



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*

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Attending a Meeting

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

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

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

Public Comment Periods

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

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

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

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

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



Questions?

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



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

November 12, 2025

6:30 p.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. Glen Cover Water Association Merger Analysis
- B. Division 7 Reservoir Replacement Project Public Works Contract Closeout
- C. Flat Car Sewer Lift Station Reverse Flow Project Public Works Contract Closeout
- D. Lake Whatcom Boulevard Sewer Interceptor Cured-in-Place-Pipe Project Public Works Contract Closeout
- E. 2026 Washington State Legislative Agenda

7. OTHER BUSINESS

8. STAFF REPORTS

- A. General Manager

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) – 60 minutes

11. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	November 6, 2025	MEETING DATE:	November 12, 2025
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☒	INFORMATIONAL/ OTHER ☐

****TO BE UPDATED 11.12.2025****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 10.29.2025 Regular Board Meeting
- Payroll for Pay Period #23 (10.25.2025 through 11.07.2025) total to be added
- Benefits for Pay Period #23 total to be added
- Accounts Payable Vouchers total to be added

FISCAL IMPACT

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2025-2026 Budget.

RECOMMENDED BOARD ACTION

Staff recommends the Board approve the Consent Agenda.

PROPOSED MOTION

A recommended motion is:

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



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

October 29, 2025

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

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

No public were in attendance. Attendees noted with a (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Holland seconded, approval of:

- **Minutes for the 10.08.2025 Regular Board Meeting**
- **Payroll for Pay Period #21 (09.27.2025 through 10.10.2025) totaling \$53,143.26**
- **Benefits for Pay Period #21 totaling \$59,385.94**
- **Payroll Taxes for 3rd Quarter totaling \$12,043.78**
- **Payroll for Pay Period #22 (10.11.2025 through 10.24.2025) totaling \$57,054.12**
- **Benefits for Pay Period #22 totaling \$29,612.90**
- **Accounts Payable Vouchers totaling \$425,094.82**

Motion passed.

Resolution No. 903 Lake Whatcom Invasive Mussel Rapid Response Plan Adoption

Clary explained that the District has participated in the Lake Whatcom Management Program (LWMP) since its creation in 1998. The LWMP's primary goal is to improve lake water quality by jointly implementing programs affecting the Lake Whatcom watershed, along with the City of Bellingham (City) and Whatcom County (County). Actions implemented by the LWMP under the aquatic invasive species program area have historically been led by the City, with support provided by the County and District via an interlocal agreement. Within the 2025-29 work plan, Action 7.3.1 is to develop an AIS rapid response plan. The City has led this effort, with support by the County, District and Washington State Department of Fish and Wildlife. Consistent with the LWMP partners' adoption of each five-year work plan, staff presented a joint resolution for LWMP adoption of the Lake Whatcom Invasive Freshwater Mussel Rapid and Extended Response Plan.

Action Taken

Carter moved, Knakal seconded, to adopt Resolution No. 903 as presented. Motion passed.

Sudden Valley Water Treatment Plant Chlorine Contact Basin Replacement Drinking Water State Revolving Fund Application Authorization

The District provides potable water to its South Shore water system via its Sudden Valley Water Treatment Plant (SVWTP). In 2022, the District submitted a FEMA Hazard Mitigation Grant application to replace the aging chlorine contact basin (CCB), which was awarded in 2024 with partial funds also provided by the District and the Washington State Emergency Management Division of the Washington State Military Department.

Since the execution of the grant agreement, the total project cost has increased significantly, creating a funding deficit of approximately \$1,200,000. During the June 11 Regular Board Meeting, the Board directed staff to pursue external funding sources for the unfunded portion of the project. One viable external funding source is a low-interest loan through the Drinking Water State Revolving Fund (DWSRF), which is administered by the Washington State Department of Health (DOH), which would allow the District to finance the project costs over a 20-year period at a low interest rate (2.25%).

Clary explained that DWSRF loan applications are accepted by DOH on an ongoing basis with applications due on November 30, 2025 for the 2026 funding cycle, with loans awarded in March 2026. A requirement of the DWSRF application is that the applicant's governing body formally authorize submittal of a loan application. Discussion followed.

Action Taken

Carter moved, Ford seconded, to authorize staff to develop and submit an application to the Washington State Department of Health for a Drinking Water State Revolving Fund loan to finance the unfunded portion of the Sudden Valley Water Treatment Plant Chlorine Contact Basin Replacement Project. Motion passed.

Geneva Reservoir Recoating Project Drinking Water State Revolving Fund Application Authorization

A structural analysis of the Lake Whatcom Water and Sewer District Geneva Water Reservoir found significant deficiencies in its ability to meet existing earthquake code requirements (BHC report, December 2016). In 2024, the District submitted an application for a FEMA Hazard Mitigation Grant to seismically retrofit the Geneva Reservoir, and the grant was awarded in 2024.

Clary explained that following a 2022 coating assessment of the reservoir, it was determined that the interior and exterior coating systems would require replacement within the next 5 years to minimize degradation of the tank structure. The grant-funded seismic improvements were built into the District's 6-year capital improvement program for 2026, with recoating of the reservoir programmed for 2027. However, based upon information recently gained during the initial stages of seismic retrofit design, impacts from the seismic retrofit project will require recoating at the same time. The estimated cost of recoating the Geneva Reservoir is \$1,000,000, which was not built into the District's 2025-26 Budget.

During the June 11 Regular Board Meeting, the Board directed staff to pursue external funding sources for the unfunded portion of the project. One viable external funding source is a low-interest loan through the Drinking Water State Revolving Fund (administered by the Washington State Department of Health); though this source would not be a grant, it would allow the District to finance the project costs over a 20-year period at a low interest rate (2.5%).

DWSRF loan applications are accepted by DOH on an ongoing basis with applications due on November 30, 2025 for the 2026 funding cycle, with loans awarded in March 2026. A requirement of the DWSRF application is that the applicant's governing body formally authorize submittal of a loan application. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to authorize staff to develop and submit an application to the Washington State Department of Health for a Drinking Water State Revolving Fund loan to finance the unfunded portion of the Geneva Reservoir Recoating Project. Motion passed.

General Manager’s Report

Clary updated the Board on several topics, including recognition of District Finance Manager Jennifer Signs following a presentation at a recent Washington Association of Sewer & Water Districts Section meeting, a recent meeting with Whatcom County Planning & Development Services regarding communication about development in the District, and recent customer tours of the Sudden Valley Water Treatment Plant. Discussion followed.

Engineering Department Report

In Nicoll’s absence, Clary briefly highlighted upcoming project closeouts, recent considerations around the timing of upcoming capital projects, and progress on the District’s targeted asset management plan. Discussion followed.

Finance Department Report

Signs’ report focused on the District’s 3rd Quarter Financial Report, September General Fees & Charges revenue, with 17 permits to date on budgeted expectation of 10, investment revenue, and a basic overview of the status of water and sewer fund activity. Discussion followed.

