



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

October 29, 2014

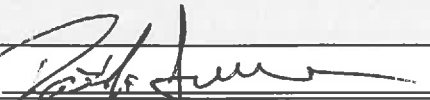
8:00 a.m. – Regular Session

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. Petersen Request for Second Water Leak Billing Adjustment
 - B. Resolution 807 – Defining the Senior/Disabled Low Income Rate Discount
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Executive Session per RCW 42.30.140 (4) a & b – 30 Minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 21, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	October 29, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Petersen Request for Second Water Leak Billing Adjustment		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. First Water Leak Adjustment Paperwork		
	2. Second Adjustment Worksheet (If the second leak adjustment is approved by the Board)		
	3. District Water Leak Adjustment Policy		
	4. Customer Account Notes		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District's Leak Adjustment Policy allows staff to process one leak adjustment per account per year. Mr. Petersen had a substantial water leak that leaves him with a balance of \$2,610.78 after his water leak adjustment. He is requesting a second leak adjustment as the payments of \$400.00 per month (which includes base rate charges in addition to installment payments on the leak balance over a nine-month period) will cause a financial hardship for him. See attached paperwork for more detailed information.

FISCAL IMPACT

If a second leak adjustment is granted by the Board, Mr. Petersen's bill would be reduced by an additional \$533.34 which would reduce his monthly payments to approximately \$340.00 per month for nine months.

RECOMMENDED BOARD ACTION

Discuss/decide whether a second leak adjustment should be processed or not.

PROPOSED MOTION

Board direction requested.

2.15 Liens

All unpaid water and sewer charges when delinquent for sixty days or more shall be a lien against the property being served. A lien form is prepared by accounting staff and recorded with Whatcom County. When the account is paid in full, staff prepares a second form which is also recorded by the County; the recorded property lien is then officially removed. In the event that the customer fails to bring the account current within six months, the account will be referred to the District's legal counsel to begin formal foreclosure proceedings against the property.

2.16 Water Leaks

The District will adjust high water bills resulting from in-ground service line breaks between the water meter and the entry point of service into the building as follows:

1. The water leak must be in-ground to qualify for an adjustment.
2. Customers must request a leak adjustment in writing by completing the District's Application for Water Bill Leak Adjustment Credit form (see forms section) and provide evidence to the District that the leak has been repaired (copy of invoice from a plumber or a receipt for repair parts purchased).
3. If the leak affects more than one billing cycle, the leak adjustment applies to the higher usage billing cycle.
4. The District limits water leak adjustments to one per year per account.

2.17 Installment Payment of Large Bills

The District allows unusually large utility bills to be paid for in installment payments. Late fees will be waived as long as the customer adheres to the pre-arranged payment schedule. Payment schedules include the current two-month billing amount in addition to the regular installment payment on the outstanding balance. The installment portion of the bill must be paid in full within six months of incurring the charges. The billing department will monitor compliance with the terms of the payment schedule. Failure to comply with the terms of the payment schedule will result in the resumption of late fees and suspension of services if not paid in full by the next due date.

2.18 Temporary Suspension of Water and Sewer Service Billing

Water and/or sewer service billing may be temporarily suspended and service discontinued at the customer's request. The customer must complete and sign a Billing Suspension Request form (sample in forms section) authorizing the suspension. The customer's account balance and the District's service suspension fee must also be paid in full prior to the suspension. See the Master Fees and Charges Schedule for fee amount.

2.19 Water and Sewer Service Suspension to Uninhabitable Premises

The Board of Commissioners has authorized the suspension of water and sewer services without charging a fee if a house or building has been demolished or become uninhabitable due to a fire, flood or other such disaster. See the Administrative Code for more information.

Reference: Resolution 780

FIRST ADJ PROCESSED

✓
10/7



Water Leak* Adjustment Credit Worksheet 2014

*Leak must be in-ground between water meter and entry point of service into building

Refer to Lake Whatcom Water and Sewer District Resolution 782 2.8 regarding Leak Adjustments for more information.

ACCOUNT INFORMATION

Account Number: 180012063

Service Address: 71 WINDWARD DR

Owner Name: PETERSEN

Owner since (year): 05/02/2013

Billing Period of Leak: 10/01/2014

Calculation Date: 10/01/2014

CREDIT CALCULATION

1 Water consumption, in cubic feet, during billing period of leak occurrence: 38,512 ft³

2 Non-leak water volume*: (1,845) ft³

- If owner has occupied for at least 12 months, insert water consumption volume for same billing period as previous year
- If less than one year's usage history exists, the highest water consumption figures since current occupancy will be used
- If leak occurs on occupant's first bill, insert 600ft³

3 Leak Volume (line 1 - line 2): 36,667 ft³

4 Adjusted Leak Volume (line 3 x .50): 18,333.5 ft³

5 Credit (line 4 x .0632) \$ 1,158.68

\$6.32 = overage amount per 100ft³ for 2014. 1 ft³ of overage = \$0.0632.

