



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

May 28, 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. Boulevard Sewer Pump Station Upgrade Project – Contract Award
- B. 2014 Sewer System Rehab and Repair – Contract Award
- C. Open Public Records Act RCW 42.56 – Commissioner Training
- D. Web Pay Fees

6. OTHER BUSINESS

7. MANAGER'S REPORT

8. PUBLIC COMMENT OPPORTUNITY

9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 19, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter <i>B.H.</i>	MANAGER APPROVAL <i>Paul J. ...</i>		
MEETING AGENDA DATE:	May 28, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Boulevard Sewer Pump Station Upgrade Project – Award Contract		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

As part of the 2014 Capital Improvement Plan, the District is replacing the Boulevard Sewer Pump Station. RH2 Engineers is the consultant for the project.

An Advertisement for Bids was published in the Bellingham Herald on 5/9/2014. A pre-bid meeting was held on 5/14/2014. Bids are due on 5/22/2014.

RH2 is reviewing the low bidder's references and Bidder Responsibility Criteria. Tentatively, a recommendation to award will be presented at the meeting along with a bid tabulation.

FISCAL IMPACT

The District's 2014 budget includes \$570,000 for design, bidding, services during construction, and construction contract.

Current cost projections are:

Design, Bidding (RH2 Phase 2)	\$99,006
<u>Services During Construction (estimate - RH2 Phase 3)</u>	<u>\$93,000</u>
Subtotal	\$192,006
 Construction Contract (estimate - including tax)	 \$370,000
 <u>Projected Expenses (including tax)</u>	 <u>\$562,006</u>

Projected expenses are within the District's approved 2014 budget.

Note: RH2 completed Phase 1 Pre-Design and Permitting in 2013 for \$84,771 as part of the 2013 District budget. This is not included in the 2014 budget or projected estimates above.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Award contract to _____ for a total
construction contract cost of \$ _____ (including tax).



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	05/19/2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	May 28, 2014		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	2014 Sewer System Rehab & Repair		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: <u>2</u>	1. Bid Summary		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District annually budgets an amount specifically for addressing inflow, infiltration, maintenance and restoration of the District's sewer system. This year's project includes:

- Smoke testing of the Airport, Strawberry Canyon, Marina, Tomb and Ranch House Basins.
- Repair of 54 manholes identified with infiltration.
- 30 Sewer main chemical grout repairs
- 3 Sewer main cured-in-place spot repair.

An Advertisement for Bid was published in the Bellingham Herald on 4/27/14. Bids were due on 05/15/2014. Two bids were received.

- Olson Bros Pro-Vac from Puyallup
- CMORE Pipe Services from Rickreall, OR

Olson Bros Pro-Vac LLC was the contractor who did the last two years projects for the District. Their performance was excellent and they are easy to work with. Staff recommends awarding the 2014 contract to Olson Bros Pro-Vac

FISCAL IMPACT

The 2014 budget includes \$160,000 for sewer system repairs & smoke testing.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

To award contract to Olson Bros Pro-Vac, LLC for an initial amount for \$112,747.78 including sales tax and to authorize staff to adjust manhole repair and sewer main spot repair chemical grout quantities to utilize the budgeted about of \$160,000

2014 Sewer Manhole Repair & Sewer Smoke Testing
LWWS D Project #C1404
Staff's Recommended Selection of Bid Items for Award
5/15/2014



Name of Firm	Olson Brothers Pro-Vac, LLC	CMORE Pipe Services
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ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A	Mobilization	1	\$ 14,190.00	\$ 14,190.00	\$ 4,500.00	\$ 4,500.00
B	Traffic Control	15	\$ 75.00	\$ 1,125.00	\$ 150.00	\$ 2,250.00
C	Manhole 1&1 Grouting	54	\$ 425.00	\$ 22,950.00	\$ 1,950.00	\$ 105,300.00
D	Smoke Testing	62,000	\$ 0.45	\$ 27,900.00	\$ 0.23	\$ 14,260.00
E	Sewer Main Spot Repair (Chemical GROUT)	30	\$ 1,105.00	\$ 33,150.00	\$ 125.00	\$ 3,750.00
F	Sewer Main Spot Repair (CIPP)	3	\$ 1,500.00	\$ 4,500.00	\$ 1,600.00	\$ 4,800.00
E	Record of Work Performed	1	\$ 100.00	\$ 100.00	\$ 4,985.00	\$ 4,985.00

Subtotal	\$ 103,915.00
8.5% Sales Tax	\$ 8,832.78
Total Contract Amount	\$ 112,747.78

\$ 103,915.00	\$ 139,845.00
\$ 8,832.78	\$ 11,886.83
\$ 112,747.78	\$ 151,731.83

Bid Bond	Yes	Bid Bond	Yes
Addenda Acknowledge	Yes	Addenda Acknowledge	No



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 20, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	May 28, 2014		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Open Public Records Act RCW 42.56 – Commissioner Training		
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

A new law effective July 1, 2014 amends the Public Records Act to require records training. Elected local and statewide officials, and records officers, are to receive records training on the PRA, and records management/retention under RCW 40.14. Training can be taken online, in person, or by other means. To comply with the new training requirements, staff will show a short (20 minutes) video presentation from the Washington State Attorney General's Office web site at the meeting. The training will then be documented in the meeting minutes.