Operations & Maintenance Department Report

Dahlstrom reported recent technology updates for District computers and the District’s SCADA system, development of new SOPs for the flatcar reverse bypass, and recent repairs of water leaks.

Executive Session Per RCW 42.30.110(1)(g)

Citron recessed the Regular Session to Executive Session at 9:08 a.m. It was estimated that the Executive Session would take 30 minutes and end at 9:38 a.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 9:38 a.m.

Executive Session Per RCW 42.30.110(1)(g)

Citron recessed the Regular Session to Executive Session at 9:38 a.m. It was estimated that the Executive Session would take 5 minutes and end at 9:43 a.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 9:43 a.m.

With no further business, Citron adjourned the regular session at 9:44 a.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope

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



AGENDA Glen Cove Water Association
BILL Merger Analysis Discussion
Item 6.A

DATE SUBMITTED:	October 29, 2025	MEETING DATE:	November 12, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Glen Cove Water Association Merger Analysis		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☐	INFORMATIONAL /OTHER ☒

BACKGROUND / EXPLANATION OF IMPACT

During the July 9, 2025 regularly scheduled meeting of the District Board of Commissioners, members of the Glen Cove Water Association board of directors requested that the District consider taking over ownership and operation of the Association's Washington State Department of Health-regulated Group A community water system. Attached is an assessment of the Association's water system and potential considerations should the District proceed with discussions regarding assuming ownership of the Association's water system.

FISCAL IMPACT

No fiscal impact is anticipated with discussion of merging the Glen Cove Water Association water system into the District. Should the merger proceed, the fiscal impact would vary dependent upon what system improvements are required and the level of external funding that is secured.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality
Customer Satisfaction
Financial Viability
Infrastructure Strategy & Performance
Stakeholder Understanding and Support

RECOMMENDED BOARD ACTION

Staff recommends that the Board discuss the merger.

PROPOSED MOTION

No action is proposed at this time.

Glen Cove Water Association Merger Analysis

Lake Whatcom Water and Sewer District

Purpose

The purpose of this analysis is to provide a preliminary assessment of the Glen Cove Water Association's water system and identify potential considerations should the Lake Whatcom Water and Sewer District pursue an agreement with the Glen Cove Water Association for assuming possession of its assets.

Background

Lake Whatcom Water and Sewer District

The Lake Whatcom Water and Sewer District (District) is a special purpose district authorized under [Title 57 Revised Code of Washington](#) (RCW). The District's service area comprises much of the land within the Lake Whatcom Watershed outside of Bellingham city limits. The District owns and operates three Washington State Department of Health (DOH) -authorized Group A public water systems, including the South Shore Water System (DOH System No. 95910) that serves the Geneva and Sudden Valley communities located on the south shore of Lake Whatcom. The District also owns and operates a sewer collection and conveyance system serving much of its service area (collected wastewater is treated by the City of Bellingham at its Post Point wastewater treatment plant via an interlocal agreement).

Glen Cove Water Association

The Glen Cove Water Association (Association) is a Group A community water system regulated under [Chapter 246-290 Washington Administrative Code](#) (WAC). The system (DOH Water System No. 27950Y) serves 22 single family residential connections located on Lakeside Avenue/Euclid Avenue outside of Bellingham city limits and within the District service boundary (there is one additional connection that provided water at the District's Euclid Sewer Lift Station for irrigating plants required as habitat mitigation for recent improvements at the facility but was discontinued in October 2025 and is scheduled to be disconnected from the Association system). The Association's water source is the City of Bellingham water system (DOH Water System No. 56003) via an intertie located at approximately 1722 Lakeside Avenue (i.e., Bellingham city limit). Sewer service of the Association's customers is provided by the District. The Association does not have as-builts of its water system and has previously indicated that it is believed to be comprised of one 4-inch diameter polyvinyl chloride (PVC) water main constructed in the 1960s and located within Lakeside Avenue/Euclid Avenue right-of-way extending to the end of its customer base in the vicinity of 1601 Euclid Avenue (approximately 1,350 feet).

Water System Merger/Consolidation Statutory Authority

[Chapter 57.36 RCW](#) grants statutory authority for one (or more) water districts to *merge* into another district. Similarly, two or more water districts may *consolidate* into a new district under [Chapter 57.32 RCW](#). However, the Glen Cove Water Association is not a water district authorized under Title 57 RCW, but a Group A community water system regulated under [Chapter 246-290 WAC](#). Therefore, neither Chapters 57.32 nor 57.36 RCW apply. That said, [RCW 57.08.044](#) allows a district to:

...enter into contracts with any county, city, town, or any other municipal or quasi-municipal corporation, or with any private person or corporation, for the acquisition, ownership, use, and

operation of any property, facilities, or services, within or without the district, and necessary or desirable to carry out the purposes of the district.

Therefore, this analysis considers the Glen Cove Water Association's merger into the Lake Whatcom Water and Sewer District via contractual acquisition under RCW 57.08.044.

Prior Merger Analyses

In 2016-2017, the District and Association underwent discussions regarding the District's merger of the Association into the South Shore water system. To support the effort, the District applied for a DOH Consolidation Feasibility Study grant in both 2016 and 2017; however, neither application was awarded funding. With no mechanism for financing merger due diligence, discussions stalled.

In 2022, discussions were briefly resumed with the appointment of a new Association board of directors. However, discussions again stalled. Brief discussion by the District Board of Commissioners during this time indicated a willingness to consider taking possession of the Association's water system so long as existing District customers were not required to subsidize the system improvements necessary to meet District and State of Washington standards.

Glen Cove Water Association System Assessment

The following is a preliminary assessment of the Association's water system infrastructure based upon available information relative to District and State of Washington standards.

Water Main

The Association owns and operates a single, 4-inch diameter, approximately 1,350-foot long, PVC water main constructed in the 1960s located in Lakeside Avenue/Euclid Avenue (Whatcom County) right-of-way. Though no physical inspection of the water main has been recently conducted, based upon assumed pipe age and material the water main is approaching the end of its service life. Of additional consideration, the water main size does not meet State of Washington standards (6-inch minimum diameter; [WAC 246-290-230\(2\)](#)) and is not constructed of pipe meeting District standards (class 52 ductile iron [DI] per WSDOT 9-30.1 (1) encased in polyethylene encasement per WSDOT 9-30.2(1)).

Water Service Lines

There is no available information regarding each of the water service lines between the water main and each water meter. It is assumed that the water service lines are of the same age as the water main and would require replacement between the main and the meter with the District standard 1-inch diameter 200-psi-rated polyethylene (PE) line during water main replacement.

Water Meters

The Association's water system is comprised of BadgerMeter Recordall Model 25 water meters¹. The District standard is the Master Meter 3G Wireless meter with automated meter reading (AMR) technology. With conversion to District ownership, each of the 22 water meters would require replacement with the District-standard meter (the meter serving the Euclid Sewer Lift Station would be removed).

