



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

December 26, 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
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Consultant Fees for 2013
 - B. Resolution 795 – Establishing an Employee Information and Recognition Program
 - C. 2013 Activities and Planning Discussion
 - D. Whatcom Overlook Short Plat DEA (Polly's Plat)
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 18, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 26, 2012		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Consultant Fees for 2013		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Letter from Brian Hansen dated September 28, 2012		
	2. Letter from Wilson Engineering dated October 23, 2012		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Each year the Board reviews the proposed fees for the District's engineering and legal consultants. See the attached letters for details.

FISCAL IMPACT

Wilson Engineering – 1.4% to 3.3% Increase in fees for 2013
 Brian Hansen – Rates remain the same as for 2012 = \$190.00 per hour for attorney work and \$95.00 per hour for paralegal work.

RECOMMENDED BOARD ACTION

Review and discuss the consultant's proposed fees for 2013.

PROPOSED MOTION

To approve Brian Hansen's proposed fees for legal services in 2013.

To approve Wilson Engineering's proposed fees for general engineering services in 2013.

2013 budget.

FY1

THE LAW OFFICES OF
RESICK HANSEN & FRYER

Thomas J. Resick
Brian L. Hansen
Thomas H. Fryer

412 N. Commercial Street
Post Office Box 5846
Bellingham, Washington 98227

Telephone (360) 671-9212
Fax (360) 671-9226
Brian@RHF-Law.com

September 28, 2012

Patrick Sorensen, General Manager
Lake Whatcom Water & Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: Fees and Charges for 2013 – Budget Preparation

Dear Patrick:

Our firm proposes to charge the District for legal services at the reduced rate of \$190 per hour for attorney time, and paralegal time at the rate of \$95 per hour, the same as last year.

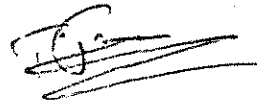
Actual costs for legal services to the District each year vary upon a variety of considerations, which are difficult to forecast. However, if we can provide any other information relative to preparation of the budget for 2013, please let us know.

Sincerely,

RESICK, HANSEN & FRYER



Brian L. Hansen



Thomas H. Fryer

BLH/csd



October 23, 2012

Patrick Sorensen
General Manager
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: On-Call Engineering Services Contract
Rate Increase Request for 2013

Dear Patrick:

Wilson Engineering, LLC respectfully submits the following rate increase request in accordance with Section 7.4 of the On-Call Engineering Services Contract. The proposed rates for 2013 are presented in the attached 2013 Rate Schedule.

The 2013 Rate Schedule includes increases in our billing categories ranging from 1.4% to 3.3% resulting in a weighted average of approximately 2.5%. (The 2012 CPI for Seattle was 2.7%).

Table 1 – Comparison of Wilson Engineering’s 2011 and 2012 Billing Rates

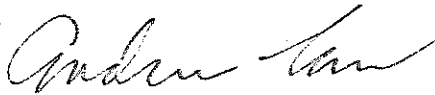
Billing Category	2012 Rate	2013 Rate	Approx. Increase
Principal Engineer	\$148	\$148.00	0.0%
Senior Project Engineer	\$125	\$128.00	2.4%
Project Engineer	\$110	\$113.00	2.7%
Engineer II	\$102	\$104.00	2.0%
Engineer I (EIT)	\$95	\$97.00	2.1%
GIS Analyst	\$93	\$95.00	2.2%
Senior CAD Tech.	\$78	\$80.00	2.6%
CAD Tech	\$71	\$72.00	1.4%
Inspector	\$71	\$72.00	1.4%
Clerical	\$67	\$68.00	1.5%
Senior Professional Land Surveyor	\$121	\$125.00	3.3%
Hydrographer		\$125.00	
Professional Land Surveyor	\$110	\$113.00	2.7%
Senior Survey Tech.	\$91	\$93.00	2.2%
Survey Tech.	\$70	\$72.00	2.9%
GIS Mapping Tech.	\$104	\$106.00	1.9%
2-Person Survey Crew	\$150	\$155.00	3.3%
GPS Survey Crew	\$165	\$170.00	3.0%
3-Person Survey Crew	\$185	\$190.00	2.7%

We are also supplying a revised list of Key Personnel per Section 2.2 D. We have added staff including Travis Bruce, EIT, who is already working on District projects.

