



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

April 23, 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
 - Payables
 - Payroll
 - Meeting Minutes
 - February 8, 2012
 - February 29, 2012
 - March 14, 2012
 - March 16, 2012
 - April 9, 2012
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Discussion of Storm Water Management Kirk Christensen - Whatcom County
 - B. Sudden Valley Water Treatment Plant and Division 30 Coatings – Contract Award
 - C. Resolution 791 – Continuing Education
 - D. WRIA 1 - Follow-up Discussion
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 16, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 23, 2012		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Discussion of Storm Water Management – Kirk Christensen		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	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

Whatcom County Storm Water Manager Kirk Christensen will speak to the Board about storm water management issues.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

Discussion only

PROPOSED MOTION

None



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 16, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Paul A. Hunter</i>		
MEETING AGENDA DATE:	April 23, 2012		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	SVWTP and Division 30 Booster Station Coatings – Contract Award		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Bid Proposal – Summary Sheet		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

As part of the 2012 Capital Improvement Plan, \$37,000 was budgeted to complete pipe and tank coating work at the Sudden Valley Water Treatment Plant and Division 30 Booster Station.

The District published an Advertisement for Bids in the Bellingham Herald on March 29, 2012. A mandatory pre-bid meeting was held April 10, 2012. Four contractors attended. Two bids were received and opened on April 17, 2012.

Staff is reviewing apparent low bidder qualifications and certifications. A final recommendation for award will be made at the meeting.

FISCAL IMPACT

This is a budgeted 2012 Capital Improvement Project with a project budget of \$37,000. With sales tax the low bid is \$20,930.74. Attached is a copy of the bid results.

RECOMMENDED BOARD ACTION

Award the contract to the low bidder.

PROPOSED MOTION

To award the Sudden Valley Water Treatment Plant and Division 30 Booster Station Coatings Project to Dunkin & Bush, Inc. for a total contract amount (including sales tax) of \$20,930.74.

Sudden Valley Water Treatment Plant Coatings
 LWUSD Project #C1202

Staff's Recommended Selection of Bid Items for Award
 4/17/2012

Name of Firm	Combined Construction Inc.	Dunkin & Bush, Inc.
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DISTRICT PRIORITY	ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Area "A" - Filter 1&2 Exterior	1	LS	\$ 11,400.00	\$ 11,400.00	\$ 5,980.00	\$ 5,980.00
2	Area "B" - Floc Tank Exterior	1	LS	\$ 6,500.00	\$ 6,500.00	\$ 5,181.00	\$ 5,181.00
3	Area "C" - Backwash Pipe	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 1,600.00	\$ 1,600.00
4	Area "D" - Division 7&22 Pump House Piping	1	LS	\$ 6,200.00	\$ 6,200.00	\$ 3,780.00	\$ 3,780.00
5	Area "E" - Division 30 Water Pumps Piping	1	LS	\$ 3,100.00	\$ 3,100.00	\$ 2,750.00	\$ 2,750.00

Subtotal	\$ 29,700.00
8.5% Sales Tax	\$ 2,524.50
Total Contract Amount	\$ 32,224.50

\$ 29,700.00	\$ 19,291.00
\$ 2,524.50	\$ 1,639.74
\$ 32,224.50	\$ 20,930.74

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\$ 2,524.50	\$ 1,639.74
\$ 32,224.50	\$ 20,930.74



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 16, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 23, 2012		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Draft Resolution 791 – Reimbursement for Continuing Education		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Revised Draft Resolution #791		
	2. Revised Employee form – Request for Enrollment Approval		
	3. Revised Employee form – Educational Assistance Payment Request		
	4. Revised Section 5.09 of the Personnel Policies Manual		
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

At the April 9, 2012 meeting the Board reviewed and discussed Draft Resolution 791 - Reimbursement for Continuing Education; Section 5.09 of the Personnel Policies Manual. Staff was directed to edit the resolution and forms to reflect the changes that the Board discussed. Attached are the revised documents.

FISCAL IMPACT

Funding availability would be dependent upon the annual budget and resources of the District. This policy would not be a guarantee of payment through a full program. The fiscal impact would depend upon how many employees choose to take advantage of the program.

RECOMMENDED BOARD ACTION

Review edited documents and discuss.

PROPOSED MOTION (IF APPROVED)

To adopt Resolution #791 adding Section 5.09 entitled “Continuing Education” to the District’s Personnel Policies Manual as presented.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 791

A Resolution of the Board of Commissioners Amending the
Personnel Policies Manual by Adding Section 5.09 Entitled
Reimbursement for Continuing Education

WHEREAS, the District desires to revise and restate its current Personnel Policies Manual concerning employee reimbursement for continuing education.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Lake Whatcom Water and Sewer District Personnel Policies Manual is hereby amended and a new section added to read as follows:

5.09 Continuing Education

The District's Continuing Education Program covers payment for job-related educational programs, college level course work at a regionally accredited college, university or vocational training institution to encourage employees to pursue job-related education during non-work hours. The District will pay reasonable tuition costs for regular full-time employees, subject to the following conditions and requirements:

Employee Eligibility: All regular, full-time employees are eligible to apply for educational assistance provided that they have been employed by the District for a period of six months or longer.

