



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

April 7, 2014

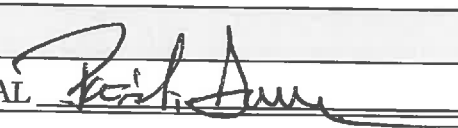
8:00 a.m. – Regular Session

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. Sewer Comprehensive Plan – Public Hearing
 - B. Lake Whatcom Cooperative Management Program – Resolutions 802 and 803
 - C. Local Government Investment Pool Update – Resolution 804
 - D. Monthly Budget Analysis
 - E. Legal Counsel Recruitment
 - F. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Executive Session Per RCW 42.30.110(1)(ii) – Potential Litigation – 30 Minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 7, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Sewer Comprehensive Plan Update – Public Hearing		
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

The District is required to hold a public hearing on the 2014 Sewer Comprehensive Plan Update.

FISCAL IMPACT

None at this time

RECOMMENDED BOARD ACTION

Public Hearing on the 2014 Sewer Comprehensive Plan Update.

PROPOSED MOTION

No motion at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 7, 2014		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Lake Whatcom Cooperative Management Program – Resolutions 802 and 803		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution 802		
	2. Resolution 803		
	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

Resolution 802 sets goals for the work plan of the Lake Whatcom Policy Group and Resolution 803 invites Sudden Valley Community Association to send a representative to the Lake Whatcom Policy Group.

FISCAL IMPACT

None at this time.

RECOMMENDED BOARD ACTION

Review, discuss and adopt Resolutions 802 and 803.

PROPOSED MOTION

To approve Resolution 802 as presented.

To approve Resolution 803 as presented.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 802

A Joint Resolution of Bellingham City Council, Whatcom County Council, and Lake Whatcom Water and Sewer District Commissioners Reaffirming Our Shared Commitment to the Health of Lake Whatcom, Setting Milestones for 2014 through 2016 to Improve Its Water Quality, and Setting Goals for the Work Plan of the Lake Whatcom Policy Group

WHEREAS, Lake Whatcom is the drinking water source for approximately 100,000 Whatcom County residents; and,

WHEREAS, the Lake's water quality has been generally declining since at least 1988; and,

WHEREAS, in 1992 the City of Bellingham, Whatcom County and Lake Whatcom Water and Sewer District (at the time Whatcom County Water District No. 10) jointly formed the Lake Whatcom management Program and thereby declared their intention to work together to protect and manage Lake Whatcom; and,

WHEREAS, Lake Whatcom was first listed on the 303(d) list of impaired water bodies under the federal Clean Water Act for excessive levels of phosphorus and fecal coliform in 1998; and

WHEREAS, a Total Maximum Daily Load (TMDL) Report of Findings for total phosphorus and fecal coliform in the Lake Whatcom Watershed was issued in 2008 by the Washington State Department of Ecology (DOE) and the US Environmental Protection Agency (EPA) which, when finalized as an Implementation Plan, will require dramatic reductions in phosphorus loading to the Lake; and

WHEREAS, excessive phosphorus levels in Lake Whatcom have required substantial investments from the City of Bellingham, Whatcom County and the Lake Whatcom Water and Sewer District to ensure long-term access to sufficient amounts of high quality drinking water; and

WHEREAS, the City, County and District strive to ensure that their investments result in effective, sustained annual reductions of phosphorus loading to the Lake; and

WHEREAS, sustained reductions in phosphorus loading to the Lake will reduce the long-term costs to the City, its water customers, and the customers of Lake Whatcom Water and Sewer District; and

WHEREAS, substantial additional investments over a number of years will be needed to clean up the Lake; and

WHEREAS, the Lake Whatcom Management Program's series of 5 year Plans have established and implemented actions in major Program Areas needed to improve water quality in the Lake; and

WHEREAS, in 2014 development of the next 5 Year Plan will identify and schedule implementation of actions for the five year period, 2015 to 2019; and

WHEREAS, completion of a TMDL Implementation Plan will require melding of the load reduction actions contained in the 5 Year Plans with identification of long-term costs needed to achieve reduction targets identified in the 2008 TMDL Report, identification of funding sources, and establishment of a timeline for achieving those reduction targets; and

WHEREAS, the Lake Whatcom Policy Group is well positioned to work with staff and the Administrations to identify and facilitate the work needed to complete the TMDL Implementation Plan;

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSIONERS THAT:

In cooperation with their respective administrations the councils/commissions of the Lake Whatcom Management Program establish the following milestones for actions necessary to complete and implement a TMDL Implementation Plan and direct the lake Whatcom Policy Group to initiate and oversee the accomplishment of these milestones.

1. **2014.** Establish policy principles for all areas of investment, and identify expenditures needed to achieve loan reduction goals in each area.
2. **2015.** Analyze expenditure levels, identify funding sources and set specific timetables for each area of investment.
3. **2016.** Complete an Implementation Plan for phosphorus reduction and control of fecal coliform that will meet the requirements of the TMDL, protect our drinking water, and restore lake and tributary water quality.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 7th day of April, 2014.

Leslie Mc Roberts, President

Todd Citron, Secretary

Deborah Lambert, Commissioner

John W. Millar, Commissioner

Laura Weide, Commissioner

Approved as to form:

Brian L. Hansen, Attorney for District

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 803

A Joint Resolution of Bellingham City Council, Whatcom County Council, and Lake Whatcom Water and Sewer District Commissioners Inviting the Sudden Valley Community Association to Send a Representative to Participate in the Lake Whatcom Policy Group

WHEREAS, Lake Whatcom is the drinking water source for approximately 100,000 Whatcom County residents, including the residents of Sudden Valley; and

WHEREAS, Whatcom County, the City of Bellingham and Lake Whatcom Water and Sewer District have all established policy declaring their commitment to jointly protect and manage Lake Whatcom; and,

WHEREAS, in 2010 in order to improve communication between governing bodies and administrative staff those same entities formed the Lake Whatcom Policy Group, comprised of 2 members each from the City and County Councils and 1 member from Lake Whatcom Water and Sewer District Commissioners; and,

WHEREAS, the Sudden Valley Community Association plays an integral part in achieving needed reductions in pollution, is currently participating in staff team work sessions, and has been a long-term participant in activities needed to protect the Lake;

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSIONERS THAT:

1. The Sudden Valley Community Association (SVCA) Board of Directors be invited to participate as a member of the Lake Whatcom Policy Group.
2. SVCA may select 1 representative to participate in Lake Whatcom Policy Group activities.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 7th day of April, 2014.

Leslie Mc Roberts, President

Todd Citron, Secretary

Deborah Lambert, Commissioner

John W. Millar, Commissioner

Laura Weide, Commissioner

Approved as to form:

Brian L. Hansen, Attorney for District



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 7, 2014		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Local Government Investment Pool Update - Resolution 804		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. LGIP Prospectus dated January 2014		
	2. Resolution 804		
	3. LGIP Authorization forms		
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

In an effort to provide more clarity with respect to how the Local Government Investment Pool operates, and as a result of recently amended WACs, an updated prospectus was created. As a result it is important that each local government investing in the LGIP completes an updated Resolution that acknowledges that the governmental body responsible for overseeing investment decisions has read and understands the prospectus.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

Approve Resolution 804.

PROPOSED MOTION

To approve Resolution 804 authorizing investment of Lake Whatcom Water and Sewer District's monies in the Local Government Investment Pool (LGIP).

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 804

A Resolution of the Board of Commissioners Authorizing Investment of Lake Whatcom Water and Sewer District's Monies in the Local Government Investment Pool

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the office of the State Treasurer; and,

WHEREAS, time to time it may be advantageous to the authorized governmental entity, Lake Whatcom Water and Sewer District, the "governmental entity", to contribute funds available for investment in the LGIP; and,

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and,

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Board of Commissioners, the "governing body" or any designee of the governing body pursuant to this resolution or a subsequent resolution; and

WHEREAS, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW, THEREFORE, BE IT RESOLVED THAT: the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Lake Whatcom Water and Sewer District and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Debra Hill, Finance Manager/Treasurer, the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual, and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 7th day of April, 2014.

