



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

March 28, 2012

8:00 a.m. – Regular Session

1. CALL TO ORDER

2. PUBLIC COMMENT OPPORTUNITY

At this time, members of the public may address the Commission. Please state your name prior to making comments.

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

4. CONSENT AGENDA

Commissioners have previously reviewed items presented for approval under this section.

Payables
Payroll

5. SPECIFIC ITEMS OF BUSINESS:

A. Purchasing Policy Update – Resolution #789

B. Petty Cash Update – Resolution #790

C. Board Room acoustics

6. OTHER BUSINESS

7. MANAGER'S REPORT

8. PUBLIC COMMENT OPPORTUNITY

9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 20, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Staff	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	March 28, 2012		
AGENDA ITEM NUMBER:	4		
SUBJECT:	Consent Agenda		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. See list below		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND/EXPLANATION

Consent Agenda items

General and Construction Fund Vouchers

Payroll for Pay Period 6 (March 3, 2012 through March 17, 2012) totaling \$38,356.74

Payroll Benefits for Pay Period 6 totaling \$34,916.62

RECOMMENDED BOARD ACTION

Approve Consent Agenda



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 20, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Robert D. Hill</i>		
MEETING AGENDA DATE:	March 28, 2012		
AGENDA ITEM NUMBER:	5. A		
SUBJECT:	Purchasing Policy Update – Resolution 789		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution #789		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff would like to update Section 5 of the District's Purchase Policy to state that Purchase Orders are to be used for any purchases of over \$500.00 instead of the amount of \$50.00 as previously required. Due to rising costs the \$50.00 threshold policy was creating purchase orders for many small items which has become cumbersome for the staff to work with efficiently. All invoices are still receiving an approval signature and the process still involves duplicate approval from management.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

To approve the proposed change to the District's Purchase Policy and adopt Resolution 789.

PROPOSED MOTION

To adopt Resolution 789 as presented.

RESOLUTION No. 789

A Resolution of the Board of Commissioners of the Lake Whatcom Water and Sewer District, Amending Resolution No.755 and Administrative Code Section 8.1.5 - Purchase Orders.

WHEREAS, the District acquires equipment, materials, and services, in a manner that results in the most efficient delivery of services considering cost and value received.

WHEREAS, In order to be able to implement purchasing processes, the District is required by law to adopt a resolution establishing certain procedures.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE LAKE WHATCOM WATER AND SEWER DISTRICT HEREBY RESOLVES AS FOLLOWS:

SECTION 1: Resolution No. 755 and Lake Whatcom Water and Sewer District Administrative Code, Section 8.1.5, Purchase Orders, is hereby amended and shall read as follows:

8.1.5 Purchase Orders

Purchase Orders shall be used for all purchases greater than \$500.00. For purchases less than \$500.00 a signed receipt must be turned into the accounting department. A district manager may designate a monthly purchase order for vendors with repeated purchases.

SECTION 2: Repealer. All Resolutions, or parts of Resolutions, in conflict herewith are hereby repealed.

SECTION 3. Effective Date: This Resolution shall take effect and be in force immediately.

PASSED by the majority of the whole membership of the Board of Commissioners of the Lake Whatcom Water and Sewer District signed below at a regular meeting of said Commission held this ____ day of March 2012.

Leslie McRoberts, President

Todd Citron, Secretary

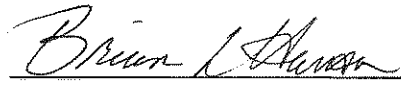
Deb Lambert, Commissioner

Ian Millar, Commissioner

Laura Weide, Commissioner

Approved as to form:

RESICK HANSEN & FRYER

BY: 
Brian L. Hansen, Attorney for District



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 20, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Ruth Anne</i>		
MEETING AGENDA DATE:	March 28, 2012		
AGENDA ITEM NUMBER:	5. B		
SUBJECT:	Policy and Procedure Manual Update – Resolution 790		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution #790		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff would like to update Section 5.03 of the District’s Policy and Procedure Manual to increase the office petty cash fund to \$300. An increase in rates has resulted in larger bills offered in payment of utility billing and the existing drawer is frequently insufficient to provide change for larger cash payments.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

To approve the proposed change to the District’s Purchase Policy and adopt Resolution 790.