The Board is also required to receive training on the Open Public Meetings Act. A second similar presentation regarding the Act will be shown at one of the regular meetings in June when Brian will be present to answer any questions that the Board may have.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

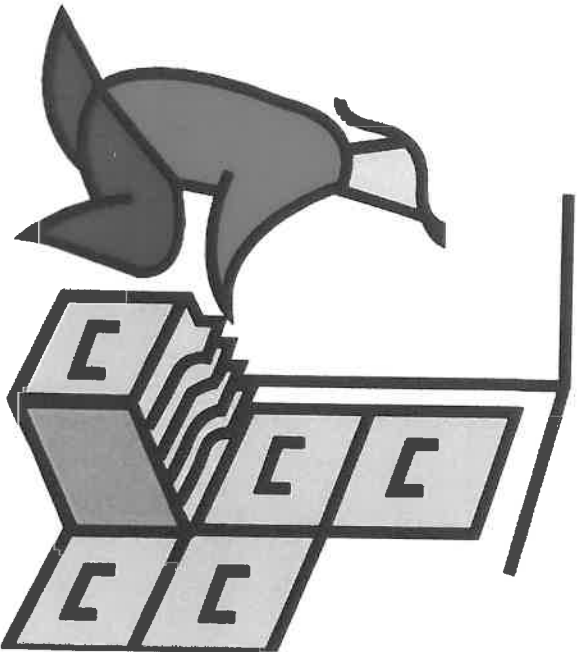
Watch the video and discuss.

PROPOSED MOTION

No motion needed.

Open Public Records Act

RCW 42.56

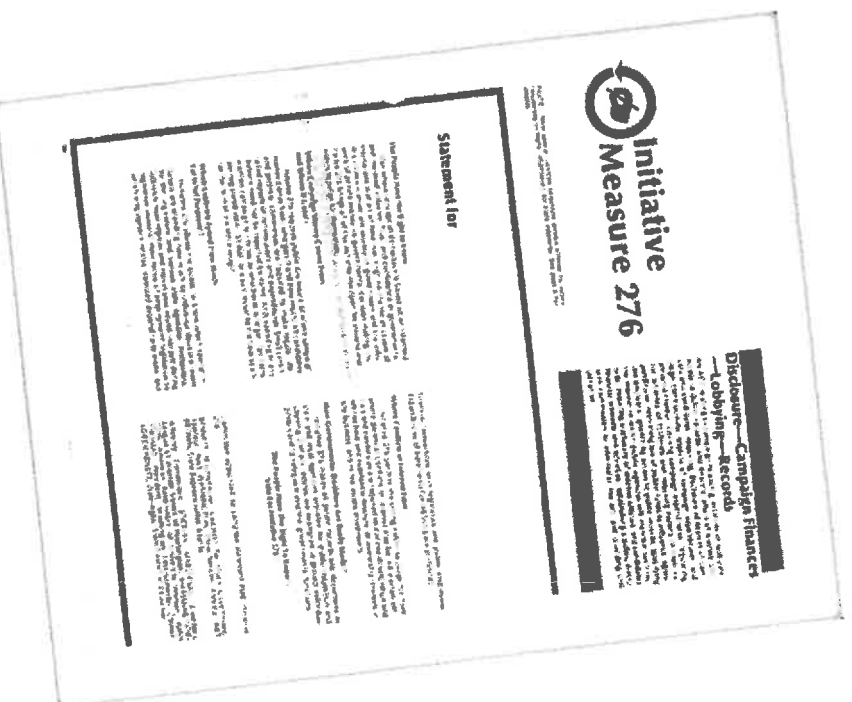


Prepared by Washington State Attorney General's Office
Last revised: April 2014



Washington's Open Public Records Act (PRA)

- Passed in 1972 – Initiative 276
- 72 percent of the popular vote
- RCW 42.56 (formerly RCW 42.17)



Purpose

- “The people do not yield their sovereignty to the agencies which serve them.”
- “The people, in delegating authority, do not give public servants the right to decide what is good for the people to know and what is not good for them to know.”
- “The people insist on remaining informed so they may retain control over the instruments they have created.”

~ *RCW 42.56.030*



Purpose (Cont.)