WATER BILL CALCULATION

6 Customer's original TOTAL bill during billing period of leak occurrence: \$ 2,587.43

7 Minus Credit: (line 5) \$ (1,158.68)

8 Minus any late charge incurred corresponding to the billing period of leak occurrence: \$ -

applied and reversed from next billing cycle

9 New adjusted bill: (line 6 - line 7 - line 8) \$ 1,428.75

Completed:
Clerk's Signature

Date: 10/01/2014

Approved:
Manager's Signature

Date: 10/1/14

04



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

(360) 734-9224
Fax 738-8250

RICHARD & HEATHER PETERSEN
71 WINDWARD DR
BELLINGHAM WA 98229

ACCOUNT #180012063
71 WINDWARD DR

OCTOBER 13, 2014

PAYMENT PLAN ACKNOWLEDGEMENT

Per my conversation with Lake Whatcom Water and Sewer District's billing department on October 13, 2014, I agree to the following arrangement in order to pay for extraordinary billing charges incurred as a result of financial hardship:

- I have read and understand the District's Policy 7.03: *Installment Payment of Large Bills*
- I will make **monthly installment payments of \$396.00** to my water and sewer account on the **20th of each month**
- I will make an **initial installment of \$396.00 on November 20, 2014**
- I understand that failure to comply with the terms of the payment schedule will result in the balance of the extraordinary charge becoming due and payable immediately, as stated in the District's Policy 7.03.
- I understand that outstanding balances become subject to late charges and water service interruption if not paid in full by the next regularly scheduled due date, as stated in the District's Policy 7.03.

Handwritten initials, possibly "LP", in cursive.

My signature below confirms the arrangement.

A large, stylized handwritten signature in black ink, written over a horizontal line.

Signature _____ Date 10/13/14

Customer Name:
Account Number:
Property Address:

PETERSEN
180012063
71 WINDWARD DR

Current Balance
Average cubic ft usage:

\$2,610.78
1200

Updated 10/13/2014

Estimated
On or before

Bill date	Prev Balc	New Bill	Pmts	New Balc	Due
01-Oct	2610.78	0.00	0.00	2610.78	20-Oct
	2610.78	0.00	-396.00	2214.78	20-Nov
01-Dec	2214.78	230.00	-396.00	2048.78	20-Dec
	2048.78	0.00	-396.00	1652.78	20-Jan
01-Feb	1652.78	230.00	-396.00	1486.78	20-Feb
	1486.78	0.00	-396.00	1090.78	20-Mar
01-Apr	1090.78	246.00	-396.00	940.78	20-Apr
	940.78	0.00	-396.00	544.78	20-May
01-Jun	544.78	246.00	-396.00	394.78	20-Jun
	394.78	0.00	-394.78	0.00	20-Jul

rates increase

3000 670 0580
petersen w@ gmail.com

Rates Increase on 4/1 bill:

Sewer \$148.03
Water \$52.68
Water over 600cuft \$0.0748

current payment plan

Base rate \$200.71
Average use (cuft) 1200
Estimated avg bill 2015 \$245.59 (base rate \$200.71 + \$44.88 overage estimate)

Utility Reads

Lake Whatcom W-S District

Time: 15:32:11 Date: 10/13/2014

MCAG #:

Page: 1

For: 71 WINDWARD DR

Billing Date	Read	Prior	Consumption	Read Date	Time	Account	Remark
10/01/2014	137885	99373	38,512	09/17/2014		180012063	9/18 #47 N/S-TOOK LONG
08/01/2014	99373	80070	19,303	07/16/2014		180012063	7/17 24HR/hi use #52 found
06/01/2014	80070	76103	3,967	05/15/2014		180012063	5/20 #47 chk ss/t2 cust
04/01/2014	76103	73849	2,254	03/17/2014		180012063	3/18 24 hour # 47 ss/hanger
02/01/2014	73849	71415	2,434	01/16/2014		180012063	1/17 24hr-see below & #47
12/01/2013	71415	69048	2,367	11/18/2013		180012063	12/10 24 hr #71/52 chk 2x r
10/01/2013	69048	67203	1,845	09/18/2013		180012063	
08/01/2013	67203	64778	2,425	07/18/2013		180012063	
06/01/2013	64778	63895	883	05/16/2013		180012063	
04/01/2013	63895	62228	1,667	03/18/2013		180012063	
02/01/2013	62228	61159	1,069	01/18/2013			
12/01/2012	61159	59386	1,773	11/15/2012			
10/01/2012	59386	57324	2,062	09/17/2012			
08/01/2012	57324	55906	1,418	07/16/2012			
06/01/2012	55906	54787	1,119	05/17/2012			
04/01/2012	54787	54370	417	03/16/2012			
02/01/2012	54370	53841	529	01/19/2012			
12/01/2011	53841	53045	796	11/16/2011			
10/01/2011	53045	49145	3,900	09/16/2011			
08/01/2011	49145	47281	1,864	07/14/2011			
06/01/2011	47281	45381	1,900	05/13/2011			
04/01/2011	45381	44403	978	03/14/2011			
02/01/2011	44403	43985	418	01/13/2011			
12/01/2010	43985	43335	650	11/15/2010			
10/01/2010	43335	39668	3,667	09/15/2010			ok/seas
08/01/2010	39668	36834	2,834	07/15/2010			ok/seas
06/01/2010	36834	35512	1,322	05/17/2010			
04/01/2010	35512	35121	391	03/16/2010			
02/01/2010	35121	34465	656	01/14/2010			11/21 24 hr-chk 2x ns

103,420

UTILITY ACCOUNT HISTORY

Lake Whatcom W-S District
 MCAG #:

10/01/2013 To: 10/13/2014

Time: 15:31:58 Date: 10/13/2014

RICHARD AND HEATHER PETERSEN Acct #: 180012063 Tap #: 180012

Page: 1

71 WINDWARD DR		Current	Previous	Water Usage	Sewer Usage	Current	Previous	Electric Usage	Demand	Chg/Pymt	Balance
10/01/2013	Bill	Billing	69048	67203	1845					255.35	255.35
10/21/2013	Payment	1503								-255.35	0.00
12/01/2013	Bill	Billing	71415	69048	2367					285.63	285.63
12/16/2013	Payment									-150.00	135.63
01/21/2014	Payment									-135.63	0.00
02/01/2014	Bill	Billing	73849	71415	2434					289.51	289.51
03/17/2014	Payment									-289.51	0.00
04/01/2014	Bill	Billing	76103	73849	2254					295.92	295.92
06/01/2014	Bill	Billing	80070	76103	3967					433.77	729.69
06/23/2014	Payment									-295.92	433.77
07/15/2014	Payment									-433.77	0.00
08/01/2014	Bill	Billing	99373	80070	19303					1,373.42	1,373.42
08/19/2014	Payment									-191.39	1,182.03
10/01/2014	Bill	Billing	137885	99373	38512					2,587.43	3,769.46
10/07/2014	Bill	Leak Credit		137885						-1,158.68	2,610.78
Billing Periods 7		Billed Amt:	5,521.03	Ave	788.72					*	

CUSTOMER NOTES

Lake Whatcom W-S District
MCAG #:

Time: 11:02:32 Date: 10/21/2014
Page: 1

Date/Type/User Comment PETERSEN, RICHARD AND HEATHER - 180012063

10/14/2014 10:48:02 Richard will write to Board to request second LAC in an effort to reduce payments on
Leak Adjustment payment plan since \$400/mo is quite steep. 1st LAC was on 10/1 bill. 2nd LAC would
Lynne Marie Simpkin apply to 8/1 bill.

10/13/2014 15:23:51 Customer is on payment plan for \$396/mo. Off late fees.
PAYMENT PLAN
Lynne Marie Simpkin

09/24/2014 14:13:04 Was on list for high use letter but customer has already applied for LAC. Off late fees.
Comment
Lynne Marie Simpkin

08/19/2014 14:36:27 Off late fees; had leak. Has applied for LAC, wishes to wait for 10/1 bill for comparison
Leak Adjustment to 8/1 bill to ensure highest amount of credit possible.
Lynne Marie Simpkin

07/21/2014 16:16:52 Unusual increase letter sent. LMS
Comment #61 here-they were aware of the leak for at least 3-4 weeks prior to repairing it -- they did
Lynne Marie Simpkin not shut the water off at night, as i showed them how to -- they have had slow spin
notices since january and didn't respond -- was repaired 8/19/14 -- MG

10/07/2010 00:00:00 Customer submitted ck #1346 \$250 w/out signature, copy in file.
Active Status
Imported