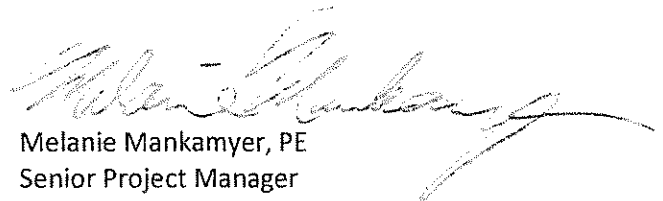
We very much enjoy working with you and your staff and appreciate your business. It is our desire to continue to serve the District with its future engineering needs. We hope these new rates are acceptable to the District, and the appropriate contract Amendment can be prepared and approved.

Very Truly Yours,

WILSON ENGINEERING, LLC



Andrew Law, PE
Managing Member



Melanie Mankamy, PE
Senior Project Manager

Encl. 2013 Rate Schedule
 2013 Key Personnel



Billing rates for work performed January 1-December 31, 2013:

- Principal Engineer, \$148 per hour
- Senior Project Engineer, \$128 per hour
- Project Engineer, \$113 per hour
- Engineer II, \$104 per hour
- Engineer I (EIT), \$97 per hour
- GIS Analyst, \$95 per hour
- Senior CAD Design Technician, \$80 per hour
- CAD Design Technician, \$72 per hour
- Inspector, \$72 per hour
- Clerical, \$68 per hour
- Senior Professional Land Surveyor, \$125 per hour
- Hydrographer, \$125 per hour
- Professional Land Surveyor, \$113 per hour
- Senior Survey Technician, \$93 per hour
- Survey Technician, \$72 per hour
- 1-Person Survey Crew, \$106 per hour
- 2-Person Survey Crew (conventional), \$155 per hour
- GPS Survey Crew, \$170 per hour
- 3-Person Survey Crew (conventional), \$190 per hour

Sub-consultants – reimbursed at cost plus 5%

Reimbursable direct expenses – reimbursed at cost plus 5% - include (but are not limited to) the following:

- Project application fees and project permit fees,
- Publication of notices
- Reproduction of drawings and construction documents
- Postage and shipping
- Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties
- Long distance telephone and facsimile charges
- Mileage at project-current IRS mileage rate
- Specialized Equipment Rental, at rental rate



KEY PERSONNEL LIST
Lake Whatcom Water and Sewer District
General Engineering Services

CIVIL ENGINEERING

Andrew Law, P.E.	Managing Member, Principal Engineer
David N. Carpenter, P.E.	Senior Project Engineer
Jeff Christner, P.E.	Senior Project Engineer
Melanie Mankamyler, P.E.	Senior Project Engineer
Michael Matthes, P.E., LEED AP ND	Senior Project Engineer
Elizabeth Sterling, P.E.	Senior Project Engineer
Danielle Johnston, PE, LEED AP	Senior Project Engineer
Curtis Schoenfelder, P.E.	Project Engineer
Rhett Winter, P.E., LEED, AP ND	Project Engineer
Scott Wilson, P.E.	Project Engineer
Mike Moren, PE	Project Engineer
Travis Bruce, EIT	Design Engineer
Reuben Weinshilboum	G.I.S. Specialist
Ria Nickerson	Inspector/ Senior CAD Design Tech /Survey Tech
Jeffery G. Smith	Inspector/ Senior CAD Design Tech /Survey Tech
Cheri Pendarvis	CAD Design Technician

STRUCTURAL ENGINEERING

Charles Waugh, P.E., S.E.	Senior Project Engineer
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LAND AND HYDROGRAPHIC SURVEY

J. Thomas Brewster, PLS, CFM	Manager, Survey Department, Professional Land Surveyor
Bruce Raper	Senior Survey Technician
Alan Mooers, LSIT	Survey Technician
Steve Hutton	Survey Technician / CAD Design Technician
Collette McNabb	Survey Technician

Administrative Staff

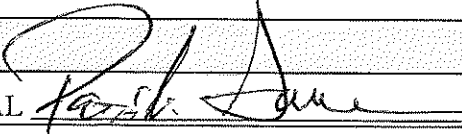
Penny Rings	Office Manager
Lisa Hamilton	Bookkeeper
Laura Roberts	Bookkeeper





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 18, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	December 26, 2012		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Resolution 795 – Establishing an Employee Information and Recognition Program		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution 769		
	2. Resolution 795		
	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

During the District's recent state audit and subsequent exit conference, the auditor's stated that:

During our follow-up of the prior audit recommendation regarding the District's annual awards banquet we noted the following:

- District policy allows for the payment of all employees which is not allowable per the 1995 Attorney General (AG) opinion.
- The District recognized 17 employees for their 2011 year of service. This is not allowed per District policy or the 1995 AG opinion.

We identified 16 employees the District covered the cost of dinner, but that were not recognized per District policy nor the 1995 AG opinion. This is a gifting of public funds totaling \$417.36.

We again recommend the District ensure public funds are used only for allowable purposes.