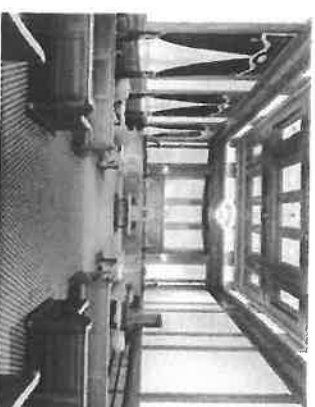
- The “free and open examination of public records is in the public interest, even though such examination may cause inconvenience or embarrassment to public officials or others.”
- Act is to be “liberally construed.”

~ RCW 42.56.030; RCW 42.56.550

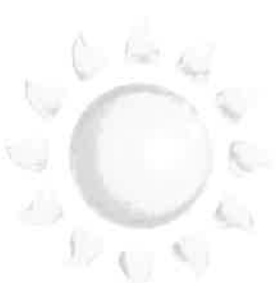
- “It has been said time and again in our history by political and other observers that an informed and active electorate is an essential ingredient, if not the *sine qua non** in regard to a socially effective and desirable continuation of our democratic form of representative government.”

~ Washington State Supreme Court

*indispensable action



Open Government Laws Like the PRA are Often Called “Transparency Laws” or “Sunshine Laws”



This is because they “shine light” on government. U.S. Supreme Court Justice Louis Brandeis once famously said, “*Sunlight is the best disinfectant.*”



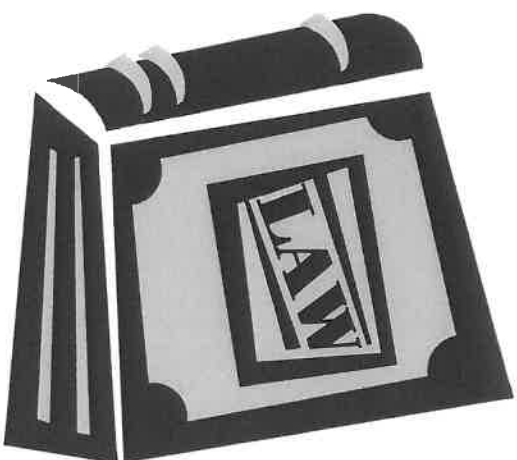
Transparency builds public confidence in government.

Touchstone:



- Public records of government agencies are presumed open.
- Records or information in records can be withheld only by law (e.g. exemption in law). Exemptions must be “narrowly construed.”

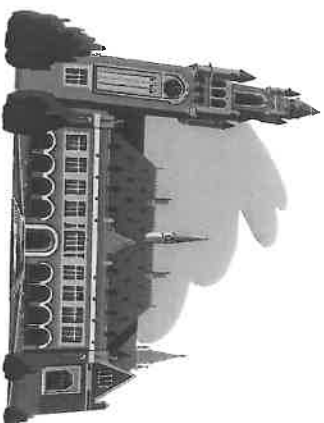
~ RCW 42.56.030



PRA Applies to Records of:

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- State government agencies*
- Local government agencies*
- Limited extent to Legislature

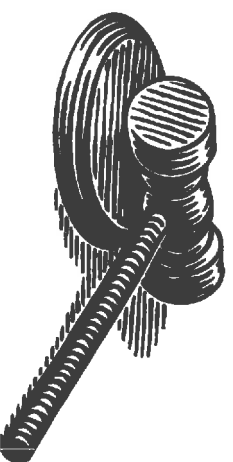


~ RCW 42.56.010

** And to agencies that are the functional equivalent of public agencies.*

PRA Does Not Apply to:

- Court records (court files)
- Private organizations or persons*



** Unless, for example, the records are used or retained by a government agency.*

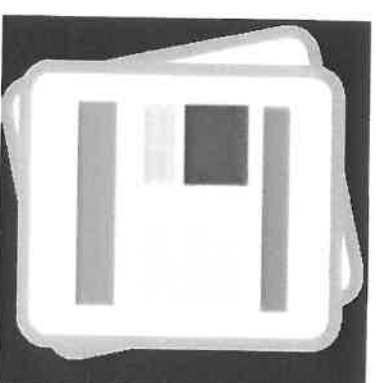
Public Record

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“Public record” means:

- **any writing**
- **containing information**
- **relating to**
- **the conduct of government or**
- **the performance of any governmental or proprietary function**
- **prepared, owned, used, or retained**
- **by any state or local agency**
- **regardless of physical form or characteristics.”**