Leslie Mc Roberts, President

Todd Citron, Secretary

Deborah Lambert, Commissioner

John W. Millar Commissioner

Laura Weide, Commissioner

Approved as to form:

Brian L. Hansen, Attorney for District

LOCAL GOVERNMENT

INVESTMENT POOL

Prospectus

January 2014



James L. McIntire

Washington State Treasurer

Contents

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I. The LGIP

The Local Government Investment Pool (the "LGIP") is an investment pool of public funds placed in the custody of the Office of the Washington State Treasurer (the "State Treasurer") for investment and reinvestment as defined by RCW 43.250.020. The purpose of the LGIP is to allow eligible governmental entities to participate with the state in the investment of surplus public funds, in a manner that optimizes liquidity and return on such funds. In establishing the LGIP, the legislature recognized that not all eligible governmental entities are able to maximize the return on their temporary surplus funds, and therefore it provided a mechanism whereby they may, at their option, utilize the resources of the State Treasurer to maximize the potential of their surplus funds while ensuring the liquidity of those funds.

The State Treasurer has established a sub-pool within the LGIP whose shares are offered by means of this Prospectus: The LGIP-Money Market Fund (the "LGIP-MMF" or the "Fund"). The State Treasurer has the authority to establish additional sub-pools in the future.

The Fund offered in this Prospectus seeks to provide current income by investing in high-quality, short term money market instruments. These standards are specific to the Fund, as illustrated in the following table. The LGIP-MMF offers daily contributions and withdrawals.

FUND SNAPSHOT

The table below provides a summary comparison of the Fund's investment types and sensitivity to interest rate risk. This current snapshot can be expected to vary over time.

Fund	Investment Types	Maximum Dollar-Weighted Average Maturity for LGIP-MMF
LGIP-Money Market Fund	Cash	60 days
Current Investments (as of November 1, 2013)	Bank Deposits US Treasury bills Repurchase agreements US Government agency obligations	

Fees and Expenses

Administrative Fee. The State Treasurer charges pool participants a fee representing administration and recovery costs associated with the operation of the Fund. The administrative fee accrues daily from pool participants' earnings prior to the earnings being posted to their account. The administrative fee will be paid monthly. In the event that there are no earnings, the administrative fee will be deducted from principal.

The chart below illustrates the operating expenses of the LGIP-MMF for past years, expressed in basis points as a percentage of fund assets.

Local Government Investment Pool-MMF
Operating Expenses by Fiscal Year (in Basis Points)

	2006	2007	2008	2009	2010	2011	2012	2013
<i>Total Operating Expenses</i>	<i>1.12</i>	<i>0.96</i>	<i>0.84</i>	<i>0.88</i>	<i>0.64</i>	<i>0.81</i>	<i>0.68</i>	<i>0.87</i>

(1 basis point = 0.01%)

Because most of the expenses of the LGIP-MMF are fixed costs, the fee (expressed as a percentage of fund assets) will be affected by: (i) the amount of operating expenses; and (ii) the assets of the LGIP-MMF. The table below shows how the fee (expressed as a percentage of fund assets) would change as the fund assets change, assuming an annual fund operating expenses amount of \$800,000.

Fund Assets	\$6.0 bn	\$8.0 bn	\$10.0 bn
Total Operating Expenses (in Basis Points)	1.33	1.0	.80

Portfolio Turnover: The Fund does not pay a commission or fee when it buys or sells securities (or “turns over” its portfolio). However, debt securities often trade with a bid/ask spread. Consequently, a higher portfolio turnover rate may generate higher transaction costs that could affect the Fund’s performance.

II. Local Government Investment Pool – Money Market Fund

Investment Objective

The LGIP-MMF will seek to effectively maximize the yield while maintaining liquidity and a stable share price of \$1.

Principal Investment Strategies

The LGIP-MMF will seek to invest primarily in high-quality, short term money market instruments. Typically, at least 55% of the Fund’s assets will be invested in US government securities and repurchase agreements collateralized by those securities. The LGIP-MMF means a sub-pool of the LGIP whose investments will primarily be money market instruments. The LGIP-MMF will only invest in eligible investments permitted by state law. The LGIP-MMF will not be an SEC-registered money market fund and will not be required to follow SEC Rule 2a-7. Investments of the LGIP-MMF will conform to the LGIP Investment Policy, the most recent version of which will be posted on the LGIP website and will be available upon request.

Principal Risks of Investing in the LGIP-Money Market Fund

Counterparty Credit Risk. A party to a transaction involving the Fund may fail to meet its obligations. This could cause the Fund to lose the benefit of the transaction or prevent the Fund from selling or buying other securities to implement its investment strategies.

Interest Rate Risk. The LGIP-MMF’s income may decline when interest rates fall. Because the Fund’s income is based on short-term interest rates, which can fluctuate significantly over short periods, income risk is expected to be high. In addition, interest rate increases can cause the price of a debt security to decrease and even lead to a loss of principal.

Liquidity Risk. Liquidity risk is the risk that the Fund will experience significant net withdrawals of Fund shares at a time when it cannot find willing buyers for its portfolio securities or can only sell its portfolio securities at a material loss.

Management Risk. Poor security selection or an ineffective investment strategy could cause the LGIP-MMF to underperform relevant benchmarks or other funds with a similar investment objective.

Issuer Risk. The LGIP-MMF is subject to the risk that debt issuers and other counterparties may not honor their obligations. Changes in an issuer's credit rating (e.g., a rating downgrade) or the market's perception of an issuer's creditworthiness could also affect the value of the Fund's investment in that issuer. The degree of credit risk depends on both the financial condition of the issuer and the terms of the obligation. Also, a decline in the credit quality of an issuer can cause the price of a money market security to decrease.

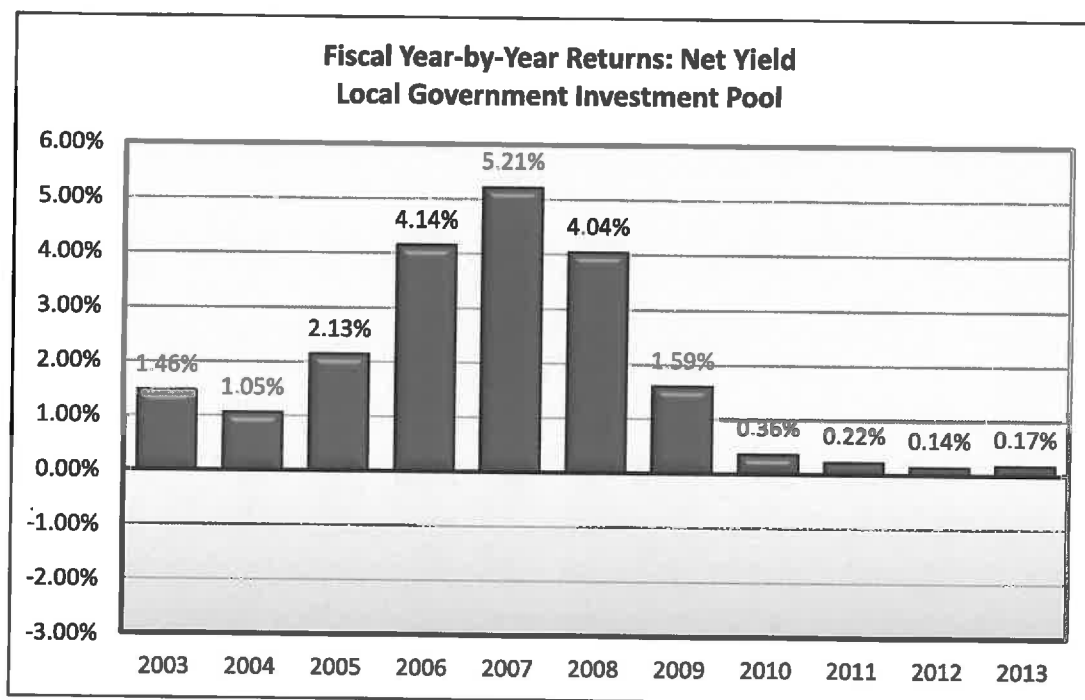
Securities Lending Risk and Reverse Repurchase Agreement Risk. The LGIP-MMF may engage in securities lending or in reverse repurchase agreements. Securities lending and reverse repurchase agreements involve the risk that the Fund may lose money because the borrower of the Fund's securities fails to return the securities in a timely manner or at all or the Fund's lending agent defaults on its obligations to indemnify the Fund, or such obligations prove unenforceable. The Fund could also lose money in the event of a decline in the value of the collateral provided for loaned securities or a decline in the value of any investments made with cash collateral.