Accordingly, staff has drafted Resolution 795 Establishing an Employee Information and Recognition Program and rescinding Resolution 769. See the attached Resolutions for more information.

FISCAL IMPACT

Unknown at this time.

RECOMMENDED BOARD ACTION

To adopt Resolution 795.

PROPOSED MOTION

To adopt Resolution 795 as presented.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 769

A Resolution of the Board of Commissioners Establishing
an Employee Appreciation Program.

WHEREAS, Lake Whatcom Water and Sewer District focuses upon a partnership between its service customers, elected officials and the District's employees and,

WHEREAS, the District's Board of Commissioners recognizes the importance of this teamwork and emphasizes the value of the individuals who contribute to the process of maintaining and improving the quality of service in the District and,

WHEREAS, employee recognition contributes to the morale, efficiency and productivity of District employees and,

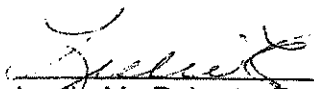
WHEREAS, in recognition of this ongoing partnership, the District's Board of Commissioners hereby establishes the Lake Whatcom Water and Sewer District Employee Appreciation Program

NOW, THEREFORE, BE IT RESOLVED THAT:

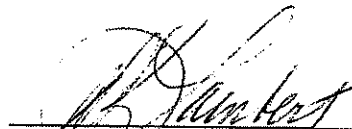
1. The Lake Whatcom Water and Sewer District Employee Appreciation Program is hereby established to recognize those employees who have performed or provided a notable act, achievement or service for the District.
2. The Employee Appreciation Program shall be administered by the Board of Commissioners. The General Manager shall submit a budget for each event to the Board of Commissioners for approval. Events may include, but not be limited to:
 - a) Awards Banquet
 - b) Catered or Restaurant Event
 - c) Picnic/Barbeque
 - d) Party
3. The Appreciation Program is structured to recognize a wide variety of achievement on the part of employees, team efforts and contributions made by individuals to the successful operation of District services. Persons are eligible to receive recognition in the following categories:
 - a) Recognition of Service. Employees may be recognized for their years of service to the District. Employees may receive a service award for the following years of completed service: 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50.
 - b) Recognition of Retirement. An employee retiring from service with the District may receive this award.

- c) Customer Service. An employee(s) who performs an extraordinary act that results in improved quality of service or more cost efficient service may receive this citation.
 - d) Safety Award. Employees may be recognized for excellent safety records and/or an act that results in an improved District safety program.
4. The District's General Manager or Board of Commissioners may determine the type of award that would be appropriate for any given award category. Types of awards may include, but not be limited to:
- a) Pins or Similar Jewelry
 - b) Plaques or Trophies
 - c) Letters of Recognition
 - d) Silver Platters or Crystal
 - e) Humorous Awards
5. All employees of the District and the Board of Commissioners will be invited to attend the awards event at the District's expense. The employees' spouses, guests and interested citizens will be invited to attend at their own expense. At the awards event, awards will be presented to selected recipients.
6. Award recipients will be announced and awards will be made in public at the awards event. Every attempt should be made to publicize the presentation of an award.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 8th day of December, 2010.




 Leslie Mc Roberts, President



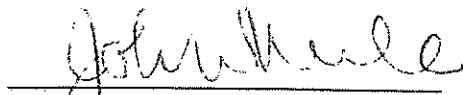
 Deborah Lambert, Secretary



 Todd Citron, Commissioner



 Laura Weide, Commissioner



 John Millar, Commissioner

Approved as to form:



 Brian L. Hansen, Attorney for District

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 795

A Resolution of the Board of Commissioners
Establishing an Employee Information and Recognition Program and
Rescinding Resolution 769

WHEREAS, Lake Whatcom Water and Sewer District focuses upon a partnership between its service customers, elected officials and the District's employees and,

WHEREAS, the District's Board of Commissioners recognizes the importance of this teamwork and emphasizes the value of the individuals who contribute to the process of maintaining and improving the quality of service in the District and,

WHEREAS, the Board of Commissioners believes that informing all employees of the status of the District's policies, finances and projects enhances the overall operations of the District.

WHEREAS, in recognition of this ongoing partnership, the District's Board of Commissioners hereby establishes the Lake Whatcom Water and Sewer District Employee Information and Recognition Program.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Lake Whatcom Water and Sewer District Employee Information and Recognition Program is hereby established.
2. The Employee Information and Recognition Program shall be administered by the Board of Commissioners. The General Manager shall submit a budget for each event to the Board of Commissioners for approval. Events may include, but not be limited to:
 - a) Employee Information and Recognition Banquet
 - b) Picnic/Barbeque
3. The Employee Information and Recognition Program is structured to keep employees informed of the status of the District's policies, finances, and projects and to recognize certain employees for outstanding service to the District in the past year.
4. The District will host an annual Employee Information and Recognition Program event to which all employees and commissioners will be invited. Spouses and guests of the employees may attend at their own expense.
5. The purpose of the annual Employee Information and Recognition program is to:
 - a) Present a "State of the District" report to all employees and commissioners summarizing the events of the past year and their effect on the District.