~ RCW 42.56.030



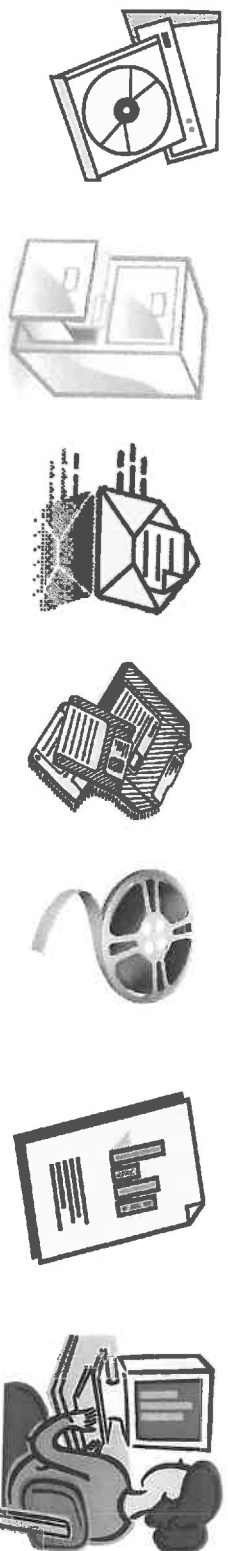
Writing

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- “Writing” includes “handwriting, typewriting, printing, photostating, photographing, and **every other means of recording any form of communication** or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.”

~ RCW 42.56.030

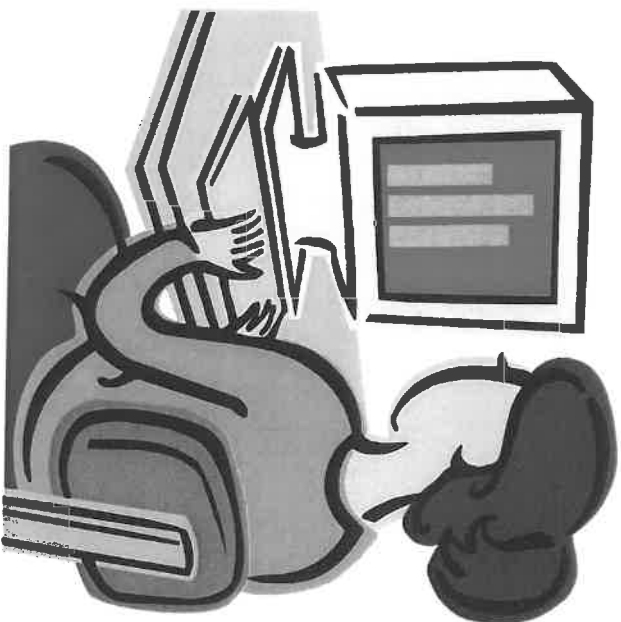
- So, “**public record**” is **broadly defined**.



Note: Public Records Can Include...

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...Records of agency business when they are created or retained by agency employees or officials on home computers or in non-agency email accounts.



General PRA Procedures

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Under PRA, agencies must:

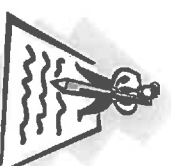


- Appoint a **public records officer**.
- Publish **procedures** describing certain agency organization, operations, rules of procedure, and other items listed in PRA.
- Adopt **rules/procedures** to:
 - Provide full public access to public records,
 - Protect public records from damage/disorganization
 - Prevent excessive interference with other agency functions.
 - Provide fullest assistance to requesters
 - Provide most timely possible action on requests.
- If charging actual costs of copies of records, **publish fee schedule**.
- Maintain a **list of laws** the agency believes exempts or prohibits disclosure.
- Provide certain **indexes** of records.
- Make non-exempt records **available for inspection and copying** during **customary business hours** for a minimum of 30 hours per week, excluding holidays.
 - ❖ Post customary business hours on the agency's website and make hours known by other public means.



~ RCW 42.56.040, RCW 42.56.070 - .090, RCW 42.56.580, RCW 42.56.580.

Requests for Public Records



- Persons can request **identifiable public records** from public agencies.
 - Requester can use agency public records request form.
 - If agency request form not used, requester must provide “fair notice” that he/she is seeking public records.
 - A request for “information” is not a request for “records” under the PRA.
- Requesters can ask to **inspect** records, or request **copies** of records.
- Agencies can adopt procedures explaining where requests must be submitted and other procedures.

~ *RCW 42.56.520; RCW 42.56.080, RCW 42.56.040, RCW 42.56.100.*

Agency Responses to Requests

- The agency has five business days to respond to a public records request.



- Agency response can:

1. **Acknowledge receipt of the request and provide a reasonable estimate for a further response;** or
2. **Fulfill the request;** or
3. **Provide an internet address and link to the records on the agency's website (which fulfills part or all of the request);** or
4. **Seek clarification;** or,
5. **Deny the request with an accompanying written statement of the specific reasons.**

~ RCW 42.56.520

respond

Seeking Clarification

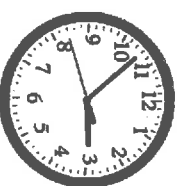
20

- An agency can seek clarification of a request if it is **not reasonably clear**, or does not request **"identifiable records."**
- Remember: agency is to give "fullest assistance."
- Agency should explain why it needs clarification, in order to provide fullest assistance to requester and to search for potentially responsive records.
- If requester does not respond to request for clarification, the agency may close the request.