Risks Associated with use of Amortized Cost. The use of amortized cost valuation means that the LGIP-MMF's share price may vary from its market value NAV per share. In the unlikely event that the State Treasurer were to determine that the extent of the deviation between the Fund's amortized cost per share and its market-based NAV per share may result in material dilution or other unfair results to shareholders, the State Treasurer may cause the Fund to take such action as it deems appropriate to eliminate or reduce to the extent practicable such dilution or unfair results.

An investment in the LGIP-MMF is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of investments at \$1 per share, pool participants could lose money by investing in the LGIP-MMF. There is no assurance that the LGIP-MMF will achieve its investment objective.

Performance

The following information is intended to address the risks of investing in the LGIP-MMF. The information illustrates changes in the performance of the LGIP-MMF's shares from year to year. Returns are based on past results and are not an indication of future performance. Updated performance information may be obtained on our website at www.tre.wa.gov or by calling the LGIP toll-free at 800-331-3284.



<u>Local Government Investment Pool-Money Market Fund</u>			
<u>Average Accrued Net Yield</u>			
<u>1 Year</u>	<u>3 years</u>	<u>5 years</u>	<u>10 years</u>
0.17%	0.19%	.52%	1.94%

Transactions: LGIP-MMF

General Information

The minimum transaction size (contributions or withdrawals) for the LGIP-MMF will be five thousand dollars. The State Treasurer may, in its sole discretion, allow for transactions of less than five thousand dollars.

Valuing Shares

The LGIP-MMF will be operated using a net asset value (NAV) calculation based on the amortized cost of all securities held such that the securities will be valued at their acquisition cost, plus accrued income, amortized daily.

The Fund's NAV will be the value of a single share. NAV will normally be calculated as of the close of business of the NYSE, usually 4:00 p.m. Eastern time. If the NYSE is closed on a particular day, the Fund will be priced on the next day the NYSE is open.

NAV will not be calculated and the Fund will not process contributions and withdrawals submitted on days when the Fund is not open for business. The time at which shares are priced and until which contributions and withdrawals are accepted is specified below and may be changed as permitted by the State Treasurer.

To the extent that the LGIP-MMF's assets are traded in other markets on days when the Fund is not open for business, the value of the Fund's assets may be affected on those days. In addition, trading in some of the Fund's assets may not occur on days when the Fund is open for business.

Transaction Limitation

The State Treasurer reserves the right at its sole discretion to set a minimum and/or maximum transaction amount from the LGIP-MMF and to limit the number of transactions, whether contribution, withdrawal, or transfer permitted in a day or any other given period of time.

The State Treasurer also reserves the right at its sole discretion to reject any proposed contribution, and in particular to reject any proposed contribution made by a pool participant engaged in behavior deemed by the State Treasurer to be abusive of the LGIP-MMF.

A pool participant may transfer funds from one LGIP-MMF account to another subject to the same time and contribution limits as set forth in WAC 210.10.060.

Contributions

Pool participants may make contributions to the LGIP-MMF on any business day. All contributions will be effected by electronic funds transfer to the account of the LGIP-MMF designated by the State Treasurer. It is the responsibility of each pool participant to pay any bank charges associated with such electronic transfers to the State Treasurer. Failure to wire funds by a pool participant after notification to the State Treasurer of an intended transfer will result in penalties. Penalties for failure to timely wire will be assessed to the account of the pool participant responsible.

Notice. To ensure same day credit, a pool participant must inform the State Treasurer of any contribution over one million dollars no later than 9 a.m. on the same day the contribution is made. Contributions for one million dollars or less can be requested at any time prior to 10 a.m. on the day of contribution. For all other contributions over one million dollars that are requested prior to 10 a.m., a pool participant may receive same day credit at the sole discretion of the State Treasurer. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which no notice is received prior to 10:00 a.m. will be credited as of the following business day.

Notice of contributions may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to State Treasurer's Treasury Management System ("TMS"). Please refer to the [LGIP-MMF Operations Manual](#) for specific instructions regarding contributions to the LGIP-MMF.

Direct deposits from the State of Washington will be credited on the same business day.

Pricing. Contribution requests received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that contribution date.

Withdrawals

Pool participants may withdraw funds from the LGIP-MMF on any business day. Each pool participant shall file with the State Treasurer a letter designating the financial institution at which funds withdrawn from the LGIP-MMF shall be deposited (the "Letter"). This Letter shall contain the name of the financial institution, the location of the financial institution, the account name, and the account number to which funds will be deposited. This Letter shall be signed by local officials authorized to receive and disburse funds, as described in WAC 210-10-020.

Disbursements from the LGIP-MMF will be effected by electronic funds transfer. Failure by the State Treasurer to wire funds to a pool participant after proper notification to the State Treasurer to disburse funds to a pool participant may result in a bank overdraft in the pool participant's bank account. The State Treasurer will reimburse a pool participant for such bank overdraft penalties charged to the pool participant's bank account.

Notice. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal over one million dollars no later than 9 a.m. on the same day the withdrawal is made. Withdrawals for one million dollars or less can be requested at any time prior to 10 a.m. on the day of withdrawal. For all other withdrawals from the LGIP-MMF over one million dollars that are requested prior to 10 a.m., a pool participant may receive such withdrawal on the same day it is requested at the sole discretion of the State Treasurer. No earnings will be credited on the date of withdrawal for the amounts withdrawn. Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Pricing. Withdrawal requests with respect to the LGIP-MMF received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that withdrawal date.

Suspension of Withdrawals. If the State Treasurer has determined that the deviation between the Fund's amortized cost price per share and the current net asset value per share calculated using available market quotations (or an appropriate substitute that reflects current market conditions) may result in material dilution or other unfair results, the State Treasurer may, if it has determined irrevocably to liquidate the Fund, suspend withdrawals and payments of withdrawal proceeds in order to facilitate the permanent termination of the Fund in an orderly manner. The State Treasurer will distribute proceeds in liquidation as soon as practicable, subject to the possibility that certain assets may be illiquid, and subject to subsequent distribution, and the possibility that the State Treasurer may need to hold back a reserve to pay expenses.

The State Treasurer also may suspend redemptions if the New York Stock Exchange suspends trading or closes, if US bond markets are closed, or if the Securities and Exchange Commission declares an emergency. If any of these events were to occur, it would likely result in a delay in the pool participants' redemption proceeds.

The State Treasurer will notify pool participants within five business days of making a determination to suspend withdrawals and/or irrevocably liquidate the fund and the reason for such action.

Earnings and Distribution

LGIP-MMF Daily Factor

The LGIP-MMF daily factor is a net earnings figure that is calculated daily using the investment income earned (excluding realized gains or losses) each day, assuming daily amortization and/or accretion of income of all fixed income securities held by the Fund, less the administrative fee. The daily factor is reported on an annualized 7-day basis, using the daily factors from the previous 7 calendar days. The reporting of a 7-day annualized yield based solely on investment income which excludes realized gains or losses is an industry standard practice that allows for the fair comparison of funds that seek to maintain a constant NAV of \$1.00.

LGIP-MMF Actual Yield Factor

The LGIP-MMF actual yield factor is a net daily earnings figure that is calculated using the total net earnings including realized gains and losses occurring each day, less the administrative fee.

Dividends

The LGIP-MMF's dividends include any net realized capital gains or losses, as well as any other capital changes other than investment income, and are declared daily and distributed monthly.

Distribution

The total net earnings of the LGIP-MMF will be declared daily and paid monthly to each pool participant's account in which the income was earned on a per-share basis. These funds will remain in the pool and earn additional interest unless withdrawn and sent to the pool participant's designated bank account as specified on the Authorization Form. Interest earned will be distributed monthly on the first business day of the following month.

Monthly Statements and Reporting

On the first business day of every calendar month, each pool participant will be sent a monthly statement which includes the pool participant's beginning balance, contributions, withdrawals, transfers, administrative charges, earnings rate, earnings, and ending balance for the preceding calendar month. Also included with the statement will be the monthly enclosure. This report will contain information regarding the maturity structure of the portfolio and balances broken down by security type.

III. Management

The State Treasurer is the manager of the LGIP-MMF and has overall responsibility for the general management and administration of the Fund. The State Treasurer has the authority to offer additional sub-pools within the LGIP at such times as the State Treasurer deems appropriate in its sole discretion.

Administrator and Transfer Agent. The State Treasurer will serve as the administrator and transfer agent for the Fund.

Custodian. A custodian for the Fund will be appointed in accordance with the terms of the LGIP Investment Policy.