- b) Acknowledgement of extraordinary efforts, cost-saving solutions, initiative, acceptance of additional work responsibilities, and other meritorious performance or actions of non-management employees.
- c) All costs associated with this meeting, other than the cost of a spouse or guest as noted above, shall be borne by the District.

6. This Resolution replaces Resolution 769, titled "A Resolution of the Board of Commissioners Establishing an Employee Appreciation Program", which is hereby rescinded.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 26th day of December, 2012.

Leslie Mc Roberts, President

Deborah Lambert, Secretary

Todd Citron, Commissioner

Laura Weide, Commissioner

John W. Millar, Commissioner


Approved as to form:

Brian L. Hansen, Attorney for District



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 18, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	December 26, 2012		
AGENDA ITEM NUMBER:	5. C		
SUBJECT:	2013 Activities & Planning 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 type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the December 5, 2012 meeting I suggested that we spend a little time at the next meeting (December 26) going over some of the major issues that we will be focused on in 2013. This would be a planning and discussion opportunity with the Board. Because of the quiet time following Christmas this would be a good opportunity to spend an hour or two talking about the bigger issues with staff. There are no attachments, only the following discussion items and any of your ideas. We can do this meeting v. setting up a special meeting.

1. Issues in 2013

- Developing RFP for three years of capital projects.
- Financing options if Public Works Trust Fund request are not approved or reduced by State Legislature.
- Preparing for 2014 funding of District share of Bellingham WWTP improvements.
- Completing WWTP Agreement in early 2013.
- Continuation of Asset Management Program.
- Utility billing reconciliation follow-up issues.
- Wastewater Comprehensive Plan update.

➤ Storm water element.

- Board issues.

2. Completed or Addressed Issues in 2012

- WRIA questions.
- Utility billing reconciliation report.
- BIAS financial system conversion.
- Labor contract.
- Health insurance stabilization.
- Construction contract legal issues resolution.

FISCAL IMPACT Not applicable at this time.

RECOMMENDED BOARD ACTION None recommended at this time.

PROPOSED MOTION None at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 19, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	December 26, 2012		
AGENDA ITEM NUMBER:	5.D		
SUBJECT:	Whatcom Overlook Short Plat DEA (Polly's Plat)		
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 type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The developer is working under a time constraint with Whatcom County (January 8, 2013) and would like to get water and sewer availability forms from the District as soon as possible. Bill will explain the details to the Board at the meeting. The developer has also indicated that he will attend the meeting to talk with the Board about his impending deadline with the County.

FISCAL IMPACT

Unknown

RECOMMENDED BOARD ACTION

Unknown

PROPOSED MOTION

Unknown



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 18, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 26, 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

December 26, 2012

Important Upcoming Meetings:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for February 4, 2013 at 9:30 a.m. in the Fireplace Room in the Municipal Court Building (E side) located at 625 Halleck Street. There is no January 2013 meeting. The meeting location has been changed for February through May as the Garden Room location is undergoing some renovation work. The agenda has not been set yet. All Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** There is not a meeting scheduled at this time.
 - **Staff Technical Team Meeting:** The next meeting has not been set yet.
- **Next Regular Board Meeting:** Is presently scheduled for Wednesday, **January 9, 2013** at 6:30 p.m.
- **Next Employee Staff Meeting:** Thursday, **January 10, 2013** at 8:00 a.m. in the Board Room. Commissioner Millar is scheduled to attend. Scheduling is rotated by alphabetical order each month.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip on **Tuesday, January 8, 2013** starting at **6:00 p.m.** All WASWD Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Wednesday, **January 8** at 8:00 a.m. in the District Conference Room.
- **Whatcom Water Districts Caucus Meeting:** Wednesday, **January 30, 2013** at **3:00 p.m.** in the District Board Room. This meeting is held on the last Wednesday of the month. Commissioner representatives from other districts in the County will attend this meeting. There is not an agenda as of this date. This meeting is publicly noticed and you are welcome to attend.

Other

- **Commissioner's Workshop:** Reminder -Like last year, the Commissioners Annual Workshop is being held on Saturday, January 26, 2013 in Lynnwood. If you are planning on attending we need to make arrangements very soon.