Fire Hydrants

The Association's water system includes two fire hydrants (Waterous Pacer hydrant at 1700 Lakeside Avenue and Dresser [model unknown] hydrant at 1602 Euclid Avenue). The fire hydrants

¹ The water meter serving the District's Euclid sewer lift station was the sole meter assessed; the remainder of the Association's water meters are assumed to be consistent with this model.

appear to be original to the system and are approaching the end of their service lives. With conversion to District ownership, both fire hydrants would require replacement with a District-standard hydrant (American Flow Control Waterous Pacer 250, M&H Style 929 Reliant, Clow Medallion, or EJ 5CD250).

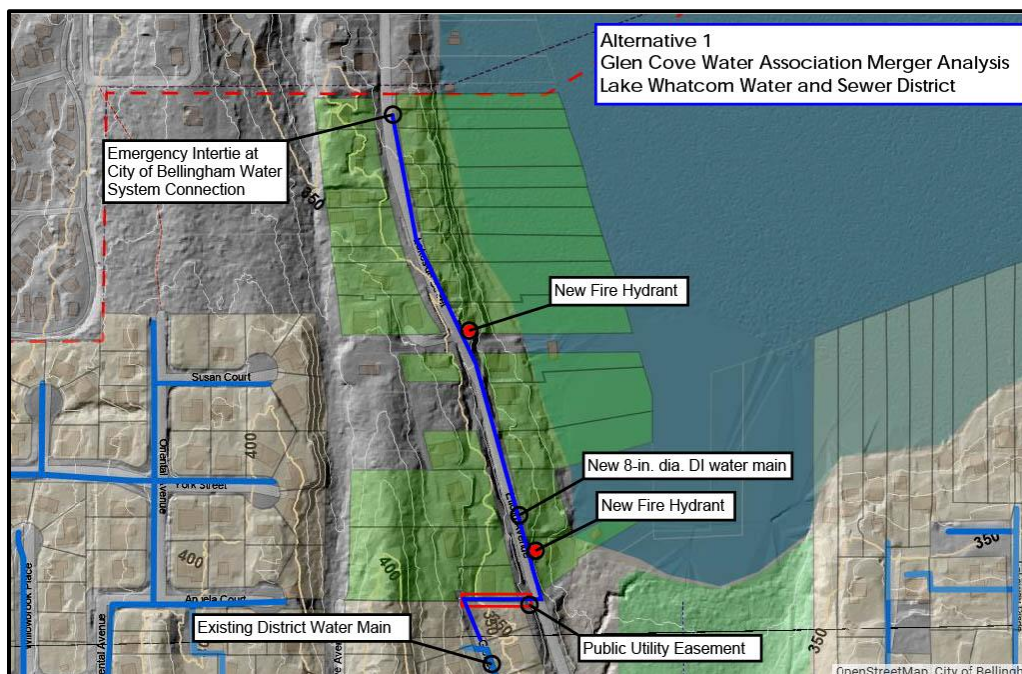
Bellingham Intertie

The City of Bellingham's [CityiQ](#) web-based map viewer indicates that the watermain serving the Association's system is 6-inch diameter, cast iron pipe installed in 1937 with an approximate water pressure of 73 pounds per square inch (psi). There is no information available regarding the physical composition (and condition) of the intertie (e.g., valving, backflow prevention device, etc.) Therefore, it is assumed that negotiation of an interlocal agreement with the City to maintain the intertie would include replacement of the intertie components (based upon relatively recent required upgrades at the District Scenic Drive intertie with the City's water system). Of additional note, it appears that there are five homes served by District sewer that are not connected to the Association's water system but served by individual private service lines connected directly to the City's water system.

Merger Alternatives

Alternative 1—Extend District South Shore Water System

Under this alternative, the District's water service would be extended from its northernmost terminus in Glencove Lane to the Association's water main, which would be replaced with an 8-inch diameter DI water main meeting District standards. The 22 water service lines within Whatcom County right-of-way serving homes would be replaced with 1-inch diameter PE line, all water meters would be replaced with District standard water meters, and the two fire hydrants would be replaced with District-standard hydrants. In addition, the existing intertie with the City of Bellingham's water system would be converted to an emergency use intertie. To make the intertie useable, a bypass around the District's pressure reducing valve (PRV) at the intersection of Euclid Avenue and Lakeway Drive would also require installation. The estimated cost of each alternative is presented at the end of this document.

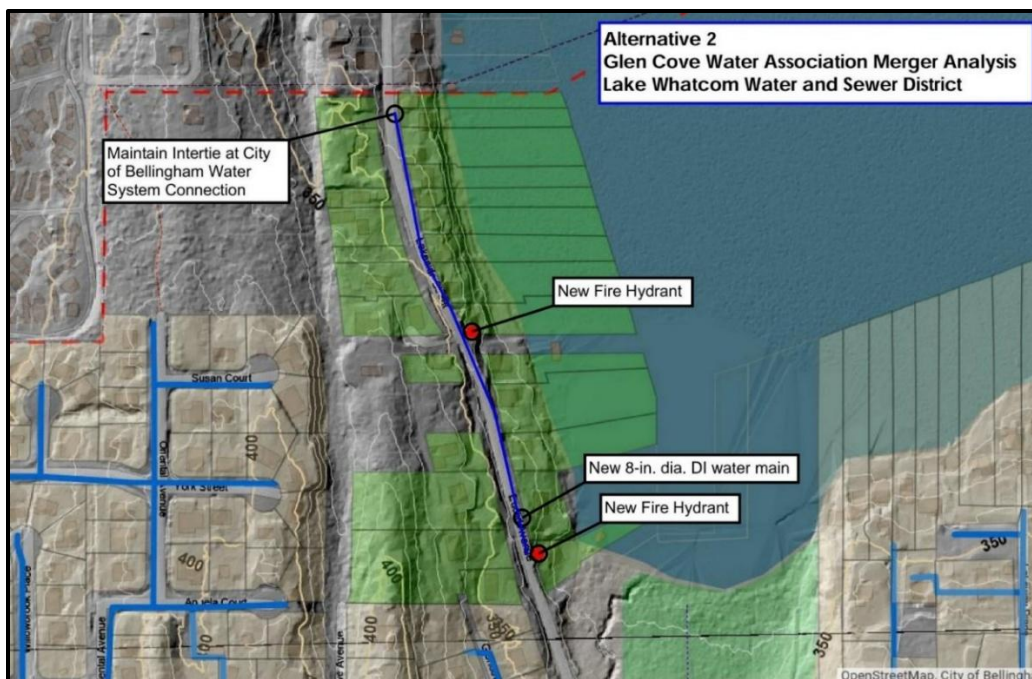


Considerations include:

- **Public Utility Easement.** To extend service from the District 8-inch diameter, DI water main located in Glencove Lane right-of-way to the Association's system, the District would need to negotiate and purchase a public utility easement through private, developed property (likely between 1524 and 1536 Glencove Lane, or between 1536 Glencove Lane and 1601 Euclid Avenue).
- **Chlorine Residual.** The chlorine residual in the District's system on Glencove Lane consistently exhibits the lowest values in Geneva. Adding 22 additional customers may improve this issue (greater demand on water main) but may also transfer to the issue to end of the new main.
- **Emergency Intertie Value.** Recognizing that the contemplated emergency intertie would be fed by the City's 6-inch diameter water main at a pressure of 73 psi, there would be limited value of maintaining an intertie due to pipe size limitations and the low elevation of the intertie relative to the District's South Shore water system.
- **Emergency Intertie Interlocal Agreement.** The District would be required to negotiate with the City of Bellingham an interlocal agreement for emergency use of the intertie and perform any improvements to the intertie stipulated in the agreement.