~ RCW 42.56.520



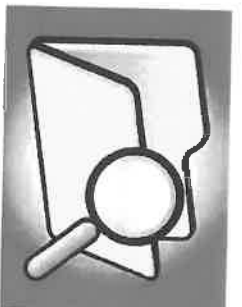
Estimate of Time for Further Response



- An agency can provide an **estimate of time for further response**.
- Estimate is to be reasonable.
- It is a good practice to briefly explain why more time is needed to process a request. If challenged in court, it is an agency's burden to show why an estimate of time is reasonable.
- **Factors** may include, for example, time needed to:
 - Get clarification if necessary.
 - Search for records. More time may be needed if request is large or complex.
 - Assemble and review records.
 - Provide notice to affected third persons/agencies if necessary.
 - Prepare an exemption log if necessary.
 - Perform other essential agency functions, considering agency resources including staff availability.
- An agency can extend the time if needed. Again, it is a good practice to explain why.
- If an agency can't produce all the records at once (particularly for large requests), an agency can provide records in installments.

~ *RCW 42.56.520, RCW 42.56.520, RCW 42.56.080, RCW 42.56.550*

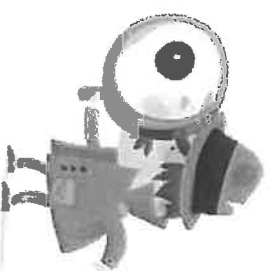
Searches



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- An agency should **read the request carefully** to understand what records are requested.
 - Clarify the request if needed.
 - An agency can also ask the requester to suggest search terms.
- An agency must conduct an **adequate search** for responsive records.
 - Consider all formats (paper, electronic, etc.)
 - Consider records of current staff/officials, and former staff/officials, if potentially responsive.
 - Consider possible locations (e.g., file cabinets, agency website, audio files, etc.)
- The search should be **reasonably calculated to uncover responsive records**.
- The search should follow **obvious leads** to possible locations where records are likely to be found.
- It is a good idea to **document** search efforts (locations, search terms used, etc.) The agency bears the **burden of proof** to show the adequacy of the search.

~ RCW 42.56.520



Installments



- Agencies can provide records in **installments**, particularly for larger requests.
- Agencies can request a deposit up front (not to exceed 10 percent).
- Agencies can provide an installment by providing links to records on its website.

☐ Note: Agencies are encouraged to post commonly-requested records on their websites. This:

- Makes records more accessible.
- Enables quicker agency responses.
- Enables requesters to choose to view or copy only those records they want.

~ RCW 42.56.080, RCW 42.56.120



Exemptions

- Records are presumed open.

- If a record, or part of a record, is withheld from the public, the agency must cite to an “**exemption**” in law and give a brief explanation.

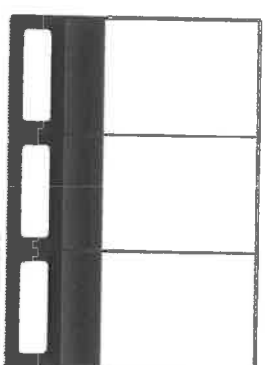
- Exemptions are **narrowly construed**.

- The general rule is the agency withholds only the exempt information, and releases the rest.

- Exemptions must be authorized in law --- in PRA or other laws.

~ RCW 42.56.050, RCW 42.56.210 - .510, RCW 42.56.550

Exemptions (Cont.)



- When withholding part (redacting) or all of a record, agency must **describe record** by date, type, authors/recipients, and total number of pages.
- Agency must **list exemption and give brief explanation**.
- This information can be provided to the requester in an “**exemption log**” or in other formats, so long as the required information is provided.
- Common exemptions are certain information in student or employment records, attorney-client privileged information, pending investigative records in certain investigations, and protected health care information.
- Agencies are not generally authorized in the PRA to provide lists of individuals for commercial purposes.
- The **agency bears the burden of proof** to justify the exemption.

~ *RCW 42.56.050, RCW 42.56.210 - .510, RCW 42.56.550*

Privacy

- There is no general “privacy” exemption in the PRA.
- If privacy is an express element of another exemption, privacy is invaded only if disclosure about the person would be:
 1. “Highly offensive to the reasonable person” and
 2. “Not of legitimate concern to the public.”

This means that if information does not satisfy both these factors, it cannot be withheld as “private” information under other statutes.