Lynne Simpkins

From: General Inbox
Sent: Tuesday, 21 October, 2014 08:18
To: Lynne Simpkins
Subject: FW: BOARD OF DIRECTORS, RE: Water Bill Leak Adjustment Credit

Lyn Edwards | Administrative Assistant



LAKE WHATCOM WATER & SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA 98229

8am – 5pm, Monday – Thursday
(360) 734-9224, Fax: (360) 738-8250
www.lwwsd.org

NOTICE: The information contained in this electronic message is confidential and only for the use of the intended recipient(s); and contains confidential and/or privileged information belonging to Lake Whatcom Water and Sewer District or its customers or consultants or vendors. Any unauthorized review, use, copying, disclosure or distribution of this message is strictly prohibited. If you are not an intended recipient of this message, please contact the sender and destroy all copies of the message and any attachments immediately.

Email from this address is subject to public disclosure pursuant to RCW 42.56.

From: Rick Petersen [<mailto:rpetersen66@hotmail.com>]
Sent: Thursday, October 16, 2014 10:33 AM
To: General Inbox
Subject: TO: BOARD OF DIRECTORS, RE: Water Bill Leak Adjustment Credit

October 14, 2014

Board of Directors
Lake Whatcom Water & Sewer District
1220 Lakeway Dr. Bellingham, WA 98229

Re: Request for Second Adjustment to Water Bill Due to Leak – Acct # 180012063

Dear Board of Directors:

This past summer I had a large water leak at my home, located somewhere between the roadside meter and the home. This leak resulted in repair costs of over \$5,000.00 and a water bill now totaling approximately ~~\$3700.00~~. *\$2,700.00 approximately*

I have requested, and been granted, a Water Bill Leak Adjustment Credit, for which I am very grateful. I have also agreed to a payment plan, the result of which is that I will need to pay nearly \$400.00 additional per month for 9 months.

I am hoping to reduce the payment amount as it is a significant financial burden at this particular time.

Therefore, I am respectfully requesting a second adjustment in order to ensure I am able to successfully pay the remainder of the leakage bill.

If you need more information or have any questions, please do not hesitate to contact me.

Thank you for your time and attention,

Sincerely yours,

Rick Petersen

71 Windward Drive
Bellingham, WA 98229
rpetersen66@gmail.com
(360) 670-6580

Sent from Windows Mail

SECOND ADJUSTMENT



Water Leak* Adjustment Credit Worksheet 2014

*Leak must be in-ground between water meter and entry point of service into building

Refer to Lake Whatcom Water and Sewer District Resolution 782 2.8 regarding Leak Adjustments for more information.

ACCOUNT INFORMATION

Account Number: 180012063

Service Address: 71 WINDWARD DR

Owner Name: PETERSEN

Owner since (year): 05/02/2013

Billing Period of Leak: 08/01/2014

Calculation Date: 10/21/2014

CREDIT CALCULATION

1 Water consumption, in cubic feet, during billing period of leak occurrence: 19,303 ft³

2 Non-leak water volume*: (2,425) ft³

- If owner has occupied for at least 12 months, insert water consumption volume for same billing period as previous year
- If less than one year's usage history exists, the highest water consumption figures since current occupancy will be used
- If leak occurs on occupant's first bill, insert 600ft³

3 Leak Volume (line 1 - line 2): 16,878 ft³

4 Adjusted Leak Volume (line 3 x .50): 8,439.0 ft³

5 Credit (line 4 x .0632) \$ 533.34

\$6.32 = overage amount per 100ft³ for 2014. 1 ft³ of overage = \$0.0632.

WATER BILL CALCULATION

6 Customer's original TOTAL bill during billing period of leak occurrence: \$ 1,373.42

7 Minus Credit: (line 5) \$ (533.34)

8 Minus any late charge incurred corresponding to the billing period of leak occurrence: \$ -

applied and reversed from next billing cycle

9 New adjusted bill: (line 6 - line 7 - line 8) \$ 840.08

Completed: 
Clerk's Signature

Date: 10/21/2014

Approved: _____
Manager's Signature

Date: _____

Customer Name: PETERSEN
 Account Number: 180012063
 Property Address: 71 WINDWARD DR

Current Balance: \$2,077.44
 Average cubic ft usage: 1200
AFTER 2ND CREDIT saves customer \$60/mo