Alternative 2—Current Standalone Configuration

Under this alternative, the District would assume ownership and operation of the Glen Cove Group A water system. The Association's existing water main would be replaced with an 8-inch diameter DI water main meeting District standards. The 22 water service lines within Whatcom County right-of-way serving homes would be replaced with 1-inch diameter PE line, all water meters would be replaced with District standard water meters, and the two fire hydrants would be replaced with District-standard hydrants. The estimated cost of each alternative is presented at the end of this document.



Considerations include:

- **Group A Water System Ownership.** The District currently owns three Group A water systems, all of which require separate regulatory sampling and reporting. Under this alternative, the District would assume operable responsibility for a fourth Group A water system.
- **Cost of Service.** Under this alternative, the District would be required to negotiate with the City of Bellingham an interlocal agreement for domestic water service, likely to result in paying 1.5 times the City's water rates (which are projected to increase significantly over the near-term). This ongoing cost would likely be significantly higher than the District's cost of service from its South Shore water system.

Merger Financing Options

The District Board of Commissioners has previously indicated a hesitancy to use District funds to complete the necessary improvements to the Association's system to meet District and State standards. It is also recognized that securing external funds and/or deferring the costs of the necessary improvements for Association customers may facilitate a merger with the District. Therefore, the following potential financing mechanisms may be considered.

Utility Local Improvement District

Utility local improvement districts (ULIDs) are a means of financing capital improvements that will primarily benefit property owners within a specific area. A ULID may be formed by a local government, including water-sewer districts as allowed under [Chapter 57.16 RCW](#), with the approval of the benefiting property owners. The capital improvement is then paid for over time through special assessments on the benefiting properties. Over the life of the District, the ULID mechanism has been used several times to finance significant capital improvements.

Under this scenario, the District would form a ULID to finance the design, permitting and construction of all necessary improvements to the Association's system, with the Association's customer base (benefiting properties) agreeing to be assessed each's proportionate share (e.g., 1/22 or 4.6%) of the overall cost of improvements.

Washington State Department of Health Grants/Loans

For several years, the DOH Office of Drinking Water has encouraged the merger of smaller water systems into larger Group A water systems. DOH administers federal funding through the Drinking Water State Revolving Fund (DWSRF) program, and has created financing mechanisms through the DWSRF funding to facilitate mergers/consolidations:

- **Consolidation Feasibility Study Grant.** DOH awards grants (up to \$50,000) to complete initial merger/consolidation analyses (e.g., capacity development, consolidation feasibility, public outreach, engineering design). This is the program the District was unsuccessful in securing funding from in 2016 and 2017. Applications are due November 30 and April 30 of each year. Funding can also be used for connection fees and engineering design.
- **Planning & Engineering Funding.** DOH has limited funding to support the design and preparation of bid documents for the necessary capital improvements. Applications are being accepted through November 30, 2025, with award anticipated in December 2025. This funding is primarily in the form of a low-interest loan, but there is a potential for partial grant funding recognizing the project would support a consolidation. Any loan-related funding would require either District financing or creation of a ULID. DOH must request the

State Legislature during the 2026 session for authority to fund the April and December 2025 applications.

- **Construction Funding.** DOH also provides construction funding, primarily in the form of low-interest loans, supporting water system mergers/consolidations. To be eligible, the District's DOH-approved Water System Comprehensive Plan must identify the proposed consolidation (see section 1.2.3 of the District's Comprehensive Plan, which meets this requirement). To qualify for grant (rather than loan) funding, the benefiting properties must meet *disadvantaged community* criteria. However, the Association's customer base does not meet the disadvantaged community definition based on environmental health disparities, social vulnerability index, or poverty level. That said, with capital improvement costs anticipated to be significant relative to 22 connections, the annual average residential water rates (AARWR) compared to the Whatcom County's median household income (MHI) could be high. If the affordability index (AARWR divided by the MHI) is greater than 3% and the project is a consolidation, the District may be eligible for subsidy (partial loan principal forgiveness). Any loan-related funding would require either District financing or creation of a ULID.

Washington State Public Works Board Loan

The Washington State Public Works Board administers funding to local governments, including water-sewer districts, through the Public Works Assistance Account for infrastructure improvements (water, sewer, stormwater, roads and bridges, and solid waste). Funding is primarily through low-interest loans (partial grant funding is available to *disadvantaged communities*, which the District does not qualify for). Funding may be for pre-construction (design and permitting) or construction. Applications for pre-construction funding are considered quarterly until authorized funding for the fiscal year is expended, and construction applications are considered annually (typically due in July with award in October). Any loan-related funding would require either District financing or creation of a ULID.

Private Financing

Without securing financing through any combination of the above funding sources, the District would be required to secure private financing, likely in the form of a bank loan. Under such a scenario, market interest rates would apply to the loan principle (i.e., at a higher rate than the DOH- or PWB-administered loan programs). Any loan-related funding would require either District financing or creation of a ULID.

Merger Process

The following provides a general overview of the anticipated steps necessary to fully complete the merger of the Glen Cove Water Association into the Lake Whatcom Water and Sewer District.

1. **Preliminary Design.** A preliminary design and cost estimate would be completed by the District of both alternatives, which would enable negotiations of a merger agreement between the two parties with an understanding of the anticipated costs (total and per Association customer) of proceeding with the merger. [DOH Planning & Engineering Funding]
2. **Merger Agreement.** The District and Association would negotiate an agreement by which the Association would transfer all assets and obligations to the District, as well as provide a commitment of its membership to participate in a ULID necessary to finance the formation of the ULID and all defined water system improvements. In addition, should Alternative 1 be

selected, agreement of property owner(s) over which a public utility easement is needed, would be required.

3. Water System Improvements Design/Permitting/Easement Acquisition. Once the merger agreement is executed and all necessary funding is secured, the District would proceed with design and permitting of the water system improvements and negotiate acquisition of a public utility easement (if Alternative 1 is selected).
4. Construction Funding. The District would pursue the most advantageous combination of funding from the resources identified in this document.
5. ULID Formation. The District would form and administer a ULID to finance the portion of the merger costs not funded by external grant or forgivable loan.
6. Bellingham General/Emergency Intertie Agreement. The District and City of Bellingham would negotiate and execute an interlocal agreement (either domestic or emergency use dependent upon selected alternative) to replace the current water service agreement between the City and Association.
7. Water System Improvements Construction. Following completion of design and acquisition of all permits (and easements), the District would construct the improvements through public works contracting mechanisms.