~ RCW 42.56.050



Fees



- Agencies cannot charge fees to allow requesters to **inspect** records.
- Agencies cannot charge fees for **searching, reviewing or redacting** records.
- Agencies cannot charge a requester for **staff salaries, benefits or general overhead or administrative costs, unless** they are directly related to the actual cost of copying records (the charges must be reasonable, and documented).
- Agencies can charge fees for the **copies** themselves (15 cents per page, or actual costs). Agencies can pass along to the requester the cost of sending records to an outside vendor or service so the records can be copied.
- Agencies can charge for costs of **mailing** records (postage, shipping container, etc.)
- Agencies are to make their **fee schedules** available to the public.
- There may be other laws, outside the PRA, that permit an agency to charge fees for records.



~ RCW 42.56.060, RCW 42.56.120, RCW 42.56.130

Enforcement & Penalties



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- PRA enforced by **courts** for claims listed in PRA.
- A court can impose **civil penalties**. No proof of “damages” required.
- A court is to consider the **factors** in requiring an agency to pay a penalty:
- Plus, a court will award the requester’s **attorneys fees and costs**.
- Special penalty provisions and court procedures apply to lawsuits involving inmate requests.

~ RCW 42.56.550, RCW 42.56.565; *Yousoufian v. Sims*

Penalty Factors

A court must consider these nonexclusive **factors** in deciding whether an agency should pay a penalty:

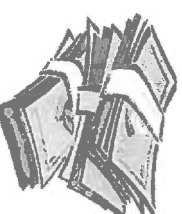
❑ **Mitigating factors (factors that can reduce a penalty):**

- A lack of clarity in the PRA request.
- The agency's prompt response or legitimate follow-up inquiry for clarification.
- The agency's good faith, honest, timely, & strict compliance with all PRA procedural requirements & exceptions.
- Proper training & supervision of the agency's personnel.
- The reasonableness of any explanation for noncompliance by the agency.
- The helpfulness of the agency to the requester.
- The existence of agency systems to track and retrieve public records.

❑ **Aggravating factors (factors that can increase a penalty):**

- A delayed response by the agency, especially in circumstances making time of the essence.
- Lack of strict compliance by the agency with all the PRA procedural requirements and exceptions.
- Lack of proper training & supervision of the agency's personnel.
- Unreasonableness of any explanation for noncompliance by the agency.
- Negligent, reckless, wanton, bad faith, or intentional noncompliance with the PRA by the agency.
- Agency dishonesty.
- The public importance of the issue to which the request is related, where the importance was foreseeable to the agency.
- Any actual personal economic loss to the requestor resulting from the agency's misconduct, where the loss was foreseeable to the agency.
- A penalty amount necessary to deter future misconduct by the agency considering the size of the agency and the facts of the case.
- The inadequacy of an agency's search for records.

~ *Yousoufian v. Sims*; *Neighborhood Alliance v. Spokane County*



Penalties Outside of PRA



Penalties in Other Laws:

There can be criminal liability for willful destruction or alteration of a public record.

~ *RCW 40.16.010*

For state employees, penalties can be assessed under the State Ethics Law if an employee intentionally conceals a record that must be disclosed under the PRA, unless decision to withhold was in good faith.

~ *RCW 42.52.050*

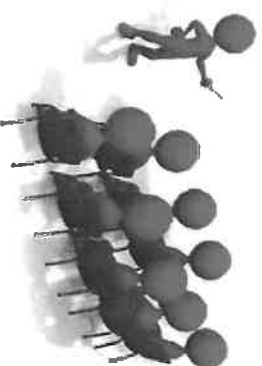
Risk Management Tips

- Establish a culture of compliance with the PRA, beginning with agency leadership and support.
- Train appropriate staff and officials about the PRA's requirements. (See next slide).
- Review agency's PRA procedures.
- Review available resources; institute best practices.
- Review penalty factors.
- Keep updated on current developments in PRA; correctly apply law.
- Consult with agency's legal counsel.



Training

- A new law effective July 1, 2014 amends the PRA to require records training. Chapter 66, 2014 Laws (ESB 5964) (“Open Government Trainings Act”).
- Elected local and statewide officials, and records officers, are to receive records training on the PRA, and records management/retention under RCW 40.14.
- They can take training sooner than July 1. Refresher training occurs no later than every 4 years.
- Training can be taken online, in person, or by other means.



- Training resources, videos, and more information about the Act (a “Q & A”) are available on the Attorney General’s Office Open Government Training Web Page:

<http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

PRA Assistance

- The **Washington State Attorney General's Office** has provided an explanatory pamphlet and other materials about the PRA.
- The Attorney General's Office has also published Model Rules.
- The Attorney General has also appointed an Assistant Attorney General for Open Government. The AGO can provide technical assistance and training.
- The Attorney General's Office materials about the PRA, and other open government topics and resources, are on its website at www.atg.wa.gov.
- The Attorney General's Office Open Government Training Web Page with training resources, videos and other materials is at: <http://www.atg.wa.gov/OpenGovernmentTraining.aspx>
- The Attorney General's Office may also review a state agency denial of a record when the agency concludes the record is exempt.
- The Attorney General's Office may issue formal opinions about the PRA for qualified requesters.