IV. Miscellaneous

Limitation of Liability

All persons extending credit to, contracting with or having any claim against the Fund offered in this Prospectus shall look only to the assets of the Fund that such person extended credit to, contracted with or has a claim against, and none of (i) the State Treasurer, (ii) any subsequent sub-pool, (iii) any pool participant, (iv) the LGIP, or (v) the State Treasurer's officers, employees or agents (whether past, present or future), shall be liable therefor. The determination of the State Treasurer that assets, debts, liabilities, obligations, or expenses are allocable to the Fund shall be binding on all pool participants and on any person extending credit to or contracting with or having any claim against the LGIP or the Fund offered in this Prospectus. There is a remote risk that a court may not enforce these limitation of liability provisions.

Amendments

This Prospectus and the attached Investment Policy may be amended from time to time. Pool participants shall receive notice of changes to the Prospectus and the Investment Policy. The amended and restated documents will be posted on the State Treasurer website: www.tre.wa.gov.

Should the State Treasurer deem appropriate to offer additional sub-pools within the LGIP, said sub-pools will be offered by means of an amendment to this prospectus.

LGIP-MMF Contact Information

Internet: www.tre.wa.gov Treasury Management System/TMS

Phone: 1-800-331-3284 (within Washington State)

Mail:

Office of the State Treasurer
Local Government Investment Pool
PO Box 40200
Olympia, Washington 98504
FAX: 360-902-9044



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Paul J. Hill</i>		
MEETING AGENDA DATE:	April 7, 2014		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 3/31/2014		
	2.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION

n/a



MONTHLY BUDGET ANALYSIS

Description		2014 Budget	YTD 3/31/2014 25%	
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (9% rate increase) *	1,701,326	410,103	24%
401-343-50-11	Sewer Service Residential (3% rate increase) *	3,537,394	854,462	24%
401-343-50-19	Sewer Service Other (Multi units)	9,500	1,493	16%
401-343-81-10	Combined Fees (Locks, Liens, Transfers, Suspensions)	33,000	7,870	24%
401-359-90-00	Late Charges	65,000	16,528	25%
401-361-11-00	Investment Interest	200	18	9%
401-369-10-00	Sale of scrap/junk recycle	-	5,330	
401-369-90-00	Bank Fees	3,000	834	28%
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	9,070	91%
401-398-20-00	Insurance Recoveries			
401-397-10-40	Transfers in from ULID 18 Fund 480	83,000	11,000	13%
TOTAL REVENUES		5,442,420	1,316,708	24.2%

MONTHLY BUDGET ANALYSIS

	Description	2014 Budget	YTD 3/31/2014	
OPERATING FUND - 401				
401-53X-10-10	Payroll (1% cola plus step increases - 2014)	1,450,000	330,815	23%
401-53X-10-20	Personnel Benefits	570,000	127,887	22%
401-53X-10-31	Gen Admin Supplies	25,000	3,906	16%
401-53X-10-32	Meetings/Team building	2,500	1,238	50%
401-53X-10-40	Bank Fees (BofA, AFTS, Expect)	9,500	2,819	30%
	Interlocal - Lake Whatcom Management Program	25,000		
	Interlocal - Invasive Species	50,000		
401-534-10-41-00	Interlocal - Lake Whatcom Tributary Monitor	5,000		
	Water Quality Assurance Programs (TOTAL)	80,000	616	
	County Auditor filing fees (Simplifile)	6,000		
	DataBar (Statement processing)	20,000		
	Answering Service	1,500		
	BIAS Financial Software	20,000		
	Webcheck (Title company transactions)	2,000		
	GE Scada System Software Maintenance	7,500		
	WA State Auditor (2 year audit)	18,500		
	Wilson Engineering	10,000		
	Sewer Comp Plan Update C13-15	20,886		
	Legal counsel	38,000		
	FCS Rate Study	48,500		
	3D - Computer support (includes new server install)	30,000		
	Docu Ware annual maint/support	5,000		
	Data Pro - Time clock system	1,500		
	Watchguard	1,000		
	CPA firm	10,000		
	ESRI (ARC GIS)	2,000		
	Cartegraph	8,000		
	SCADA/PLC Support (Engineering)	5,000		
	Auto Desk (Engineering)	1,000		
	Rockwell (Engineering)	500		
	Inovise (Engineering)	2,000		
	Master Meter	2,000		
	Custodial/Building maint. services/Security	11,000		
	Landscaping service	4,000		
	GIS with Whatcom County	1,000		
	Camera Van software	1,500		
	Oasys (Docuware/copy machine contract)	5,000		
	Generator Load Testing	20,000		
	Cyberlock software	1,000		
401-53X-10-41-01	Misc (Bid notices etc.)	1,000		
401-53X-10-42	Professional Services (TOTAL)	385,386	96,574	25%
401-53X-10-43	Communication	40,000	12,648	32%
401-53X-10-44	Memberships/Dues	16,000	20,032	125%
401-53X-10-45	B&O Taxes	175,000	45,872	26%
401-53X-10-46	Admin Lease	2,500	898	36%
401-53X-10-49	Insurance	102,000	-	0%
401-53X-40-43	Admin Misc.	1,000	-	0%
401-53X-40-44	Training & Travel	30,000	3,219	11%
401-53X-40-49	Tuition reimbursement	6,000	-	0%
401-53X-50-31	Insurance claims	5,000	-	0%
401-53X-50-48	Maintenance Supplies	145,000	36,843	25%
	Oper Repair/Maint (includes Asset Mgmt tools)	35,000	7,511	21%
	Edge Analytical - water	7,000		
401-53X-60-41	Emergency Response - sewer tank trucks	5,000		
401-534-60-47	Operations Contracted (TOTAL)	12,000	1,023	9%
401-535-60-47	Water Ops City of Bellingham	30,000	330	1%
401-53X-80-32	Sewer Ops City of Bellingham	800,000	-	0%
401-53X-80-34	Operations Fuel	30,000	12,929	43%
401-53X-80-47	Safety supplies	12,000	-	0%
401-53X-80-49	General Utilities	210,000	63,383	30%
	Laundry	2,000	466	23%
	TOTAL OPERATING EXPENSES	4,095,886	769,009	18.8%
	Transfers Out to Capital Projects Fund 420	900,000	152,000	
	Transfers Out to 2009 Bond Debt Service Fund 450	447,450	300	
	Transfers Out to Water Loan Debt Service Fund 470	65,500	-	
	TOTAL EXPENDITURES	5,508,836	921,309	16.7%
OPERATING FUND				
	REVENUES	5,442,420	1,316,708	
	EXPENDITURES	(5,508,836)	(921,309)	
	BEGINNING BALANCE	500,000	1,073,881	
	CASH/INVESTMENTS BALANCE	433,584	1,469,148	

MONTHLY BUDGET ANALYSIS		Description	2014 Budget	YTD 3/31/2014
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19		DEA Permits	2,500	-
420-361-11-00		Investment Interest	-	
420-379-10-30		Permits Capital Portion (5 permits for 2012)	40,000	16,895
420-379-10-40		Latecomer Fees	500	
420-397-10-00		Transfers In from Operating Fund 401	900,000	152,000
		TOTAL REVENUES	943,000	168,895
420-534-10-41		DEA Contracted Services	2,500	
420-534-60-41		Contracted Operations	-	
420-534-90-61		DEA Refunds	-	
420-594-38-60		Capital Outlay		
		Previous Projects	231,933	
	C12-07	Reservoir Drains to Daylight	13,000	
	C12-14	Dead end blow offs	37,960	
	C12-16	Polo Park Bridge	49,351	29,063
	C13-03	SVWTP Generator		81,338
	C13-04	Cathodic Corrosion protection	75,000	
	C13-08	Backup benchtop analyzer	3,000	
	C13-13	Safety Grates at Pump Stations	9,376	3,262
	C13-14	Server upgrade	15,000	14,755
	C13-16	Boulevard Sewer Pump Station	39,246	35,492
		New Projects	944,000	
	C14-12	Admin building irrigation system	-	
	C 14-11	Gravel/Asphalt material bin at shop	5,000	
	C 14-05	Strawberry Point Pump Station - Predesign	101,958	
	C 13-16	Boulevard Sewer Pump Station	570,000	
	C 14-04	CMOM - Sewer I&I	103,000	
	C 14-07	Lowe Pump Station	7,000	
	C 14-06	Sewer Push Camera	7,000	
	C 14-03	Water System Rehab/Replacement projects	120,000	
	C 14-10	Water Service Rebuilds	12,000	
	C 14-08	SVWTP Spare Raw Water Pump	5,000	
	C14-09	Dehumidifiers	5,000	4,955
		TOTAL EXPENDITURES	1,178,433	168,865
SYSTEM REINVESTMENT FUND		REVENUES	943,000	168,895
		EXPENDITURES	(1,178,433)	(168,865)
		BEGINNING BALANCE	300,000	0
		CASH/INVESTMENTS BALANCE	64,567	30
SEWER/STORM WATER CONTINGENCY FUND - 425				
425-361-11-00		Investment Interest	930	
		TOTAL REVENUES	930	-
425-535-10-41		Comp Plan Stormwater Chapter	4,821	2,340
425-535-10-89		Bank Fees	100	36
425-594-38-64		Machinery/Equipment		1,300
		TOTAL EXPENDITURES	4,921	3,676
SEWER/STORM WATER CONTINGENCY FUND		REVENUES	930	-
		EXPENDITURES	(4,921)	(3,676)
		BEGINNING BALANCE	933,450	932,970
		CASH/INVESTMENTS BALANCE	929,459	929,294