LAKE WHATCOM WATER AND SEWER DISTRICT
ROUGH ORDER OF MAGNITUDE COST ESTIMATE

Glen Cove Water Association Water Main Replacement: Alternative 1 - Connect to District
10/27/2025

SOFT COSTS (Planning, Design, Permitting and Construction Administration)

Design prepared by: Consultant

Inspection provided by: District

Item	% of Const. \$\$	Total
Planning and Pre-design	0%	\$ -
Permitting	1%	\$ 12,814.91
Design	12%	\$ 153,778.91
Construction Administration	3%	\$ 38,444.73
Field Inspection	0%	\$ -
TOTAL SOFT COSTS		\$ 205,038.55

ADMINISTRATIVE COSTS (Easements, General Facility Charges, etc.)

Item	Total
Utility Easement	\$ 30,000.00
Miscellaneous Administrative Costs (ULID formation, District Admin, etc.)	\$ 25,000.00
General Facility Charges - LWWS Water (22 connections)	\$ 181,027.00
TOTAL ADMINISTRATIVE COSTS	\$ 236,027.00

CONSTRUCTION COSTS

Item	QTY	Units	Unit Price	Total
Mobilization	10% of		\$ 823,665.00	\$ 82,366.50
8-inch Pipe, DI, installed (incl. excavation)	1735 LF		\$ 130.00	\$ 225,550.00
Sawcutting	3130 LF		\$ 3.00	\$ 9,390.00
Pipe Zone Bedding (WSDOT 9-03.12(3))	760 TN		\$ 75.00	\$ 57,000.00
Trench backfill (WSDOT 9-03.10)	2290 TN		\$ 75.00	\$ 171,750.00
CSTC (WSDOT 9-03.9(3))	440 TN		\$ 85.00	\$ 37,400.00
Asphalt	390 TN		\$ 300.00	\$ 117,000.00
Traffic Control	400 HRS		\$ 100.00	\$ 40,000.00
Asphalt marking restoration	1 LS		\$ 10,000.00	\$ 10,000.00
Connection to District System	1 LS		\$ 2,500.00	\$ 2,500.00
Landscaping Restoration	1 LS		\$ 15,000.00	\$ 15,000.00
Unsuitable Excavation	120 TN		\$ 150.00	\$ 18,000.00
Shoring	1735 LF		\$ 5.00	\$ 8,675.00
Intertie Gate Valves - 8"	2 EA		\$ 3,500.00	\$ 7,000.00
Intertie PRV - 8"	1 EA		\$ 5,000.00	\$ 5,000.00
Single Water Service	22 EA		\$ 2,000.00	\$ 44,000.00
Temporary Erosion and Sediment Control	1 LS		\$ 10,000.00	\$ 10,000.00
Water Meters	22 EA		\$ 700.00	\$ 15,400.00
Fire Hydrant	2 EA		\$ 10,000.00	\$ 20,000.00
Force Account	1 LS		\$ 10,000.00	\$ 10,000.00
Subtotal				\$ 906,031.50
Contingency	30%			\$ 271,809.45
Subtotal				\$ 1,177,840.95
Sales Tax	8.80%			\$ 103,650.00
TOTAL HARD COSTS				\$ 1,281,490.95

SUMMARY

Total Soft Costs	\$ 205,038.55
Total Administrative Costs	\$ 236,027.00
Total Hard Costs	\$ 1,281,490.95
TOTAL PROJECT COST	\$ 1,722,556.51

LAKE WHATCOM WATER AND SEWER DISTRICT
ROUGH ORDER OF MAGNITUDE COST ESTIMATE

Glen Cove Water Association Water Main Replacement: Alternative 2 - Connect to City
10/27/2025

SOFT COST (Planning, Design, Permitting and Construction Administration)

Design prepared by: Consultant

Inspection provided by: District

Item	% of Const. \$\$	Total
Planning and Pre-design	0%	\$ -
Permitting	1%	\$ 11,034.56
Design	12%	\$ 132,414.74
Construction Administration	3%	\$ 33,103.69
Field Inspection	0%	\$ -
TOTAL SOFT COSTS		\$ 176,552.99

ADMINISTRATIVE COSTS (Easements, General Facility Charges, etc.)

Item	Total
Utility Easement	\$ -
Miscellaneous Administrative Costs (ULID formation, District Admin, etc.)	\$ 25,000.00
General Facility Charges - LWWSD Water (22 connections)	\$ -
TOTAL ADMINISTRATIVE COSTS	\$ 25,000.00

CONSTRUCTION

Item	QTY	Units	Unit Price	Total
Mobilization	10%	of	\$ 709,235.00	\$ 70,923.50
8-inch Pipe, DI, installed (incl. excavation)	1375	LF	\$ 130.00	\$ 178,750.00
Sawcutting	2770	LF	\$ 3.00	\$ 8,310.00
Pipe Zone Bedding (WSDOT 9-03.12(3))	600	TN	\$ 75.00	\$ 45,000.00
Trench backfill (WSDOT 9-03.10)	1810	TN	\$ 75.00	\$ 135,750.00
CSTC (WSDOT 9-03.9(3))	390	TN	\$ 85.00	\$ 33,150.00
Asphalt	350	TN	\$ 300.00	\$ 105,000.00
Traffic Control	400	HRS	\$ 150.00	\$ 60,000.00
Asphalt marking restoration	1	LS	\$ 10,000.00	\$ 10,000.00
Connection to District System	0	LS	\$ 2,500.00	\$ -
Landscaping Restoration	0	LS	\$ 15,000.00	\$ -
Unsuitable Excavation	100	TN	\$ 150.00	\$ 15,000.00
Shoring	1375	LF	\$ 5.00	\$ 6,875.00
Intertie Gate Valves - 8"	2	EA	\$ 3,500.00	\$ 7,000.00
Intertie PRV - 8"	1	EA	\$ 5,000.00	\$ 5,000.00
Single Water Service	22	EA	\$ 2,000.00	\$ 44,000.00
Temporary Erosion and Sediment Control	1	LS	\$ 10,000.00	\$ 10,000.00
Water Meters	22	EA	\$ 700.00	\$ 15,400.00
Fire Hydrant	2	EA	\$ 10,000.00	\$ 20,000.00
Force Account	1	LS	\$ 10,000.00	\$ 10,000.00
Subtotal				\$ 780,158.50
Contingency	30%			\$ 234,047.55
Subtotal				\$ 1,014,206.05
Sales Tax	8.80%			\$ 89,250.13
TOTAL HARD COSTS				\$ 1,103,456.18

SUMMARY

Total Soft Costs	\$ 176,552.99
Total Administrative Costs	\$ 25,000.00
Total Construction Costs	\$ 1,103,456.18
TOTAL PROJECT COST	\$ 1,305,009.17



**AGENDA
BILL
Item 6.B**

**Division 7 Reservoir
Replacement Project Public
Works Contract Close Out**

DATE SUBMITTED:	November 5, 2025	MEETING DATE:	November 12, 2025
TO: BOARD OF COMMISSIONERS	FROM: Greg Nicoll, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☒	INFORMATIONAL /OTHER ☐

BACKGROUND / EXPLANATION OF IMPACT

The original Division 7 reservoir was a 1-million gallon welded-steel reservoir constructed in 1971 located off Swallow Circle in the Sudden Valley community. The reservoir was identified in a 2017 structural analysis of District reservoirs as being the highest priority for replacement due to seismic deficiencies. The project consisted of the replacement of the original reservoir with two smaller 237,900-gallon concrete reservoirs adjacent to the existing reservoir, followed by demolition of the existing reservoir and site restoration.