The education must be related to the employee's current position or to a position which is within a reasonable line of professional progression for the employee within the District.

Pre-approval Required: The General Manager shall pre-approve all education requests and have sole discretion in determining whether the education is job-related and/or appropriate. The employee shall present to the General Manager a written plan outlining the proposed education program leading to a certificated degree. This plan shall include a proposed time frame to complete the program, and a schedule of course work required to finish the program. The proposed program must be taken through a regionally accredited college or vocational school. Graduate level programs shall not be eligible for consideration unless such program is to fulfill a specific employment need of the District as determined by the Board.

Criteria: The maximum financial assistance to any individual employee will be \$2,000.00 per calendar year. The District will provide reimbursement for tuition, books, and lab fees associated with the education, but will not reimburse employees for any specific supplies, mileage, meals or lodging.

Tuition payments shall be made only with funds budgeted and available for such purpose by the District. The District reserves the right to deny any request for payment of tuition at any time.

If an employee is receiving tuition reimbursement from any other source, the District's participation shall be second in line and limited to the balance of one hundred percent (100%) subject to the restrictions above.

Employees desiring to participate in this program are required to complete an Employee Request for Enrollment Approval form. Employees must submit the completed form to the General Manager at least thirty (30) days prior to course or program registration. Following review and endorsement, a copy of the processed form will be returned to the employee.

The quarter/semester of tuition is to be paid for by the employee. The District will reimburse the employee upon completion of the education, provided that the employee presents proof of a grade "C" or better; or verification of a passing grade in the event that the course is graded upon a "pass/fail" basis. After successful completion of an approved course the employee is required to complete and submit to the General Manager an Employee Request for Education Assistance Payment form. Upon approval, payment will be made directly to the employee.

While successful completion of a course of study improves an employee's educational background, such accomplishment does not obligate the District to reward participants with promotion, reassignment, compensation increase, or other employment-related benefits.

Employees who use this benefit must commit to a minimum of one year of employment upon completion of course work. Reimbursements will be withheld from the employee's final paycheck if the employee separates from the District (voluntarily or involuntarily) sooner than one-year after the completion of the coursework.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 23rd day of April, 2012.

Leslie Mc Roberts, President

Todd Citron, Secretary

Deborah Lambert, Commissioner

Laura Weide, Commissioner

John W. Millar, Commissioner

Approved as to form:

Brian L. Hansen, Attorney for District

07



Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

(360) 734-9224

EMPLOYEE REQUEST FOR ENROLLMENT APPROVAL

EMPLOYEE NAME: _____

POSITION: _____

DEPARTMENT: _____

DATES OF EMPLOYMENT: _____

I hereby request approval for enrollment in the following course(s), examination(s), or certification(s) during non-working hours covered under the District's Education Assistance Policy. I understand that if my employment with the District is terminated [voluntarily or involuntarily] within one year of course completion and educational assistance, the full reimbursed amount will be withheld from my final paycheck upon my departure from employment.

Note: The District's policy provides for reimbursement for *actual* course/program tuition, application and registration fees, and the cost of required textbooks *only* up to \$2,000 each calendar year. Other fees will not be automatically covered by the District.

Course, examination, or certification title:

Reasons for course, examination, and certification program selection (describe the relationship to your current employment position responsibilities):

Dates of the course, examination or certification:

Supervisor comments and recommendations:

Number of credits: _____

Calendar year maximum: \$2,000

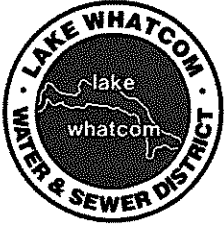
Assistance amount used to date (January 1-December 31): \$ _____

Assistance amount remaining: \$ _____

APPROVAL:

(Signature) Date: _____

(Title) (Department)



Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

(360) 734-9224

EMPLOYEE REQUEST FOR EDUCATIONAL ASSISTANCE PAYMENT

EMPLOYEE NAME: _____

POSITION: _____

DEPARTMENT: _____

DATES OF EMPLOYMENT: _____

__I have successfully completed my course(s) and hereby request fee reimbursement.

My course tuition and books receipt(s) along with grade report(s) are attached.

**Total Assistance, Tuition, and Other
Approved Fees:** \$ _____

Employee signature: _____

Date: _____

The District's policy provides for reimbursement for *actual* course or program tuition, application and registration fees, and the cost of required textbooks *only* up to \$2,000 each calendar year. Other fees will not be automatically covered by the District.

I understand that if my employment with the organization is terminated [voluntarily or involuntarily] within one year of course completion and educational assistance, the full reimbursed amount will be withheld from my final paycheck upon my departure from employment.