MONTHLY BUDGET ANALYSIS		2014	YTD
	Description	Budget	3/31/2014
WATER LOANS DEBT SERVICE FUND - 470			
470-397-10-00	Transfers In from Operating Fund 401	65,500	
	TOTAL REVENUES	65,500	-
470-591-38-79	Redemption of Long Term Debt	56,193	
470-592-34-83	Debt Service Interest Loan 119	715	
470-592-34-83	Debt Service Interest Loan 064	8,505	
	TOTAL EXPENDITURES	65,413	-
WATER LOANS DEBT SERVICE FUND			
	REVENUES	65,500	-
	EXPENDITURES	(65,413)	-
	BEGINNING BALANCE		
	CASH/INVESTMENTS BALANCE		74
ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480			
480-361-50-00	ULID 18 Interest/Penalties	30,000	2,721
480-368-10-00	Current ULID 18 Principal Payments	50,000	11,375
480-379-10-30	Latecomers Fee	3,000	-
	TOTAL REVENUES	83,000	14,096
480-597-10-01	Transfers Out to Operating Fund 401	83,000	11,000
	TOTAL EXPENDITURES	83,000	11,000
ULID 18 LOAN DEBT SERVICE			
	REVENUES	83,000	14,096
	EXPENDITURES	(83,000)	(11,000)
	BEGINNING BALANCE		
	CASH/INVESTMENTS BALANCE		3,096

MONTHLY BUDGET ANALYSIS

		Description	2014 Budget	YTD 3/31/2014
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430				
430-361-11-00		Investment interest	-	
		TOTAL REVENUES	-	
430-594-38-63		Capital Outlay	-	
	C09-01	Cable-Ranch-PM Pump stations (Retainage)	57,250	
		TOTAL EXPENDITURES	57,250	-
CAPITAL BOND PROJECTS FUND				
		REVENUES	-	
		EXPENDITURES	(57,250)	-
		BEGINNING BALANCE	57,250	62,683
		CASH/INVESTMENTS BALANCE		62,683
DWSRF PROJECTS FUND - 440				
440-382-90-31		Division 22 Reservoir		
440-382-90-43		Geneva AC Mains		
		TOTAL REVENUES		-
440-594-34-62	C14-01	Division 22 Reservoir		
440-594-34-63	C14-02	Geneva AC Mains		27,350
		TOTAL EXPENDITURES		27,350
DWSRF PROJECTS FUND				
		REVENUES		-
		EXPENDITURES		27,350
		BEGINNING BALANCE		
		CASH/INVESTMENTS BALANCE		(27,350)
Expenditures offset by draws as projects progress.				
2009 BOND DEBT SERVICE FUND - 450				
450-361-11-00		Investment interest		
450-397-10-00		Transfers in from Operating Fund 401	447,450	300
		TOTAL REVENUES	447,450	300
450-535-10-41		Bond Admin Fee	300	300
450-591-38-83		Bond Interest payments	212,150	
450-591-38-72		Redemption of Long Term Debt	235,000	
		TOTAL EXPENDITURES	447,450	300
2009 BOND DEBT SERVICE FUND				
		REVENUES	447,450	300
		EXPENDITURES	(447,450)	(300)
		BEGINNING BALANCE	-	-
		CASH/INVESTMENTS BALANCE		
2009 BOND RESERVE FUND (RESTRICTED) - 460				
460-361-11-00		Investment interest	500	
		TOTAL REVENUES	500	-
460-535-10-89		Debt Service Charges	100	36
		TOTAL EXPENDITURES	100	36
2009 BOND RESERVE FUND				
		REVENUES	500	-
		EXPENDITURES	100	36
		BEGINNING BALANCE	501,170	501,157
		CASH/INVESTMENTS BALANCE	501,770	501,121



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 7, 2014		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Legal Counsel Recruitment		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Amended Request for Proposals		
	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 March 26th meeting, the Board reviewed and discussed a proposed RFP for new legal counsel. Attached is the revised proposal which incorporates the Board's requested changes.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

The Board's comments and suggestions are welcome.

PROPOSED MOTION

Not applicable at this time.

**LAKE WHATCOM WATER AND SEWER DISTRICT
LEGAL SERVICES
REQUEST FOR PROPOSALS**

INTRODUCTION

This Request for Proposals ("RFP") outlines the attorney selection process and the required documentation a Proposer must submit. After reviewing this RFP, any firm that determines it has the necessary expertise and experience and could successfully perform the required services may submit a Proposal. An overview of the selection process is as follows:

Proposers shall deliver their Proposals to the District no later than _____ on _____, 2014 after which time they will be reviewed and evaluated. Proposals shall be delivered to:

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

The District may, at its option, contact a Proposer and ask clarifying questions concerning a Proposal.

At the District's option, the District may conduct interviews with Proposers. The District may select a single Proposer or more than one Proposer for legal services, for example, an attorney for labor law issues and a different attorney for general legal matters.

The selected Proposer will enter into a professional services contract with the District, utilizing a mutually agreed format. The District's contract form for professional services is available as a starting template.

1. PURPOSE

The purpose of this RFP is to select a qualified general counsel.

2. SCOPE OF SERVICES

Provision of legal services as needed to a Washington water and sewer district organized under Title 57 RCW. The District's current legal counsel is retiring after a number of years. General legal services include, but are not limited to drafting resolutions and code provisions, advice and attendance at Board meetings and other meetings as needed, provision of confidential advice regarding issues involving all operational areas of the District, including assisting in compliance with Open Public Meetings Act and Public Records Act, labor and personnel issues, developing or

reviewing professional service and construction contracts, inter-governmental issues with other public entities, and defending or representing the District in court as needed.

Defending the District on tort claims is generally handled by the Water and Sewer District Risk Management Pool, of which the District is a member. The District also procures bond counsel separately.

3. DISTRICT BACKGROUND

The Lake Whatcom Water & Sewer District created in 1968 serves approximately 4,000 water and sewer accounts in the Sudden Valley, Geneva, and North Shore areas of unincorporated Whatcom County. The District collects wastewater and transmits it to the City of Bellingham for treatment. Likewise, the District treats water for use among its customers. It has 5 elected officials who serve for six years over staggered terms. There are a total of 18 employees. Non-exempt employees are represented by organized labor (AFSME). The District works closely with other local governments, including State and County regulatory agencies, concerning its operations and also concerning water quality and watershed development and land use issues. The District holds two public meetings per month, on the second Wednesday of the month at 6:30 p.m., and again on the last Wednesday of the month at 8:00 a.m. The District's legal counsel typically attends the first meeting of the month, and attends the second meeting as needed.

4. PROCUREMENT PROCESS, SCHEDULE

Responsiveness. The District reserves the right to reject any and all Proposals received. Any Proposer failing to submit information in accordance with the procedures set forth herein may not be considered responsive and may therefore be subject to disqualification by the District.

Costs. All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the firms submitting proposals.

Public Disclosure. Once in the District's possession, Proposals shall become property of the District and considered public documents under applicable Washington State laws. All documentation that is provided to the District may be subject to disclosure in accordance with Washington State public records and disclosure laws.

Anticipated Schedule. The selection process is planned to proceed on the following schedule, which is subject to change.