~ *RCW 42.56.570, RCW 42.56.530,*
Chap. 66, 2014 Laws





THANK YOU



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 20, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Paul Sorensen</i>		
MEETING AGENDA DATE:	May 28, 2014		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Web Pay Fees		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Xpress Bill Pay flyer		
	2. Comparison chart		
	3. Current Web Pay fees		
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 Finance Department is consolidating all our bill pay options with Xpress Bill Pay. This will facilitate e-bill, auto-pay and online bill viewing for our customer base. In order to receive the lower per item fee for processing (see attached comparison chart) LWWSD cannot charge the customer a fee for using the service.

FISCAL IMPACT

The revenue collected via the Web/Phone pay Convenience Fee to the customer is far under the 2% fee charged. While we would lose the fees, LWWSD would save substantially in our fees we pay to the processing merchant.

RECOMMENDED BOARD ACTION

Remove the Web/Phone Pay Convenience Fees in order to conform to regulations allowing LWWSD to take advantage of lower utility processing fees with our Merchant.

PROPOSED MOTION

To direct staff to remove the Web/Phone Pay Convenience Fee from the Districts list of Master Fees and Charges in order to conform to regulations allowing LWWSD to take advantage of lower utility processing fees with our Merchant Services.

Announcing...

The Easiest Way to Pay Your Bill

Our new online bill pay option saves you time and gives you more flexibility in how you pay your bill.

If you have an Internet connection and an e-mail address, you can now pay your bill online. It's fast, it's easy, and you no longer have to write a check each month or find a stamp when it's time to send in your payment.

How It Works

We have partnered with **Xpress Bill Pay**, the premier provider for online bill payment.

When you sign up for online bill payment you get a unique password that you use to access your personal account at **www.xpressbillpay.com**. Every month we'll send you a reminder e-mail to let you know when your bill is online.

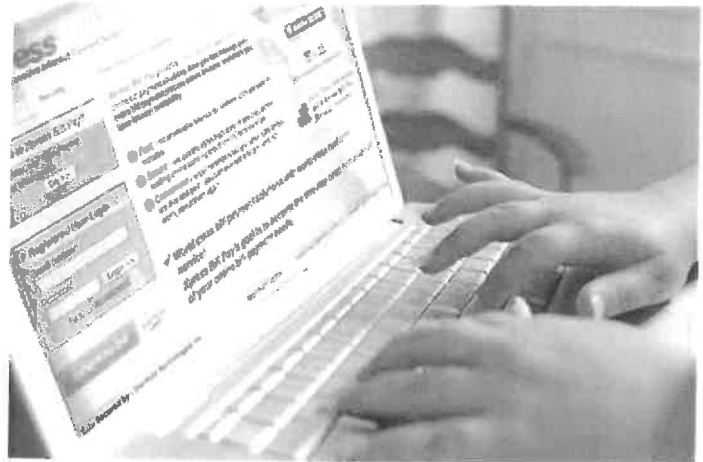
Then, just log in through your Web browser and view your bill, which will look like the paper statement you're familiar with. Select a payment type — credit card, debit card, or electronic funds transfer — enter the information, and you're done!

It's that easy, and it only takes you a few minutes each month.

We're offering this service at the request of customers like you. Sign up today and see why so many people consider this the best way to pay their bills.

Online Bill Payment Facts

- It's free to sign up for online bill payment at **www.xpressbillpay.com**.
- You can pay your bills with a credit or debit card, or you can transfer funds directly from your checking account.
- You can pay your bill from anywhere, as long as you have access to the Internet through a Web browser. No need to worry about late payments if you're out of town when your bill is due.



- After you complete the transaction, you can receive an e-mail receipt to confirm that the payment went through.
- You can view up to a year's history of your account online, so you can compare your current bill to a year ago.
- If you'd like, you can select the auto-pay option and your bill will be paid automatically each month.

What To Do Next

If you're ready to get started with the convenience of online bill payment, here's what to do:

1. Go to **www.xpressbillpay.com**. We have partnered with Xpress Bill Pay to provide you with online bill payment service.
2. Click on the "Go" button below "New to Xpress Bill Pay" and complete the short registration form including email address and password.
3. Select your billing organization and follow the prompts for linking your bill.
4. Once your bill is added to your account, you can view and pay your bill online, or setup a recurring auto payment schedule.

And There's More!

Along with being able to make a payment online at any time you can also call the payment assistance center to make a payment over the phone. Call 1-800-720-6847 to speak with an agent and make your payment today!

