budgeted	August	YTD	Remaining	
534 Water Utilities					
534 10 10 00 Water - Gen Admin Payroll	398,451.00	31,754.02	263,438.65	135,012.35	33.9%
534 10 20 00 Water - Gen Admin Personnel Benefits	163,307.00	11,258.72	104,223.99	59,083.01	36.2%
534 10 31 00 Water - Gen Admin Supplies	12,500.00	492.47	3,731.25	8,768.75	70.2%
534 10 31 01 Water - Meetings/Team building	3,200.00	193.94	2,215.63	984.37	30.8%
534 10 40 00 Water - Merchant Services Fees	19,700.00	1,911.89	14,405.51	5,294.49	26.9%
534 10 40 01 Water - Bank Fees	750.00	15.00	208.48	541.52	72.2%
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	5,816.55	74,942.24	41,372.76	35.6%
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	7,039.00	28,721.75	2,278.25	7.3%
534 10 42 00 Water - Admin Communication	34,000.00	2,922.80	24,555.51	9,444.49	27.8%
534 10 43 00 Water - Software/IT Subscriptions	90,310.00	12,520.96	52,722.09	37,587.91	41.6%
534 10 46 00 Water - Gen Admin Insurance	89,000.00	0.00	237.50	88,762.50	99.2%

2025 BUDGET POSITION

Lake Whatcom W-S District

Time: 13:41:58 Date: 09/04/2025

Page: 2

401 Water Fund

Expenditures		Amt Budgeted	August	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	105.00	15,356.34	5,743.66	27.2%
534 10 49 02	Water - Taxes	177,800.00	11,935.79	104,090.66	73,709.34	41.5%
534 40 43 00	Water - Admin Training &Travel	13,000.00	417.50	5,790.57	7,209.43	55.5%
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	10,966.62	77,359.44	43,140.56	35.8%
534 50 31 01	Water- Small Assets	48,000.00	1,856.05	17,461.19	30,538.81	63.6%
534 50 48 00	Water - Repair & Maint	163,400.00	4,245.15	67,319.78	96,080.22	58.8%
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	1,380.00	10,475.36	2,024.64	16.2%
534 60 47 00	Water - City of Bellingham	62,920.00	7,483.59	35,512.16	27,407.84	43.6%
534 80 10 00	Water - Operations Payroll	734,736.00	62,363.64	503,491.41	231,244.59	31.5%
534 80 20 00	Water - Operations Personnel Benefits	340,742.00	23,139.91	209,218.01	131,523.99	38.6%
534 80 32 00	Water - Operations Fuel	31,900.00	474.62	13,087.38	18,812.62	59.0%
534 80 35 00	Water - Safety Supplies	10,000.00	51.17	3,579.85	6,420.15	64.2%
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	286.21	8,878.51	4,121.49	31.7%
534 80 47 00	Water - Ops Utilities	156,200.00	2,263.92	107,012.24	49,187.76	31.5%
534 80 49 00	Water - Operations Laundry	2,000.00	116.98	1,017.95	982.05	49.1%
534 Water Utilities		2,973,231.00	201,011.50	1,766,473.27	1,206,757.73	40.6%
580 Non Expenditures						
589 99 99 99	Payroll Benefit Liabilities	0.00	(2,637.26)	(223.91)	223.91	100.0%
580 Non Expenditures		0.00	(2,637.26)	(223.91)	223.91	100.0%
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	124,098.64	1,720,052.84	(1,720,052.84)	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	0.00	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	124,098.64	1,813,403.30	974,196.70	34.9%

2025 BUDGET POSITION

Lake Whatcom W-S District

Time: 13:41:58 Date: 09/04/2025

Page: 3

401 Water Fund

Expenditures	Amt Budgeted	August	YTD	Remaining	
Fund Expenditures:	5,987,671.00	322,472.88	3,588,521.18	2,399,149.82	40.1%
Fund Excess/(Deficit):	1,025,793.00	123,127.24	120,293.78		