<u>Date</u>	<u>Selection Process</u>
_____, 2014	Public Announcement of the RFP
_____, 2014	Proposals Due (4:00 p.m.)
_____, 2014	Notification of short-list for interviews (if needed)
_____, 2014	Recommendation to Board
_____, 2014	Contract Execution

5. PROPOSAL COMPONENTS AND SELECTION CRITERIA

Proposers need to provide six (6) copies of their proposals. Proposals should consist of a letter of interest and evidence of qualification, which should include the following:

- A. Identification of personnel providing legal service, type of expertise and identification of supervisory personnel.
- B. Statement of how representation of the District would further your professional goals or, if the proposal is submitted on behalf of a firm, the firm's professional goals.
- C. Description of current practice and experience (for all key team members if applicable) in:
 - Providing legal services to public agencies in Whatcom County;
 - Water and wastewater issues;
 - Water rights, real property development, planning, zoning and environmental issues;
 - Litigation, particularly with Whatcom County Superior Court;
 - Public works and procurement issues;
 - Making presentations before public elected bodies, specifically in Whatcom County;
 - Public sector personnel issues; and
 - Public Disclosure Act, Public Records Act, and Open Meetings Act compliance.

NOTE: A Proposer does not need to have experience in all the above areas in order to be selected. A Proposer without such experience should include their plans for hiring of other counsel to assist in matters where there is insufficient experience.

- D. A minimum of three references. Preference given to references regarding representation of special purpose districts or other public agencies in Washington.
- E. Proposed rates for attorney and paralegal services, and all other fees or costs proposed.

Proposers are discouraged from submitting lengthy proposals. Proposals should be concise and clearly written, containing only essential information. Proposals shall be 15 pages or less, including any resumes and cover letter.

The District will evaluate the experience and technical competence of the Proposer's key personnel to complete the project as well as proposed fees and costs.

6. INSURANCE REQUIREMENTS

Before commencement of services, the successful Proposer shall furnish the District with certificate(s) of insurance, executed by a duly authorized representative of each insurer, evidencing insurance policies for professional (E&O) liability and including the conditions specified below. Certificates of insurance shall be sent to the attention of Bill Hunter, Assistant General Manager, Lake Whatcom Water & Sewer District, 1220 Lakeway Drive, Bellingham, WA 98229.

All insurance will be issued by companies admitted to do business within the State of Washington and have a rating of A-, Class VIII or better in the most recently published edition of AM Best's Reports.

The insurers shall provide the District with 45 days advance written notice before cancellation, non-renewal or material change in coverage of insurance required herein.

All insurance provided in compliance with this agreement shall be primary and shall not contribute to any other insurance or self-insurance programs afforded to or maintained by the District, and shall contain a Separation of Insured's Clause (Cross Liability).

Any deductible or self-insured retention applicable to any insurance shall be identified in the certificates of insurance and the responsibility for paying the part of any loss not covered because of application of deductible(s) shall be the responsibility of the Attorney.

After legal counsel has been selected, the District and counsel will negotiate a contract consistent with the Proposal and incorporating the foregoing insurance requirements.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Patrick Hunter</i>		
MEETING AGENDA DATE:	April 7, 2014		
AGENDA ITEM NUMBER:	5.F.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. April 2014 Summary of Existing District Projects		
NUMBER OF PAGES INCLUDING AGENDA BILL:	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

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

n/a

LAKE WHATCOM WATER AND SEWER DISTRICT

Summary of Existing District Projects

Meeting Date	Effective Date	Prepared by
April 7, 2014	April 3, 2014	LE/BH
Status of Water and Sewer Permit Issuance		
SCOPE	Provide a monthly update on permit activity.	
STATUS		Permits Issued 2014
	No of permits issued	4
	No of permits projected 2014	5
		Permits Issued 2013
		16

****Completed Capital Projects in 2014****

C1409	Sudden Valley WTP and Agate Heights WTP Dehumidifiers
C1314	Replace Server Hardware

****State Required Report Status****

Report Title	Due	Preparation	Due Date	Last Date Submitted
Chlorination Report (Agate Heights)	Monthly	Kevin	Postmarked 10th of month	July 10, 2013
Community Right to Know (Hazardous Materials)	Annually	Bill and Rich	March 2014	March 3, 2014
Consumer Confidence Reports	Annually	Kevin	July	<ul style="list-style-type: none"> • Geneva – 5/13 • Sudden Valley 5/13 • Eagleridge – 5/13 • Agate Heights – 5/13
CPR/First Aid Training	Biennially	Rich	Nov/Dec 2014	Completed 12/18/12
Department of Revenue	Monthly	Debi	End of following month	March 2014
Flagging Card Training	Triennially	Rich	7/22/16	7/22/2013
Hazardous Waste Activity Report	Annual	Rich	Annual 3/31	March 3, 2014
Labor & Industries Payroll Report	Quarterly	Norma	Quarterly	January 2014
OSHA 300 Log	Annually	Rich	February 2014	January 30, 2014
Surface Water Treatment Rule Report (Sudden Valley WTP)	Monthly	Kevin	Postmarked 10th of month	July, 2013
Unemployment Report	Quarterly	Norma	Quarterly	January 2014
WA State Cross Connection Report	Annual	Rich	Annual	April 23, 2013
Washington State Financial Report	Annual	Debi	May 29	May 2013
Water Use Efficiency Perform Report	Annual	Kevin	July 1	March 8, 2013

SAFETY PROGRAM SUMMARY (Completed by Rich Munson)

****Annual Safety Training****

Staff participates in a local government on-line training system. Each employee is assigned with an individual training course that is relevant to their position. The courses contain check points, quizzes and tests to ensure the training was completed and understood by the employee. Learners can track their progress and manage their training with their workload.

****Weekly Crew Safety Meetings****

Safety meetings for the field crew take place every Tuesday at 3:30 p.m.

Dates of Safety Committee Meetings				
January 8, 2014				
February 12, 2014				
March 13, 2014				
April 9, 2014				
Summary Of Work-Related Injuries & Illnesses				
Year	2014	2013	2012	2011
Total Number of Work Related Injuries Defined as a work related injury or illness that results in:				
<ul style="list-style-type: none"> • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer 	0	11	8	5
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)		5	24	0
Total Number of Days Away From Work (At home, in hospital, not at work)		13	9	0

Lake Whatcom Water & Sewer District

Capital Improvement Projects Staff Report

C1207 Reservoir Overflow Drains to Daylight

Route reservoir overflow drains to daylight.

C1207-ENG Project Administration and Engineering

4/2/2014 Staff working with G&O to look at overflow/drain line improvements for Division 22 as part of project C1401.

C1207-CON Construction Contract

C1211 Wet Well Pressure Transmitters

Install pressure transmitters at sewer pump station to monitor liquid level in wet wells.

C1211-ADM Project Administration

7/3/2012 Staff preparing materials list for each site.
8/1/2012 Staff obtaining quotes for 15 pressure transducers.
9/6/2012 Received transducers. Crews beginning installation. Staff will coordinate with Tetra Tech for PLC programming to incorporate new SCADA information and alarms.
10/3/2012 Installation and SCADA integration of transducers is in progress.
11/6/2012 Transmitters have been installed at Strawberry Point, Edgewater, Geneva, and Dellesta. Crews continue to install equipment.
9/4/2013 District crew continuing to install transmitters. 6 remaining to install.
10/2/2013 4 remaining to install (Rocky Ridge, Boulevard, Par, & Lakewood)
2/4/2014 3 remaining to install (Rock Ridge, Par, & Lakewood)

C1214 Dead End Blow Offs

Install blow offs at water main dead ends.

C1214-ADM Project Administration

11/28/2012 Crews researching and inspecting dead end mains. Compiling list of dead ends with proposed installation sketches.

C1214-CON Construction Contract

C1216 SVCA Polo Park Bridge Water Main

Relocate water main to accomodate new SVCA bridge.

C1216-CON Construction Contract

7/16/2012 Bid opening 2:10pm. Two bids received.
7/31/2012 Bid Opening 2:05pm
8/1/2012 Bid cancelled 7/26/2012. All plan holders were notified 7/27/2012 of cancellation. Cancellation was due to permitting delays on SVCA's project. Project now tentatively scheduled for Summer 2013.
5/5/2013 Advertisement for Bids published in Bellingham Herald
5/21/2013 Bid Opening 2:10pm. Two bids received.
5/29/2013 Award contract to Strider Construction.
7/10/2013 Pre-Construction Meeting
8/7/2013 Contractor working on creek bed and bridge abutment improvements for SVCA. No water main work yet except for isolation and removal of pipe.
10/2/2013 Contractor installed new water main up to the bridge abutments.
11/6/2013 Contractor working on punch list.