APPROVAL:

(Signature)

Date: _____

(Title)

(Department)

5.09 Continuing Education

The District's continuing education program covers payment for job-related educational programs, college level course work at a regionally accredited college, university or vocational training institution to encourage employees to pursue job-related education during non-work hours. The District will pay reasonable tuition costs for regular full-time employees, subject to the following conditions and requirements:

Employee Eligibility:

1. All regular, full-time employees are eligible to apply for educational assistance provided that they have been employed with the District for a period of 6 months or more.
2. The education must be related to the employee's current position or to a field position which is within a reasonable line of professional progression for the employee within the District.

Approval:

The General Manager shall pre-approve all education requests and have sole discretion in determining whether the education is job related or appropriate. The employee shall present to the General Manager a written plan outlining the proposed education program leading to a certificated degree. This plan shall include a proposed timeframe to complete the program, and a schedule of course work required to finish the program. The proposed program must be taken through a regionally accredited college or vocational school. Graduate level programs shall not be eligible for consideration unless such program is to fulfill a specific employment need of the District as determined by the Board.

Criteria

- a) The maximum financial assistance to any one (1) employee will be \$2,000.00 per calendar year. The District will provide reimbursement for tuition, books, and lab fees associated with the education, but will not reimburse employees for any specific supplies, mileage, meals or lodging.
- b) Tuition payments shall be made only with funds budgeted and available for such purpose by the District. The District reserves the right to deny any request for payment of tuition at any time.

- c) If an employee is receiving tuition reimbursement from any other source, the District's participation shall be 1) second in line and 2) limited to the balance of one hundred percent (100%) subject to the restrictions above.
- d) Employees desiring to participate in this program are required to complete an Employee Request for Enrollment Approval. Employees must submit the completed form to the District Manager at least 30 days before course or program registration. Following review and endorsement a copy of the processed form will be returned to the employee.
- e) The quarter/semester of tuition is to be paid by the employee. The District will reimburse the employee upon completion of the education, provided the employee presents proof of a grade "C" or better; or verification of a passing grade in the event that the course is a "pass/fail." After successful completion of an approved course the employee is required to complete and submit to the General Manager an Employee Request for Education Assistance Payment. Upon approval, payment will be made directly to the employees.
- f) While successful completion of a course of study improves an employee's educational background, such accomplishment does not obligate the organization to reward participants with promotion, transfer, reassignment, compensation increase or other employment-related benefits.
- g) Staff who uses this benefit must commit to one year of employment upon completion of course work. Reimbursements will be withheld from final paycheck if employee separates from the District (voluntarily or involuntarily) sooner than one-year upon completion of coursework.



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DATE SUBMITTED:	April 16, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	April 23, 2012		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	WRIA 1 – Follow-up Discussion		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	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

At the April 9, 2012 meeting, the Board heard a presentation from Roger Brown regarding the WRIA 1 process and its current status. Staff thought that a follow-up discussion amongst the Board members would be helpful in deciding what action should be taken by the District, if any.

FISCAL IMPACT

None; discussion only.

RECOMMENDED BOARD ACTION

Discuss information received from the April 9, 2012 presentation.

PROPOSED MOTION

None; discussion only.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 16, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	April 23, 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

April 23, 2012

Important Upcoming Meetings:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next Policy Group Meeting is scheduled for Monday, May 7 at 9:30 a.m. in the Garden Room of the Whatcom County Civic Center Building. The topic is not scheduled yet. When the topic is noticed I will advise the Board. All Policy Group Meetings are publicly noticed by the District.
 - **Management Meetings:** May next meeting with Mayor Linville and County Executive Louws is scheduled for Wednesday, April 18.in the District's Board room.
- **Next Regular Board Meeting:** Wednesday, **May 9 at 6:30 p.m.**
- **Next Employee Staff Meeting:** Thursday, May 10 at 8:00 a.m. at the District Office. Commissioner Citron is scheduled to attend. Scheduling is rotated each month by alphabetical order.
- **Washington Association of Sewer & Water Districts Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip on May 8 at 6:20 p.m. All Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Tuesday, May 8 at 8:00 a.m.

Other:

- **Upcoming Board Presentations & Other Topics:**
 - **May 30 Board Meeting** - Reminder: County Executive Louws is scheduled to meet with the Board at your May 30 morning meeting. He will visit with us at the beginning of the meeting.
 - **Public Works Trust Fund (PWTF) Application** - Reminder: Over the next five to seven years the District has plans identified to improve three pump stations. We have talked previously and planned for a possible new bond measure within the next two or three years. However, we have the opportunity to apply for PWTF resources in the month of May. The loan rate is between .05% and 1% depending on the duration of the loan (typically 20 years), while bond market rates presently run between 4% and 5%.

This is only an application process. We are not committed to these loans as we are only applying for consideration by the State. If approved we could utilize this low interest resource over a five year period as matched up with our current capital improvement plan. Any loan awarded to the District would be brought back to the Board for review and potential approval.