2025 BUDGET POSITION

Lake Whatcom W-S District

Time: 13:41:58 Date: 09/04/2025

Page: 4

402 Sewer Fund

Revenues	Amt Budgeted	August	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	525,279.69	3,448,351.19	1,599,220.81	31.7%
343 50 19 00	Sewer Service Other	5,750.00	556.37	3,919.47	1,830.53	31.8%
343 50 80 00	Latecomers Fee ULID #18	0.00	0.00	9,759.57	(9,759.57)	0.0%
343 51 10 02	General Facilities Charges - Sewer	125,380.00	39,234.48	118,783.44	6,596.56	5.3%
340 Charges For Services		5,178,702.00	565,070.54	3,580,813.67	1,597,888.33	30.9%

360 Misc Revenues

361 11 00 02	Investment Interest	118,000.00	7,553.24	112,619.00	5,381.00	4.6%
369 40 00 02	Project Reimbursement	4,142.00	4,141.96	4,141.96	0.04	0.0%
369 91 01 02	Miscellaneous	1,000.00	114.44	256.11	743.89	74.4%
360 Misc Revenues		123,142.00	11,809.64	117,017.07	6,124.93	5.0%

Fund Revenues:	5,301,844.00	576,880.18	3,716,120.74	1,585,723.26	29.9%
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Expenditures	Amt Budgeted	August	YTD	Remaining	
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535 Sewer

535 10 10 00	Sewer - Admin Payroll	398,451.00	31,754.00	263,438.02	135,012.98	33.9%
535 10 20 00	Sewer - Gen Admin Personnel Benefits	163,307.00	11,258.38	104,016.42	59,290.58	36.3%
535 10 31 00	Sewer - Gen Admin Supplies	12,500.00	410.94	3,410.64	9,089.36	72.7%
535 10 31 01	Sewer - Meetings/Team Building	3,200.00	193.97	2,357.74	842.26	26.3%
535 10 40 00	Sewer - Merchant Services Fees	18,000.00	1,911.91	14,405.57	3,594.43	20.0%
535 10 40 01	Sewer - Bank Fees	750.00	15.00	208.43	541.57	72.2%
535 10 41 01	Sewer - Gen Admin Prof Srvc	116,315.00	5,709.71	74,307.14	42,007.86	36.1%
535 10 41 02	Sewer - Engineering Srvc	9,000.00	0.00	0.00	9,000.00	100.0%
535 10 41 03	Sewer - Legal Srvc	31,000.00	6,115.50	15,925.75	15,074.25	48.6%
535 10 42 00	Sewer - Admin Communication	34,000.00	2,922.80	24,528.96	9,471.04	27.9%
535 10 43 00	Sewer - Software/IT Subscriptions	99,960.00	12,520.95	61,383.72	38,576.28	38.6%
535 10 46 00	Sewer - Gen Admin Insurance	89,000.00	0.00	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	0.00	9,311.60	6,908.40	42.6%
535 10 49 02	Sewer - Taxes	129,650.00	9,429.79	79,341.14	50,308.86	38.8%
535 40 43 00	Sewer - Gen Admin TrainIng &Travel	13,000.00	417.50	5,790.68	7,209.32	55.5%
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	2,829.01	20,217.56	24,782.44	55.1%
535 50 31 01	Sewer - Small Assets	42,000.00	829.48	22,641.78	19,358.22	46.1%
535 50 48 00	Sewer - Repair & Maint	197,950.00	3,678.32	113,099.07	84,850.93	42.9%
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	56,676.28	474,249.53	391,100.47	45.2%
535 80 10 00	Sewer - Operations Payroll	625,864.00	53,031.41	415,017.91	210,846.09	33.7%
535 80 20 00	Sewer - Operations Personnel Benefits	284,947.00	19,121.70	171,862.09	113,084.91	39.7%