- 12/12/2013 Pay request for 90% of contact transmitted to contractor for signature. Punch list was attached to pay request.
- 2/4/2014 No one has heard anything from contractor. Wilson is making phone calls to push project close out.
- 3/6/2014 No word on project closeout status from Wilson or contractor.

C1216-ENG Project Administration and Engineering

- 6/4/2012 Wilson made minor adjustments to construction contract documents. Project will be advertised in Bellingham Herald in the next couple days.
- 6/21/2012 Site visit with staff and Wilson. District staff to install isolation valves in July prior to bridge construction.
- 11/6/2012 Crews in progress of relocating water services to prepare for installation of isolation valves and thrust blocks.
- 11/28/2012 Services have been moved and isolation valves installed on the main. Crews will be installing reverse thrust blocks when weather allows this winter. District will be ready for SVCA construction summer 2013.
- 4/3/2013 SVCA moving ahead with plans to construct summer 2013. Wilson preparing task order for upcoming work/support.
- 5/1/2013 Wilson made minor adjustments to construction contract documents. Project will be advertised in the next couple days.
- 5/5/2013 Advertisement for bids. Bellingham Herald legals.
- 5/21/2013 Bid Opening. 2:05pm.
- 5/29/2013 Board award contract to Strider Construction.
- 6/5/2013 Contract agreement, bonds, and insurance are being prepared for execution.

C1303 SVWTP Generator

Replace undersized SVWTP natural gas generator with larger diesel unit capable of running treatment plant with two booster pumps on plus Afternoon Beach Sewer Pump Station.

C1303-ENG Project Administration and Engineering

- 1/25/2013 Advertise Request for Proposal in Bellingham Herald. (This request includes 3 other projects: Division 22 Reservoir, Strawberry Point & Boulevard Sewer Pump Stations, and Geneva Area AC Water Main Replacement).
- 2/21/2013 RFP Submittals due 4pm
- 3/5/2013 Tentative notification of short-list for interviews
- 3/12/2013 Tentative interviews
- 3/13/2013 Tentative recommendation to Board
- 4/3/2013 Board selects RH2 as consultant at 3/13/13 meeting. Staff working with RH2 on scope/fee for Phase 1 work which includes pre-design, design, and bidding support services.
- 5/1/2013 RH2 and staff working on predesign report and options.
- 5/7/2013 RH2 will present summary of predesign report. Receive Board comments to finalize report.
- 6/5/2013 RH2 submitted 60% drawings. RH2 and staff are meeting to go through drawings/design. Permit applications will be submitted to County in about a week.
- 7/16/2013 RH2 and District staff review of 90% drawings and specifications.
- 7/23/2013 RH2 completes bid documents. Project advertised in Bellingham Herald.
- 9/4/2013 RH2 assisting staff with construction administration/inspection as needed.
- 4/2/2014 RH2 preparing technical memo to install auto transfer switch for Afternoon Beach PS. Staff will use memo to obtain local quotes from electricians to install the new transfer switch.

C1303-CON Construction Contract

- 7/23/2013 Substantial Completion Date per CO#2
- 7/30/2013 Pre-Bid Meeting.
- 8/6/2013 Bid Opening at 2:05pm. Two bids received.
- 8/14/2013 Tentative Construction Contract Award at Board Meeting.
- 9/4/2013 Contract, bond, & insurance forms received from contractor. Brian Hansen reviewing and will sign "As to Form" followed by Board president signature. Staff plans to issue Notice to Proceed week of 9/9/2013.
- 10/2/2013 Contractor onsite. Concrete slab for tank poured, exterior underground electrical conduits installed. Contractor preparing to remove generator from building.
- 11/6/2013 New transfer switch and generator installed inside building. Contractor working on electrical wiring and exhaust piping. Exterior site work nearly complete. Contractor waiting for fuel tank delivery.
- 12/4/2013 Work continues. District will execute no-cost change order to extend contract 37 days due to fuel tank manufacturer delays at no fault of contractor.

- 1/2/2014 Work continues. New fuel tank has been installed.
- 2/4/2014 Contractor still has work to complete to reach Substantial Completion. Staff and RH2 scheduled meeting with contractor on 2/5/2014 to discuss unfinished work and project schedule. Brian Hansen has been briefed.
- 2/14/2014 Contractor obtains Substantial Completion. Generator put into use by District.
- 3/5/2014 Generator training by Cummins
- 3/6/2014 Contractor working on last few items to achieve final completion.
- 3/26/2014 Board accepts the construction contract with Legacy as complete. Staff preparing project close out paperwork.

C1304 Steel Reservoir Cathodic Protection

Install cathodic protection systems in District's steel reservoirs: Geneva, Div 30, Div 22, Div 7, & SVWTP Contact Tank.

C1304-ADM Project Administration and Engineering

- 2/6/2013 Staff writing contract documents and specifications.
- 10/2/2013 Staff finalizing bid/contract documents.
- 10/14/2013 Tentative Advertisement for Bids in Bellingham Herald.
- 10/29/2013 Bid Opening - 2pm. Two bids were received.
- 11/13/2013 Recommend Board reject all bids and rebid project due to unclear specifications regarding two different types of systems (vertical and horizontal systems).
- 12/4/2013 Staff refining specifications for re-bid in February/March 2014.

C1306 LLR Sewer Air-Vac Valve Replacement

Replace iron/steel air-vac valves with nylon valves.

C1306-ADM Project Administration

- 4/3/2013 Staff solicited quotes from local suppliers. Ordered and received 9 valves from HD Supply (low quote). There are a total of 14 valves on the force main. Remaining 5 valves will be budgeted and purchased in 2014. Crews will begin installing new valves this spring.
- 10/2/2013 Crews have replaced a couple valves that failed on other forcemains using this inventory.

C1313 Safety Grates at Pump Stations

Install safety grates in several sewer pump station wet wells: Sudden Valley, Beaver, Flatcar, & North Point.

C1313-ADM Project Administration and Engineering

- 4/3/2013 Received Task Order from Wilson for engineering/design. Safety committee to review on 4/8/2013.
- 5/1/2013 Wilson preparing memo for safety grate options and obtaining budget quotes from suppliers. District review fall protection preliminary design for reservoir fall protection anchors.
- 5/23/2013 Wilson submitted final structural drawings for reservoir fall protection tie-offs and technical memo on pump station wet well safety grates. Staff soliciting quotes for each project. Work tentatively to occur this summer/fall.
- 8/7/2013 Staff soliciting quotes for grates per structural drawings and specs.
- 2/4/2014 Staff ordered safety grates.
- 2/26/2014 Received safety grates. District crews will begin installation at pump stations.

C1315 Sewer Comprehensive Plan Update

The District is required to update its Sewer Comprehensive Plan every six years. The last update was completed in September 2007 and conditionally approved by the Department of Ecology February 29, 2008.

C1315-PH1 Sewer Comprehensive Plan Update

- 3/6/2013 Staff and Wilson working on Task Order scope of work.
- 3/20/2013 Wilson Task Order executed. Wilson and staff beginning work on sewer comp plan update.
- 5/1/2013 Wilson working on comp plan. Staff supplying data/support as needed.
- 8/7/2013 Work in progress.
- 9/4/2013 Work in progress.

- 10/2/2013 Work in progress. First draft will tentatively be distributed to Board for review at October 30th Board meeting.
- 10/30/2013 Internal draft copy distributed to Board and Staff.
- 1/8/2014 Review internal draft at Board meeting.
- 2/4/2014 Board reviewing draft plan. Small manageable sections discussed/reviewed each Board meeting until full document covered.
- 3/6/2014 Board continues to review sections of the comp plan each meeting. Almost done with internal review.
- 3/26/2014 Tentative. Publish SEPA DNS after implementing Board/Staff review comments.
- 4/9/2014 Tentative. Board to approve plan. Publish for agency review. County Health and Engineering Departments have 60 days, County Council has 90 days, State DOE has ?? days to submit review comments.