Following a public bid process, the District Board awarded the construction contract to Tiger Construction, Ltd. during a regularly scheduled meeting on March 13, 2024. The contractor has now completed all work and contract requirements. Therefore, staff recommends accepting the project as complete and closing out the public works contract.

FISCAL IMPACT

The contractor completed the work for the original contract amount of \$2,528,637.12 plus an additional \$79,018.15 associated with change orders for a total of \$2,607,655.27 (including sales tax).

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy and Performance
Enterprise Resiliency

RECOMMENDED BOARD ACTION

Staff recommends accepting the project as complete and closing out the public works contract.

PROPOSED MOTION

Recommended motion is:

“I move to accept the Division 7 Reservoir Replacement Project public works contract performed by Tiger Construction as complete and authorize staff to close out the public works contract.”



**AGENDA
BILL
Item 6.C**

**Flat Car Sewer Lift Station
Reverse Flow Project Public
Works Contract Close Out**

DATE SUBMITTED:	November 5, 2025	MEETING DATE:	November 12, 2025
TO: BOARD OF COMMISSIONERS	FROM: Greg Nicoll, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☒	INFORMATIONAL /OTHER ☐

BACKGROUND / EXPLANATION OF IMPACT

Under normal operation, wastewater enters the Flat Car Lift Station from the surrounding sewer service basins, as well as from the Sudden Valley Lift Station, with discharge directed to Beaver Lift Station for conveyance out of Sudden Valley via the Lake Louise Road sewer interceptor. The District occasionally needs to reverse flow and send wastewater from Flat Car LS back to the Detention Basin on Lake Whatcom Blvd via the existing 8-in. discharge force main that serves the Sudden Valley Lift Station while also redirecting flow of Sudden Valley Lift Station to the Lake Whatcom Blvd sewer interceptor. Historically this was accomplished with a portable pump connected between the Flat Car LS wet well and the existing 8-in. force main via temporary above-grade piping. This temporary piping was routed across the existing Flat Car Bridge and connected to an existing snorkel connection on the 8-in. force main.

To improve operations and reduce effort, the District designed a permanent piping system to allow the District to redirect flow from the Flat Car Lift Station back to the Detention Basin without any temporary pumps or piping. The deteriorated condition of the Flat Car Bridge required routing the new piping across a new pipe bridge over Beaver Creek. The design included installation of permanent piping from a connection to the existing Flat Car Lift Station force main, across the new pipe bridge and connecting to the existing 8-in. force main located on the opposite side of the creek. To minimize project costs, District crews installed the buried piping and valves and the public works construction contract was limited to fabrication and installation of the pipe bridge, associated foundations, piping that was mounted to the bridge, and connection to the District-installed piping.

Following a public bid process, the District Board awarded the construction contract to Henifin Construction during a regularly scheduled meeting on February 26, 2025. The contractor has now completed all work and contract requirements. Therefore,

staff recommends accepting the project as complete and closing out the public works contract.

FISCAL IMPACT

The contractor completed the work for the original contract amount of \$108,813.06 plus an additional \$4,560.08 associated with change orders for a total of \$113,373.14 (including sales tax).

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality

Operational Optimization

Infrastructure Strategy and Performance

Enterprise Resiliency

RECOMMENDED BOARD ACTION

Staff recommends accepting the project as complete and closing out the public works contract.

PROPOSED MOTION

Recommended motion is:

“I move to accept the Flat Car Lift Station Reverse Flow Retrofit Project public works contract performed by Henifin Construction as complete and authorize staff to close out the public works contract.”

		AGENDA BILL Item 6.D		LWBI CIPP Renewal Project Public Works Contract Close Out	
DATE SUBMITTED:		November 5, 2025		MEETING DATE: November 12, 2025	
TO: BOARD OF COMMISSIONERS			FROM: Greg Nicoll, District Engineer		
GENERAL MANAGER APPROVAL					
ATTACHED DOCUMENTS			none		
TYPE OF ACTION REQUESTED			RESOLUTION ☐	FORMAL ACTION/ MOTION ☒	INFORMATIONAL /OTHER ☐

BACKGROUND / EXPLANATION OF IMPACT

The Lake Whatcom Boulevard Interceptor (LWBI), which is one of two means of conveying wastewater generated in Sudden Valley out of the Lake Whatcom Watershed, has been in operation for nearly 50 years. In 2020, a small sewer overflow occurred at manhole GT-29 along the LWBI that prompted a condition assessment and hydraulic analysis of the interceptor. Television inspection completed as part of that assessment identified pipe wall corrosion and significant struvite buildup on the interior of the pipe. The hydraulic modelling confirmed that existing pipe wall conditions were reducing the system capacity. The model also determined that, upon relining approximately 4,000 linear feet of pipe with cured in place pipe (CIPP) (Priority 1), the LWBI interceptor will have sufficient system capacity to convey the current peak hour flow without dependence on the existing Sudden Valley Detention Basin that is used periodically to mitigate peak flows (e.g., during extreme precipitation events). The model also identified an additional 2,800 linear feet of the LWBI that should be considered for relining to convey the future buildout peak hour flow (Priority 2).

Over the past four years, the District has completed a phased project to re-line the “Priority 1” section of the Lake Whatcom Boulevard Interceptor located between the Strawberry Point and Cable Street Lift Stations that contributed to the above-described capacity limitations and sewer overflows. Prior to 2025, three phases of work had been completed that re-lined approximately 3,100 linear feet of “Priority 1” pipe. The 2025 project completed the fourth and final phase of work to re-line the remaining 900 linear feet of 14-inch diameter gravity pipe that was identified as “Priority 1.”

Following a public bid process, the District Board awarded the construction contract to Iron Horse, LLC during a regularly scheduled meeting on February 26, 2025. The contractor has now completed all work and contract requirements. Therefore, staff

recommends accepting the project as complete and closing out the public works contract.

FISCAL IMPACT

The contractor completed the work for the original contract amount of \$192,271.36 with no change orders for a total of \$192,271.36 (including sales tax).

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality

Operational Optimization

Infrastructure Strategy and Performance

RECOMMENDED BOARD ACTION

Staff recommends accepting the project as complete and closing out the public works contract.