Xpress Bill Pay™
Innovative Internet Payment Systems



		.75 per transaction		2% of transaction	
		with discount charging no fees		without discount charging fees	
\$ 2,000.00	10 items	\$	7.50	\$	40.00
\$ 200.00	1 item	\$	0.75	\$	4.00

MASTER FEES AND CHARGES
SCHEDULE #21
Effective December 23, 2013 (Resolution 798)

Item	Administrative Fees	Fee/Charge	Reference
1.	Equipment Charge, Hourly		
	Air Compressor—Ingersol/Rand 185 CFM Diesel	\$20.00	Resolution 798
	Backhoe – John Deere 580D	\$45.00	Resolution 798
	Boom Truck – 6,000 Pound	\$30.00	Resolution 798
	Combination Vacuum/Flush Truck	\$100.00	Resolution 798
	Sewer Camera Van	\$75.00	Resolution 798
	Dump Truck – 2-Yard	\$25.00	Resolution 798
	Dump Truck – 5-Yard	\$45.00	Resolution 798
	Equipment Trailer – 14,000 Pound	\$15.00	Resolution 798
	Flush Truck	\$65.00	Resolution 798
	Portable Engine Pump – 600 gpm @130-Feet	\$40.00	Resolution 798
	Portable Generator – 75 kw	\$45.00	Resolution 798
	Portable Generator – 250 kw	\$85.00	Resolution 798
	Tanker Truck – 3,000 Gallon	\$75.00	Resolution 798
	Tool Truck	\$20.00	Resolution 798
2.	Information Reproduction		
	Digital Recording - Board Meeting	\$35.00	Resolution 680
	Document – standard size – less than 10 pages	No charge	Resolution 680
	Document – standard size –more than 10 pages	.15 per page	Resolution 717
	Document – non-standard size – deposit	\$50.00	Resolution 680
	Document – non standard size – reproduction	Cost	Resolution 680
3.	Labor, Hourly		
	Accounting Clerk	\$34.00	Resolution 798 (Direct Labor Costs)
	Accounts Payable/Payroll	\$38.00	
	Accounts Receivable	\$38.00	
	Administrative Assistant	\$46.00	
	Construction Engineer	\$53.00	
	District Engineer	\$71.00	
	Engineering Technician	\$42.00	
	Finance Manager	\$62.00	
	General Manager	\$80.00	
	Maintenance Electrician	\$53.00	
	Maintenance Supervisor	\$57.00	
	Maintenance Worker	\$42.00	
	Utility Systems Support Specialist	\$42.00	
	Water Treatment Plant Operator	\$46.00	
	Wilson Engineering Consultation - Current hourly rate + 10%		
4.	Document Recording Fees		
	Document Recording	\$105.00	Resolution 753
	Lien Record/Release	\$150.00	Resolution 756
	Transfer, real estate closing	\$100.00	Resolution 704
	Segregation of assessment	\$100.00	Resolution 680
	Assessment transfer	\$250.00	Resolution 680
5.	Payment return item	\$40.00	Resolution 744
6.	Web/Phone Pay Convenience Fee		
	E-check Transaction	\$1.00 each	Board Meeting 5/27/09 + Resolution 753
	Credit or Debit Card Transaction	\$2.00 each	
7.	Duplicate Bill Fee-Per Billing Period	\$1.00 each	Resolution 798



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 19, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	May 28, 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

May 28, 2014

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting will be held June 2, 2014 at 1:30 p.m. in the Fireplace Room at the City's Municipal Court Building located at 625 Halleck Street. The discussion will involve a continuation of capital investment funding needs related to storm water in Sudden Valley associated with 50-year and 25-year phosphorus reduction scenarios. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** My next meeting with the Mayor and County Executive has been scheduled for June 6, 2014 in the Districts Board Room. The discussion will involve storm water funding issues as it relates to the recent Policy Group discussions.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for Wednesday, June 11, 2014 at 6:30 p.m.
- **Next Employee Staff Meeting:** Is set for Thursday, June 12, 2014 at 8:00 a.m. in the Board Room. Commissioner Citron 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 Bob's Burger & Brew in Tulalip at 6:15 p.m. on Tuesday, June 10, 2014. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next meeting is scheduled for Wednesday, June 18, 2014 from 1:00 p.m. to 3:00 p.m. in the District's Board Room. These meetings are held on the third Wednesday of each month.
- **WRIA 1 Planning Unit Meeting:** The next meeting is scheduled for June 25, 2014 at 6:00 p.m. in the County's Garden Room. This meeting is held on the fourth Wednesday of the 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.
- **Legal Counsel Recruitment Update:** Remember to turn in any proposed interview questions to me as soon as possible. We will have a copy of the June 4 agenda available for you at the upcoming meeting.
- **Out of the Area:** Commissioner Lambert will be out of the area for the May 28 meeting. In addition I will be out of the area from May 29 through June 2.