C1315-PH2 Stormwater Chapter

- 3/6/2013 Staff and Wilson working on Task Order scope of work.
- 3/20/2013 Wilson Task Order executed. Wilson beginning work on stormwater chapter.
- 5/1/2013 Wilson preparing agenda and questions for Board workshop tentatively schedule for sometime in June 2013.
- 6/18/2013 Board workshop meeting scheduled for 5pm 6/18/2013 to discuss stormwater options/goals.
- 8/7/2013 Wilson finalizing stormwater chapter per Board discuss on 6/18/2013.
- 9/4/2013 Wilson submitted final stormwater chapter. Included in 9/11/2013 meeting packet for discussion.
- 2/12/2014 Board reviewed stormwater chapter. Wilson will compile final changes into sewer comp plan.

C1316 Boulevard Sewer Pump Station

Replace Boulevard Sewer Pump Station.

C1316-PH1 Predesign

- 9/11/2013 Board approves predesign scope of work for RH2.
- 10/1/2013 District received signed agreements from RH2. Need District attorney and GM signatures for execution. RH2 beginning predesign work.
- 10/30/2013 Staff met with RH2 to review data collected so far and discuss options to include in pre-design report. RH2 is scheduling a pre-application meeting with County - time/date to be determined.
- 11/6/2013 RH2 working on pre-design report. Draft will be ready for staff review in about 2 weeks.
- 12/4/2013 RH2 will present draft pre-design report at 12/11/2013 Board Meeting.
- 12/19/2013 RH2 and staff met with Whatcom County for permit pre-application meeting. No surprises in regards to permitting requirements.
- 1/22/2014 District staff and RH2 met with two neighboring property owners to discuss project and any concerns they might have. We did learn that stormwater (both groundwater and surface runoff) have been a challenge in that area. RH2 updated and finalized predesign report with neighbor comments/concerns.
- 2/4/2014 District staff and RH2 working on scope of work and fee estimate for design phase. Scope/fee will be discussed at 2/12/2014 Board meeting.
- 4/23/2014 Substantial Shoreline Development Permit Public Hearing 130pm at Whatcom County Council Chambers

C1316-PH2 Design & Bidding

- 2/12/2014 Board authorized phase 2 work - design and bidding.
- 3/6/2014 RH2 working on detailed plans and specifications.
- 3/26/2014 RH2 and District crew review 60% complete drawings. RH2 continuing detailed design incorporating District comments.

C1401 Division 22 Reservoir

Add new Division 22 Reservoir. Funded by DWSRF Loan. Loan Amount = \$994,850 at 1.5% for 20 years + 4 years for construction.

C1401-PH1 Predesign

- 10/2/2013 DWSRF loan contract will be executed by State on 10/8/2013. Staff will work with Grey and Osborne to prepare scope of work and fee. Scope/fee will be presented to Board tentatively at 11/13/2013 meeting for review/approval.
- 11/6/2013 Loan contract is executed. Execution date was 10/9/2013.
- 1/29/2014 Board approved scope of work and fee for Predesign work.
- 2/4/2014 Staff and G&O compiling AE agreement and exhibits for execution.

- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 4/1/2014 G&O and staff had project kick-off meeting. G&O compiling list of information/data to begin predesign work. Topo survey will begin in a couple weeks.

C1402 Geneva Area AC Mains

Replacement of AC water mains in Geneva area. Funded by DWSRF Loan. Loan Amount = \$2,398,750 at 1.5% for 20 years + 4 years for construction.

C1402-PH1 Predesign

- 10/2/2013 DWSRF loan contracts will be executed by State on 10/8/2013. Staff working with Wilson Engineering to develop scope of work and fee. Scope/fee will tentatively be presented to Board at 11/13/2013 meeting.
- 11/6/2013 Loan contract is executed. Execution date was 10/7/2013.
- 12/4/2013 Staff working with Wilson to develop Scope of Work and Fee that includes DWSRF loan contract requirements. Scope/Fee will be presented at 12/11/2013 Board Meeting for approval.
- 12/11/2013 Board authorized GM to execute agreement with Wilson.
- 1/2/2014 AE agreement executed. Work includes predesign, permitting, topographic surveying, design, and bidding.
- 1/7/2014 Site walk-thru with District staff and Wilson engineers and surveyors.
- 1/9/2014 Conference call with DWSRF project manager, Cathy Brockmann. Key District and Wilson staff attended. Meeting covered basic loan contract requirements and setup coordination between parties.
- 2/4/2014 Wilson preparing preliminary drawings for conceptual water main locations/design. Topographic surveying to follow, when desired alignments are identified.
- 3/6/2014 Wilson performing preliminary engineering and topographic surveying.
- 4/2/2014 Wilson continues preliminary engineering and topo surveying work.

C1403 2014 Water System Rehab and Replacement

Combines several separate District projects into one recurring annual project. The intent is to rehabilitate or replace aging water distribution system mains, service lines, hydrants, and valves. As infrastructure is assessed and found nearing end of useful life, it will be scheduled for renewal using this annual project budget.

C1403-ADM

- 1/2/2014 Staff compiling list of water assets for rehab and/or replacement.

C1403-CON

C1404 2014 Sewer System Rehab and Replacement

C1404-CON

C1404-ADM

- 1/2/2014 Staff compiling list of assets for rehab and/or replacement.

C1405 Strawberry Pt. Sewer PS Improvements

Replace Strawberry Point Sewer Pump Station.

C1405-PH1 Predesign

- 2/4/2014 Staff and RH2 working on scope of work and fee estimate. Scope/fee will be on the 2/12/2014 Board meeting agenda.
- 2/12/2014 Board authorizes phase 1 - predesign work.
- 2/26/2014 Board authorizes a revision to phase 1 not-to-exceed amount.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 3/6/2014 Staff collecting technical information for RH2 to begin preliminary design.

4/2/2014 RH2 reviewing pump station run time data for last couple years. Staff to provide detailed on/off data for selected key dates.

C1406 Sewer Push Camera for 2" and 4" Pipe

Procure sewer push camera for small diameter pipe.

C1406-ADM

C1407 Lowe Sewer PS VFD

Replace rotophase with VFD.

C1407-ADM

C1408 SVWTP Spare Raw Water Pump VFD

Procure spare VFD for SVWTP raw water pump.

C1408-ADM

C1410 Water Service Rebuilds

Procure brass fittings and hardware for ongoing water service rebuilds.

C1410-ADM

1/22/2014 Submit faxed quotes to HD Fowler, HD Supply, & Ferguson Supply

C1411 Shop Gravel/Asph Mat'l Bin Improvements

Add concrete slab and vertical row of concrete ecology blocks to gravel/asphalt material bins located as shop.

C1411-ADM

C1412 Admin Building Irrigation System

Install irrigation system at Admin Building.

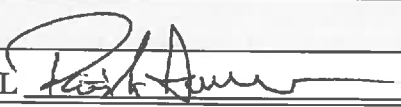
C1412-ADM

4/2/2014 Staff obtaining quotes from landscape companies for installation of irrigation system.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 7, 2014		
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 7, 2014

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting will be held April 14, 2014 at 1:30 p.m. in the Garden Room at the County's Civic Center (Public Works) Building. An agenda for this meeting has not been developed yet. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The next meeting with the Mayor and County Executive has not been scheduled. The last meeting was held on March 12, 2014.
- **Next Regular Board Meeting:** Remember the next regular meeting is scheduled for Wednesday, April 30, 2014 at 8:00 a.m.
- **Next Employee Staff Meeting:** Has been moved to Tuesday, April 8, 2014 at 8:00 a.m. in the Board Room. Commissioner Millar is scheduled to attend this coming 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 held at the WASWD Spring Conference in Yakima on Thursday, April 10, 2014 in the Convention Center at 7:00 a.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next meeting is tentatively scheduled for Wednesday, April 16, 2014 from 1:00 p.m. to 3:00 p.m. in the District's Board Room. These meetings will now be held on the third Wednesday of each month.
- **WRIA 1 Planning Unit Meeting:** The next meeting is scheduled for April 26, 2014 at 2:00 p.m. in the County's Garden Room. This meeting is now held on the fourth Wednesday of the month and is publicly noticed in the event that a quorum of the Board is present.

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.
- **Rate Study Update:** We are tentatively scheduling the rate consultants from FCSG to visit with the Board at your April 30 meeting.
- **WASWD Spring Conference:** Both Commissioner Millar and I will be out of the area in Yakima attending the WASWD Spring Conference between Wednesday, April 9 through Friday the 11th. If needed I can be reached through my work cell phone number or via email.