PROPOSED MOTION

Recommended motion is:

“I move to accept the Lake Whatcom Boulevard Interceptor Cured in Place Pipe public works contract performed by Iron Horse, LLC as complete and authorize staff to close out the public works contract.”



**AGENDA
BILL
Item 6.E**

**2026 Washington State
Legislative Session Agenda**

DATE SUBMITTED:	October 29, 2025	MEETING DATE:	November 12, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft 2026 Washington State Legislative Session Agenda		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☒	INFORMATIONAL /OTHER ☐

BACKGROUND / EXPLANATION OF IMPACT

As a special purpose district authorized under Title 57 of the Revised Code of Washington, actions of the Washington State Legislature can directly impact the Lake Whatcom Water and Sewer District's powers and authority, operational requirements, and revenue streams. Recognizing this, the District for the past several years has actively engaged with legislators of the 40th and 42nd legislative districts, which represent District customers. Attached is a draft legislative agenda for the 2026 legislative session, which has been crafted based upon District priorities, as well as in support of Washington Association of Sewer and Water Districts (WASWD) legislative priorities.

FISCAL IMPACT

No fiscal impact is anticipated with approval of the District's legislative agenda.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality

Financial Viability

Stakeholder Understanding and Support

RECOMMENDED BOARD ACTION

Staff recommends approval of the legislative agenda.

PROPOSED MOTION

Recommended motion is:

"I move to approve the 2026 Washington State legislative session agenda as presented."

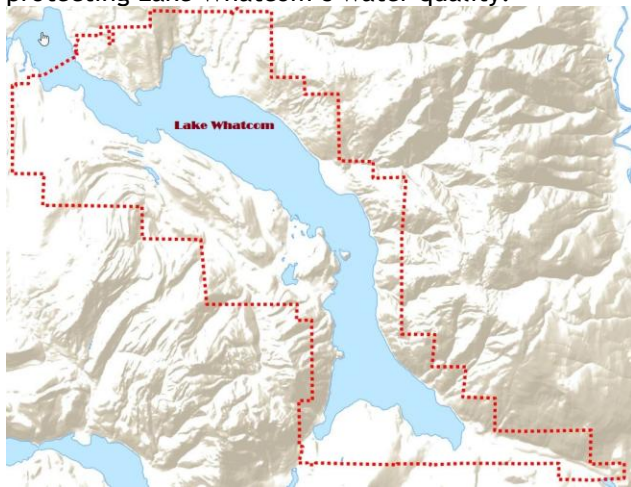


About the Lake Whatcom Water and Sewer District

The Lake Whatcom Water and Sewer District is a special purpose district focused on providing quality water and sewer service to the Sudden Valley, Geneva, and Northshore communities surrounding Lake Whatcom.

Community Served

Originally formed in 1968 as Water District No. 10, the Lake Whatcom Water & Sewer District provides water service to approximately 3,800 connections and sewer service to approximately 4,200 connections in an 18-square mile area encompassing Lake Whatcom. The District is operated by 18 full-time professionals, governed by a five-member board of commissioners elected from within the District, and has a biennial budget of approximately \$21.5 million. The District Board and staff are committed to providing the best possible water and sewer services to our customers in a cost-efficient manner, and in a way that contributes to protecting Lake Whatcom's water quality.



System Features

- Water Sources Lake Whatcom (primary), Agate Heights wells, & Johnson well
- Water Treatment Plants 2
- Water Pump Stations 5
- Water Storage Facilities (totaling 3.1 MG) 9
- Miles of Water Main 71
- Sewer Lift Stations..... 26
- Miles of Sewer Main 75
- Population Served 10,700 (2020 Census)

Current Issues

- **Public Works Assistance Account.** The PWWA has proven an effective conduit for local government infrastructure investment throughout its life—since 1985 over \$3.6 billion has been invested in 2,200 critical projects. With the growing need to replace aging infrastructure, as well as to enable projects that support affordable housing and enhance economic growth in the State, the District **encourages protection of the PWWA and preservation of all of its revenues** so that necessary infrastructure investments may continue into the future.
- **Utility Relocation Costs.** Relocation of critical infrastructure to accommodate city/county road projects can be incredibly costly. The District **supports any legislation that encourages a three-year advanced notice of planned road projects** and inclusion of utility relocation costs in project budgets so that water-sewer districts may adequately budget for financing such unanticipated costs.
- **Water Rights.** As the District participates in the WRIA No. 1 water rights adjudication, we remain open to partnerships that enable reasonable allocation of this valuable resource. The District does, however, **remain protective of existing municipal water rights necessary to meet growth (domestic and fire flow) requirements defined under the Growth Management Act and opposes any Ecology guidance that creates new standards, such as “active compliance” and “reasonable diligence.”**
- **Utility Taxes and Right-of-Way Rent.** The District **opposes** any legislation that gives counties broad, uncapped utility taxing authority and **supports any reforms that cap utility right-of-way rent at predictable levels.**
- **Critical Aquifer Recharge Areas.** The District **opposes any legislation that weakens protections** and supports closing existing loopholes in short-plat exemptions and infiltration practices.
- **Surplus Property Thresholds.** The District **supports statutory adjustments to existing thresholds** for the surplus of unneeded property, which were last updated in 1993.



Our Commissioners and Governance

Commissioners

The Lake Whatcom Water and Sewer District is governed by a five-member, non-partisan, voter-elected Board of Commissioners.

Our Board of Commissioners serves to provide public accountability of district operations. They determine policy direction for the General Manager who is responsible for planning, organizing, directing, and controlling the day-to-day operations, business administration, and regulatory compliance functions of our District.



David Holland, Position No. 1

David Holland has served on the Board since 2023. David was born and raised in eastern Washington and has lived in Sudden Valley since 1994. He has spent 30 years within the many facets of the medical imaging

field specializing in patient care, imaging management, large project implementation, and process improvement. David currently volunteers with the Sudden Valley Auxiliary Communications Service as well as the Whatcom Emergency Communications Group associated with the Whatcom County Sheriff's Office and Search and Rescue. You will often find him hiking the trails within the watershed with his wife and son, enjoying the beauty of the area that we live in.



Todd Citron, Position No. 2, President

Todd Citron is the District's longest-serving commissioner, having celebrated 25 years of service in 2023. A native of the Pacific Northwest, Todd spent two years in Bellingham at Western Washington

University before receiving college and graduate degrees from Wesleyan University and Boston College. He spent a decade in New England, started a family, and then moved with them to Bellingham in 1989 and into the Lake Whatcom watershed in 1991. Todd had a career in computer programming, networking, repair and technical support for 25 years. Todd's desire to preserve the health and beauty of the area is manifest in his focus on building a robust water and sewer district with efficient operating practices while distributing costs equitably.



Bruce Ford, Position No. 3

Prior to retiring, Bruce Ford served in the environmental industry for over 40-years and has served the District as a commissioner since 2014. He has held state

wastewater operator certification in several states and worked as superintendent of a large sanitary district water reclamation plant for five years. After seven years in the municipal sector, Bruce worked for a world-wide engineering construction company for 33 years. He has in-depth experience in water and wastewater systems, environmental remediation, and project management.