Updated 10/13/2014

Estimated

On or before

↓
updated payment plan

Bill date	Prev Balc	New Bill	Pmts	New Balc	Due
01-Oct	2077.44	0.00	0.00	2077.44	20-Oct
	2077.44	0.00	-337.00	1740.44	20-Nov
01-Dec	1740.44	230.00	-337.00	1633.44	20-Dec
	1633.44	0.00	-337.00	1296.44	20-Jan
01-Feb	1296.44	230.00	-337.00	1189.44	20-Feb
	1189.44	0.00	-337.00	852.44	20-Mar
01-Apr	852.44	246.00	-337.00	761.44	20-Apr
	761.00	0.00	-337.00	424.00	20-May
01-Jun	424.00	246.00	-337.00	333.00	20-Jun
	333.00	0.00	-333.00	0.00	20-Jul

rates increase

Rates Increase on 4/1 bill:
 Sewer \$148.03
 Water \$52.68
 Water over 600cuft \$0.0748

Base rate \$200.71
 Average use (cuft) 1200
 Estimated avg bill 2015 \$245.59 (base rate \$200.71 + \$44.88 overage estimate)
 rounded up \$246.00



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 21, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	October 29, 2014		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Resolution 807 – Defining the Senior/Disabled Low Income Rate Discount		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Draft Resolution 807		
	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 Board recently adopted a rate structure for 2015 through 2019. Included in the newly adopted rate structure is a Low Income Senior Disabled Discount of 40% for qualifying rate payers. Resolution 807 defines a “qualifying” rate payer as one who receives a property tax exemption from the Whatcom County Assessor’s Office.

FISCAL IMPACT

Refer to applicable Rate Study by FCSG.

RECOMMENDED BOARD ACTION

Discuss/decide/edit Draft Resolution 807.

PROPOSED MOTION

No proposed motion at this time.

DRAFT

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 807

DRAFT

A Resolution of the Board of Commissioners
Defining the Senior Disabled Citizen Low-Income Rate Discount
Effective January 1, 2015

WHEREAS, the Lake Whatcom Water and Sewer District ("District") is responsible for planning, improvements, maintenance, and operation of a comprehensive water and sewer system capable of providing reliable service to District ratepayers; and

WHEREAS, the District intends to build a stable rate structure so that it may continue to responsibly and reliably provide services with lower rate increases into the future; and

WHEREAS, RCW 57.08.014 provides authority for public utility districts to offer reduced utility rates for low-income seniors and low-income disabled persons and WAC Chapter 458-16A-100 through 150 describes the qualifications a claimant must meet in order to qualify for the exemption; and

WHEREAS, senior/disabled/low income rates to be established by this resolution are included in the FCSG rate study for the District, the results of which were published in the June 2014 Report for 2014 Water and Sewer Rate Update ("Rate Study"); and

WHEREAS, the Board has reviewed the Rate Study and the District desires to provide a discounted rate to those low-income senior and lo-income disabled ratepayers meeting these qualifications.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District adopts the Senior Disabled Citizen Low-Income rate discount of a 40% reduction in the total bill (including base and usage charges). This does not include other fees such as Late fee, Lien fee, Lock fee, Billing Suspension fee, After-Hours Unlock fee, Unauthorized Lock Removal fee, Damaged Meter fee, Water Interruption fee, Obstructed Meter fee, Return Payment fee or Transfer fee.
2. To qualify for the reduced utility rate discount, applicants must present proof of property tax exemption provided by the Whatcom County Assessor's Office.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on, October 29, 2014.

Leslie Mc Roberts, Commissioner

Todd Citron, Commissioner

Laura Weide, Commissioner

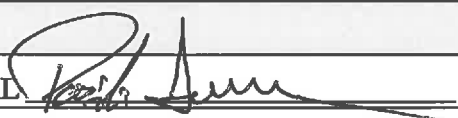
John W. Millar, Commissioner

Approved as to form, District legal counsel



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 21, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	October 29, 2014		
AGENDA ITEM NUMBER:	7.0		
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

October 29, 2014

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for Monday, **November 3 at 1:30 p.m.** in the Fireplace Room at 625 Halleck Street in the Muni Court Building. Topics include AIS education, program expenditures and revenues. The balance of the meetings this year will be at this location. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The next meeting has not been scheduled at this time.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **Wednesday, November 12, 2014 at 6:30 p.m.**
- **Employee Staff Meeting:** The next meeting is set for **Thursday, November 13, 2014 at 8:00 a.m.** in the Board Room. Commissioner Citron is scheduled to attend this meeting. 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 **Tuesday, November 11, 2014** at Bob's Burger and Brew in Tulalip at 6:15 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next meeting is set for **November 19, 2014 at 1:00 p.m.** in the District Board Room. This meeting is held on the third Wednesday of each month.

Other:

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meeting reports since the last Board Meeting.