PROPOSED MOTION

To adopt Resolution 790 as presented.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 790

Resolution Increasing the Office Petty Cash Fund
From \$200.00 to \$300.00 and Rescinding Resolution 718

WHEREAS, Resolution No 718 authorized the increase of the office petty cash fund from \$100.00 to \$200.00

WHEREAS, an increase in rates, as determined by the 2010 Rate Study, has resulted in larger bills offered in payment of utility billing, and

WHEREAS, the existing \$200.00 is frequently insufficient to provide change for larger cash payments,

NOW, THEREFORE, BE IT RESOLVED THAT: the Board of Commissioners authorize the increase of the office petty cash fund from \$200.00 to \$300.00.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 28th day of March, 2012.

Leslie McRoberts, President

Todd Citron, Secretary

John Millar, Commissioner

Laura Weide, Commissioner

Deborah Kingsley-Lambert, Commissioner

Approved as to form:

RESICK HANSEN & FRYER

BY: _____
Brian L. Hansen, Attorney for District

5.03 Office Petty Cash Fund

Policy:

The District maintains an office petty cash fund for the purpose of making change for customers who pay for service fees or utility bills in cash. The \$400.00 cash is kept in the District office in two separate cash drawers of \$200.00 each. The Treasurer acts as the custodian of the Petty Cash Fund.

Procedure:

1. The Accounts Receivable Clerk, Accounting Clerk and Treasurer are authorized to make change for customers from the Office Petty Cash Fund.
2. The Accounts Receivable Clerk counts the cash and reconciles the balance in the drawers daily
3. The Treasurer acts as custodian for both cash drawers and the Office Petty Cash Fund in general.

Reference: Resolution ~~#547~~
 Washington State Auditor's Recommendation, 1999
 Cash Handling Policy

5.04 Customer Payment by Credit and Debit Cards

Policy:

The District accepts debit cards VISA, Master Card and Discover credit cards as payment for utility billing, water and sewer permits, and all other fees and charges imposed by the District.

Procedure:

1. The District will accept VISA, Discover, and MasterCard for payment of utility billing, water and sewer permits or other fees and charges.
2. The District will accept debit cards for payment of utility billing, water and sewer permits, and all other fees and charges imposed by the District.
3. Customers may also pay their utility bill by credit card using the District's web site. A fee may apply to payments made on the web site.

Reference: Resolution 693

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 718

Resolution Increasing the Office Petty Cash Fund
From \$100.00 to \$200.00 and Rescinding Resolution 547


WHEREAS, Resolution No 547 authorized the increase of the office petty cash fund from \$50.00 to \$100.00

WHEREAS, an increase in rates, as determined by the 2003 Rate Study, has resulted in larger bills offered in payment of utility billing, and

WHEREAS, the existing \$100.00 is frequently insufficient to provide change for larger cash payments,

NOW, THEREFORE, BE IT RESOLVED THAT: the Board of Commissioners authorize the increase of the office petty cash fund from \$100.00 to \$200.00.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 11th day of October, 2006.



Blair Ford, President


Thomas L. Hadd, Secretary



Todd Citron, Commissioner



Leslie McRoberts, Commissioner



Deborah Kingsley-Lambert, Commissioner

WHATCOM COUNTY WATER DISTRICT NO. 10

01506

Resolution No. 547

Resolution Increasing the Office Petty
Cash Fund from \$50.00 to \$100.00

WHEREAS, Resolution No. 418 authorized the increase of the office petty cash fund from \$20.00 to \$50.00, and

WHEREAS, an increase in the rates, as determined by the 1987 Rate Study, has resulted in larger bills offered in payment of utility billing, and

WHEREAS, the existing \$50.00 is frequently insufficient to provide change for larger cash payments,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners authorize the increase of the office petty cash fund from \$50.00 to \$100.00.


ADOPTED this fourteenth day of February, 1992.



D. Fred Boettner, Commissioner



Thomas Getzie, Commissioner





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 20, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	March 28, 2012		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Board Room Acoustics Follow-up		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:			
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the January 25, 2012 Board Meeting staff presented a proposal for an acoustical consultant to perform an acoustical analysis and provide recommendations to improve ambient sound conditions in the Board Meeting Room. The Board Meeting Room is located adjacent to Lakeway Drive and traffic noise can make discussions hard to hear.