Jeff Knakal, Position No. 4

Jeff Knakal has owned a home in Sudden Valley since 2014 and resided there full time since his retirement in 2020 following a career in the aerospace industry. He has served on the Board since 2022. He holds a

Bachelor of Science in mechanical engineering and previously served as a volunteer firefighter/EMT with South Whatcom Fire Authority. His passion for the outdoors drives his desire to use his engineering and management background to help maintain safe water systems and protect the health of Lake Whatcom.



John Carter, Position No. 5, Secretary

John Carter has been a resident of the District since 1983, and a District commissioner since 2016. For the past three decades, he has held positions in public finance including serving as Chief

Financial Officer for both the Port of Bellingham and the City of Bellingham. He has served on the boards of several non-profits in our community and has been actively engaged in various economic development initiatives throughout Whatcom County.

Governance

The Board meets regularly on the second Wednesday of each month at 6:30 p.m. and the last Wednesday of each month at 8:00 a.m. All agendas and minutes are posted online. The public is welcome to attend and provide input on any issue or concern. As a provider of water and sewer services throughout much of the Lake Whatcom watershed, the District maintains key partnerships with Whatcom County and the city of Bellingham in the protection of this irreplaceable water source.



Capital projects represent significant investments in ensuring continuity of service to our customers. Below are some projects that are improving service to your constituents:

2025 System Improvements

Project	Purpose	Cost
 Division 7 Reservoir Replacement Project	Completed construction of two new water reservoirs meeting current seismic standards and outfitted with the ShakeAlert® earthquake early warning system, replacing an existing 50+ year old reservoir that had met the end of its service life.	\$3.1 million
 District-City of Bellingham Water System Intertie Repair Project	Repaired an emergency intertie between the District's South Shore water system and the city of Bellingham's water system to provide resiliency for both water systems. The intertie had been rendered inoperable due to a significant leak located beneath the heavily-trafficked Lakeway Drive.	\$65,000
 Sewer System Rehabilitation Projects	The District owns and operates over 75 miles of sewer pipe, much approaching 50+ years in age. Annually, the District systematically completes inspection and repair of its collection/conveyance systems using a variety of industry-specific techniques to ensure the continued protection of the environment against sewage releases.	\$200,000
 Flat Car Lift Station Reverse Flow Project	The District operates two pipelines that convey sewage generated in Sudden Valley out of the Lake Whatcom watershed. This project increased system resiliency by allowing the District to quickly shift flows between the two pipelines should one fail, mitigating the risk of potential sewage system releases.	\$280,000

Future System Improvements

Project	Purpose	Year Planned for Construction	Total Estimated Cost	Unfunded Amount
Water System				
Geneva Reservoir & SVWTP Booster Station Seismic Retrofit Project	Perform seismic retrofits to a 45-year-old reservoir and the water booster station serving the Sudden Valley Water Treatment Plant.	2026-27	\$1,430,000	\$0
Geneva Reservoir Recoating Project	Extend the service life of a 45-year-old steel-welded reservoir by recoating the facility's interior and exterior.	2026-27	\$1,000,000	\$1,000,000
Division 22-1 Reservoir Replacement Project	Replace existing 55-year-old reservoir with a new reservoir that meets current seismic design requirements.	2026-27	\$2,870,000	\$0
Sudden Valley Water Treatment Plant Chlorine Contact Basin Replacement Project	Replace existing 33-year-old treatment facility component to meet current seismic code and future growth projections.	2027	\$3,050,000	\$1,200,000
Sudden Valley Water Treatment Plant Transfer Pumps Project	Replace existing water transfer pumps that are approaching the end of their service life with new pumps per the WTP master plan.	2030	\$600,000	\$0
Sewer System				
Lake Whatcom Blvd Sewer Main Renewal-Final Phase	Systematic renewal of sections of a critical sewer conveyance line w/ cure-in-place-pipe technology.	2026	\$600,000	\$0
Post Point Wastewater Treatment Plant Backup Generators Replacement	Preserve system resiliency during prolonged power outages; cost represents the District's share of the city of Bellingham project.	2026	\$300,000	\$0
Agate Bay Lift Station Renovation Project	Renovate 50-year-old sewer lift station with new equipment and system components.	2027	\$1,300,000	\$0
Post Point WWTP Sludge Tanks Replacement	Replace existing tanks that have reached end of service life; cost represents the District's share of the city of Bellingham project.	2027	\$960,000	\$0
Sudden Valley, Flat Car, and Beaver Sewer Lift Stations Electrical Controls Reconditioning	Recondition electrical controls at end-of-life at three critical sewer lift stations.	2028	\$750,000	\$0
Post Point WWTP Solids Handling Facility Renovation	Renovate aging incinerators and assoc. solids system; cost represents the District's share of the city of Bellingham project.	2028	\$1,920,000	\$1,920,000



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	November 6, 2025	MEETING DATE:	November 12, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report 2.		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☐	INFORMATIONAL /OTHER ☒

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, November 12, 2025 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Dec 10, 2025	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Nov 13, 2025	8:00 a.m.	Board Room/Hybrid Commissioner Citron to attend
Investment Comm. Meeting	Wed Jan 28, 2026	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thu Nov 20, 2025	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed Dec 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	Tue Dec 9, 2025	6:00 p.m.	Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom County Council of Governments Board Meeting	Wed Dec 10, 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:

- The committee met on October 29; discussion included the status of District investments and completing the Administrative Code-required annual review of the District's investment policy.

Upcoming Board Meeting Topics

- Annual general manager performance evaluation (ongoing)
- Commissioner Position No. 3 oath of office
- 2026 Wilson Engineering rates approval
- 2026 non-union staff cost-of-living-adjustment approval
- FEMA hazard mitigation grant-funded capital projects scheduling discussion
- City of Bellingham Scenic Avenue water intertie temporary use interlocal agreement

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 eight (8) programs (asbestos-cement pipe handling, trenching/shoring, lock-out/tag-out, lifting/rigging, ladder safety, respiratory protection, fall protection, and safety audits) and are reviewing the confined space, hearing conservation, and safety responsibilities 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 19.

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), and October 1 (DOH TOP 20-year award).

Intergovernmental Relations

- *J Clary attended the WASWD membership committee meeting on October 30.*
- *J Clary and G Nicoll attended a WA-EMD virtual open house regarding the status of FEMA grant funding on October 30.*
- *J Clary attended the WASWD quarterly general managers' meeting on November 5.*
- *J Clary is scheduled to meet with Senator Lovelett on November 10 regarding her initiative to develop a state infrastructure bank.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
No LWMP-related meetings were held since the last board meeting. District staff did meet with Laura Weiss, concerned citizen, on October 30 regarding the status of the District's ULID 18 and potential impacts on development within the watershed when ULID 18 restrictions expire in January 2028.