2025 BUDGET POSITION

Lake Whatcom W-S District

Time: 13:41:58 Date: 09/04/2025

Page: 5

402 Sewer Fund

Expenditures		Amt Budgeted	August	YTD	Remaining	
535 Sewer						
535 80 32 00	Sewer - Operations Fuel	31,900.00	474.66	13,035.28	18,864.72	59.1%
535 80 35 00	Sewer - Safety Supplies	10,000.00	51.17	3,556.36	6,443.64	64.4%
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	262.52	10,260.51	2,739.49	21.1%
535 80 47 00	Sewer - Ops Utilities	160,000.00	(1,028.55)	104,823.37	55,176.63	34.5%
535 80 49 00	Sewer - Operations Laundry	2,500.00	116.94	1,017.37	1,482.63	59.3%
535 Sewer		3,422,464.00	218,703.39	2,009,484.58	1,412,979.42	41.3%

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	11,085.67	805,004.51	(805,004.51)	0.0%
594 35 63 02	Capital Projects- Sewer System	0.00	0.00	145,344.12	(145,344.12)	0.0%
594 35 64 02	Capital Outlay - Sewer Equipment	0.00	0.00	85,566.55	(85,566.55)	0.0%
594 Capital Expenditures		1,857,000.00	11,085.67	1,035,915.18	821,084.82	44.2%

Fund Expenditures:		5,895,589.00	229,789.06	3,118,262.26	2,777,326.74	47.1%
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Fund Excess/(Deficit):		(593,745.00)	347,091.12	597,858.48		
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LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 08/31/2025

Petty Cash	\$	1,600	
Cash	\$	1,334,739	
Debt Service Account	\$	646,125	
Public Funds Account	\$	31,564	2.940%
WA Federal	\$	2,014,028	
Local Gov't Investment Pool	\$	4,036,514	4.382%

		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	\$ 499,508	\$ 510,000	Oct-26	3.707%
US Treasury Note	Non-callable	\$ 534,034	\$ 515,000	Jun-27	3.724%
US Bank Short-Term Money Market	Holding Account	\$ 545,747			4.110%
US Bank Trust		\$ 3,591,845	\$ 3,190,000		

TOTAL	\$	<u>9,642,388</u>
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USE OF FUNDS:

Bond Reserve - Restricted	\$	646,125
Contingency - Assigned	\$	1,298,355
Operating Reserves	\$	1,185,000
Operating Assigned	\$	6,512,908
	\$	<u>9,642,388</u>

Fund Balance Summary

Water Utility Fund (401)	\$	2,288,111
Sewer Utility Fund (402)	\$	5,433,152
Sewer Contingency Fund (425)	\$	815,000
Water Contingency Fund (426)	\$	460,000
Bond Reserve Fund (460)	\$	646,125
	\$	<u>9,642,388</u>



LAKE WHATCOM WATER AND SEWER DISTRICT
August 2025 Utility Account Adjustments

Sudden Valley Adjustments

Late Fee Credits	\$ 488.74	
High Use/Leak Credits	\$ 3,591.91	Adams

North Shore/Geneva


Late Fee Credits	\$ 155.56
High Use/Leak Credits	<u>\$ -</u>

Total Account Adjustments	\$ 4,236.21
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**AGENDA
BILL
Item 8.D**

**Operations Department
Report**

DATE SUBMITTED:	September 18, 2025	MEETING DATE:	September 24, 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 September 24, 2025 Board Meeting

Data Compiled 9/18/25

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	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	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	9.25.25 (scheduled)				
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
9/24/2025 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 0.6 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. 3 water leaks repaired this month 2. Annual pressure reducing valve maintenance ongoing 	
Sewer Utility Activities	
<p><i>Lift Stations</i></p> <ol style="list-style-type: none"> 1. Annual wetwell inspections ongoing <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. Multiple service trucks repaired this month <p><i>Equipment</i></p> <ol style="list-style-type: none"> 1. Flat Car generator fuel injector repair complete, North Point repair ongoing 	
Facilities	
<ol style="list-style-type: none"> 1. Nothing new to report 	
Training	
<ol style="list-style-type: none"> 1. J Dahlstrom upcoming financial training for BARS and procurement 	
Development	
<ol style="list-style-type: none"> 1. There are 11 permits currently in stages of development 	