Previously the Board determined the acoustical study was not warranted and asked staff to investigate several specific alternatives that could help acoustics. Below are alternatives with budget cost estimates:

1. Ask the building architect (Driftmier Architects) for options to improve acoustics. Driftmier provided information on acoustical wall panels that absorb and dampen sound. The fabric covered panels are installed over existing wall surface. Budget estimate to cover only the west wall is \$2500 (about 200 SF of surface area).
2. Window coverings that can dampen sound transmission. Budget estimate to cover all three windows is \$2,100. Staff obtained an estimate from a local window covering vender.

3. Install special soundproof glazing on the interior side of the windows. Budget estimate to cover all three windows is \$3,000. Staff obtained estimate from online vender.
4. Voice amplification. Staff is in the process of researching and procuring a new tabletop digital recording and voice amplification system to replace the antiquated cassette tape recorder. The latest systems appear to be simple, compact, and mobile. Recordings will be archived in digital format (mp3 or similar). The system will also amplify voices in the room. Budget estimate is less than \$1,000.

Of the options listed above staff recommends and is pursuing option 4 – a new tabletop digital and voice amplification system.

FISCAL IMPACT

Procure system for \$1,000 or less as part of current operations budget.

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

None at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 20, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	March 28, 2012		
AGENDA ITEM NUMBER:	7		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Manager's Report		
	2.		
	3.		
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

General Manager Comments

March 28, 2012

Important Upcoming Meetings:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next Policy Group Meeting is scheduled for April 9 at 9:30 a.m. in the Garden Room of the Whatcom County Civic Center Building. The topic is not scheduled yet. All Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** I will be meeting with Mayor Linville and County Executive Louws at the District on Thursday, March 29.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held at the WASWD Spring Conference in Yakima at 7:30 a.m. in the Convention Center. The room location will be posted at the Convention Center. This meeting is publicly noticed.
- **Next Regular Board Meeting:** Monday, April 9 at **4:30 p.m.** The meeting was originally scheduled for April 11 but was changed in light of the WASWD Spring Conference.
- **Next Employee Staff Meeting:** Due to the WASWD Spring Conference this meeting will be held on Tuesday, April 10 at 8:00 a.m. in the District Office. Commissioner Millar is scheduled to attend this month. Scheduling is rotated by alphabetical order each month.
- **Next Employee Safety Committee Meeting:** Tuesday, April 10 following the Employee Staff Meeting.
- **Reminder - WASWD Spring Conference:** The Spring Conference meetings will start on Thursday, April 12 and go through Friday the 13th in Yakima. The self-paid charity golf tournament will start on Wednesday the 11th at 10:00 a.m. The Exhibitor Reception will start at 5:00 p.m. on the 11th followed by a Welcome Dinner at 6:30 p.m. The WASWD Spring Conference is publicly noticed.
- **Utility Billing Reconciliation Report:** Bill Hunter will be providing a verbal report on the reconciliation of those customers who may be receiving services but are not being billed. The reconciliation process involves matching up County Assessor and District records comparing which land parcels have been developed. District water and sewer billing accounts. The idea for this review came out of a recent presentation made at a WASWD Section III meeting.

Other:

- **Rescheduling of Second April Meeting:** I have asked both Debi and Bill to attend the Association of Washington Cities Labor Relations Institute with me on April 25, 26, and 27 in Yakima. This is an excellent annual program that teaches the fundamentals of labor/management relations, law, and contract negotiations as it relates to public employment in Washington. This will be an invaluable training experience as we prepare to enter into contract negotiations later this summer. It should be a benefit to the overall process. Like the first meeting in April, I am recommending that we move the second meeting back to the Monday before the scheduled date of April 25. The new meeting date would be April 23 at 8:00 a.m.

- **Upcoming Board Presentations:**
 - April 9 Meeting - As mentioned previously, Roger Brown the General Manager of the Birch Bay Water & Sewer District, and a spokesperson for will be making a presentation at the April 9th meeting regarding WRIA I issues. This is a supplementary or follow-up to our discussion with our legal counsel at the March 14 meeting.

 - Tentative April 23 Meeting - As a follow-up to the March 16 Work Session County Stormwater Manager Kirk Christensen is tentatively scheduled to visit with the Board on Monday, April 23. He can provide a little more detail on storm water activities within the County portion of the Lake Whatcom Basin. This is an opportune time because County Executive Louws is scheduled to meet with the Board at your May 30 meeting.

 - Reminder - Commissioners McRoberts and Weide will not be in attendance at the March 28 meeting.