



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

April 29, 2015

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. Customer Request – Sherron
 - B. Geneva AC Mains Engineering Contract Amendment – Wilson Engineering
 - C. Resolution 816 – Water Leak Adjustment Credit Policy
 - D. Administrative Code Update
 - E. Letter from State Auditor
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 20, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 29, 2015		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Customer Request - Sherron		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Letter from Daniel and Pamela Sherron dated March 28, 2015		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Geneva customers Daniel and Pamela Sherron had an in-ground water leak at their home located at 4507 Cable Street resulting in a total bill of \$1,290.55. The remainder of the bill after applying the District's standard leak adjustment calculation is \$833.62. The Sherron's are requesting that an additional adjustment of \$456.93 be applied to their account. The District's water leak adjustment policy allows for one leak adjustment credit per year per account.

FISCAL IMPACT

Unknown at this time.

RECOMMENDED BOARD ACTION

Discuss and consider the Sherron's request for an additional water leak adjustment credit.

PROPOSED MOTION

To deny the request for an additional leak adjustment credit for the home located at 4507 Cable Street.

100000231

March 28, 2015

Dear Lake Whatcom Water & Sewer District

ATTN: Board of Directors

RE: Water leak at 4507 Cable Street

We would like to appeal the decision to credit the water billing account only \$456.93 for the outside water leak at 4507 Cable Street. Within three days of being notified from the water district about the leak, we met with your representative, located the underground leak, and promptly repaired it. We feel that only getting half the credit for the large water usage is unfair, due to the fact that we have no way of noticing a leak underground but are being penalized for something we have no control over. Our prompt response and resolution to your notification of the leak showed that we acted in good faith to resolve the issue in a timely manner. We believe this leakage charge is excessive and feel we solved the problem the quickest way possible, within our control, to prevent further water waste.

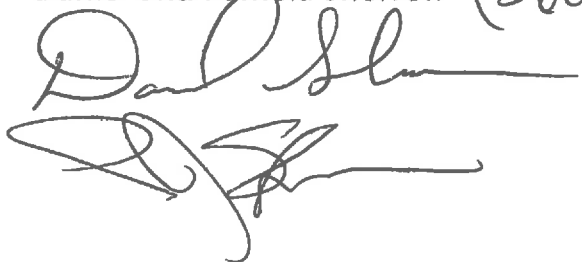
We are asking for a full credit of the amount (another \$456.93) due to the above reasons. We would be willing to meet with your department or the board of directors if necessary to continue this discussion in person.

Thank you for your attention to this important matter. We look forward to hearing from your office about this matter.

Sincerely,

Daniel and Pamela Sherron

(360) 303-9022

Handwritten signatures of Daniel and Pamela Sherron. The first signature is 'Daniel Sherron' and the second is 'Pamela Sherron'.



Water Leak* Adjustment Credit Worksheet 2015 FOR LEAKS OVER 2,500 CUBIC FEET

*Leak must be in-ground between water meter and entry point of service into building
Refer to Lake Whatcom Water and Sewer District Resolution 782 2.8
regarding Leak Adjustments for more information.

ACCOUNT INFORMATION

Account Number: 100000231 Service Address: 4507 CABLE ST
Owner Name: SHERRON Owner since (year): 1993
Billing Period of Leak: 03/01/2015 Calculation Date: 03/24/2015

CREDIT CALCULATION

1 Water consumption, in cubic feet, during billing period of leak occurrence: 12,264 ft³
2 Non-leak water volume*: (1,490) ft³
- If owner has occupied for at least 12 months, insert water consumption volume for same billing period as previous year
- If less than one year's usage history exists, the highest water consumption figures since current occupancy will be used
- If leak occurs on occupant's first bill, insert 600ft³
3 Leak Volume (line 1 - line 2): 10,774 ft³
4 Adjusted Leak Volume (line 3 x .50): 5,387.0 ft³
5 Credit (line 4 x .0748) \$ (187.00)
\$7.48 = overage amount per 100ft³ for 2015. 1 ft³ of overage = \$0.0748 for overage up to 2500ft³.
6 Credit (line 4 - 2500 x .0935) \$ (269.93)
\$9.35 = overage amount per 100ft³ for 2015. 1 ft³ of overage = \$0.0935 for overage over 2500ft³.

WATER BILL CALCULATION

7 Customer's original TOTAL bill during billing period of leak occurrence: \$ 1,290.55
8 Minus Credit: (line 5 + line 6) \$ (456.93)
9 Minus any late charge incurred corresponding to the billing period
of leak occurrence:* \$ -
☐ applied and reversed from next billing cycle
10 New adjusted bill: (line 7 - line 8 - line 9) \$ 833.62
Completed: [Signature] Date: 03/24/2015
Clerk's Signature
Approved: [Signature] Date: 3/24/15
Manager's Signature

Utility Reads

Lake Whatcom W-S District

Time: 10:09:28 Date: 03/24/2015

MCAG #:

Page: 1

For: 4507 CABLE ST

Billing Date	Read	Prior	Consumption	Read Date	Time	Account	Remark
03/01/2015	81278	69014	12,264	02/17/2015		100000231	2/17 24 hr leak/hanger/#61
01/01/2015	69014	65938	3,076	12/15/2014		100000231	12/15 24 hr #61 s/s-hanger
11/01/2014	65938	64181	1,757	10/16/2014		100000231	10/16 24 HR-#47 N/S
09/01/2014	64181	62589	1,592	08/18/2014		100000231	
07/01/2014	62589	60961	1,628	06/17/2014		100000231	
05/01/2014	60961	60090	871	04/16/2014		100000231	
03/01/2014	60090	58600	1,490	02/18/2014		100000231	
01/01/2014	58600	57167	1,433	12/16/2013		100000231	
11/01/2013	57167	55797	1,370	10/16/2013		100000231	
09/01/2013	55797	54497	1,300	08/19/2013		100000231	
07/01/2013	54497	52849	1,648	06/17/2013		100000231	
05/01/2013	52849	51134	1,715	04/17/2013		100000231	
03/01/2013	51134	49880	1,254	02/15/2013		100000231	
01/03/2013	49880	48493	1,387	12/17/2012			
01/01/2013	49880	48493	1,387	12/17/2012			
11/01/2012	48493	47247	1,246	10/18/2012			
09/01/2012	47247	46212	1,035	08/17/2012			
07/01/2012	46212	44777	1,435	06/18/2012			
05/01/2012	44777	43490	1,287	04/19/2012			
03/01/2012	43490	42257	1,233	02/17/2012			
01/01/2012	42257	40891	1,366	12/19/2011			
11/01/2011	40891	39750	1,141	10/17/2011			
09/01/2011	39750	38503	1,247	08/15/2011			
07/01/2011	38503	37153	1,350	06/14/2011			
05/01/2011	37153	36033	1,120	04/14/2011			
03/01/2011	36033	34823	1,210	02/14/2011			
01/01/2011	34823	33612	1,211	12/14/2010			
11/01/2010	33612	32515	1,097	10/14/2010			
09/01/2010	32515	31415	1,100	08/16/2010			
07/01/2010	31415	29257	2,158	06/15/2010			
05/01/2010	29257	25110	4,147	04/15/2010			4/15 ss/t2 customer/ c/owne
03/01/2010	25110	21792	3,318	02/16/2010			2/17 ss/hanger

60,873

UTILITY ACCOUNT HISTORY

Lake Whatcom W-S District
MCAG #:

03/01/2014 To: 04/02/2015

Time: 08:56:32 Date: 04/02/2015

Page: 1

DANIEL SHERRON Acct #: 100000231 Tap #: 100000231

4507 CABLE ST

	Current	Previous	Water Usage	Sewer Usage	Current	Previous	Electric Usage	Demand	Chg/Pymt	Balance
03/01/2014 Bill	Billing	60090	58600	1490	*				270.79	525.02
03/24/2014 Bill	Shut Off Notice								0.00	525.02
04/14/2014 Payment	115				*				-255.00	270.02
04/28/2014 Bill	Returned Payment				*				295.00	565.02
05/01/2014 Bill	Billing	60961	60090	871	*				233.28	798.30
05/23/2014 Bill	Shut Off Notice				*				0.00	798.30
06/11/2014 Payment	120				*				-565.02	233.28
06/25/2014 Bill	Returned Payment				*				605.02	838.30
06/25/2014 Bill	Lock Fee				*				50.00	888.30
06/25/2014 Payment					*				-565.00	323.30
07/01/2014 Bill	Billing	62589	60961	1628	*				277.21	600.51
07/23/2014 Bill	Shut Off Notice				*				0.00	600.51
08/12/2014 Payment	124				*				-325.00	275.51
08/26/2014 Bill	Returned Payment				*				365.00	640.51
08/26/2014 Bill	Lock Fee				*				50.00	690.51
08/26/2014 Payment					*				-325.00	365.51
09/01/2014 Bill	Billing	64181	62589	1592	*				279.72	645.23
09/23/2014 Bill	Shut Off Notice				*				0.00	645.23
10/13/2014 Payment					*				-365.51	279.72
11/01/2014 Bill	Billing	65938	64181	1757	*				289.92	569.64
11/21/2014 Bill	Shut Off Notice				*				0.00	569.64
12/11/2014 Payment					*				-280.00	289.64
01/01/2015 Bill	Billing	69014	65938	3076	*				374.32	663.96
01/21/2015 Bill	Shut Off Notice				*				0.00	663.96
02/10/2015 Payment	2161				*				-300.00	363.96
03/01/2015 Bill	Billing	81278	69014	12264	*				1,290.55	1,654.51
03/19/2015 Bill	Shut Off Notice				*				0.00	1,654.51
03/23/2015 Payment					*				-375.00	1,279.51
03/25/2015 Bill	Leak Credit				*				-187.00	1,092.51
03/25/2015 Bill	Leak Credit				*				-269.93	822.58
03/25/2015 Bill	Late Credit '15				*				-34.79	787.79
Billing Periods 7	Billed Amt: 3,015.79	Ave	430.83							<i>Due</i>

Tier 1
Tier 2
Late Charge
Credit

**LAKE WHATCOM WATER & SEWER DISTRICT**

1220 Lakeway Drive

Bellingham, WA, 98229

Office Hours: Monday - Thursday, 8:00am - 5:00pm

www.lwbsd.org

(360) 734-9224

Fax 738-8250

LEAK ADJUSTMENT CREDIT FORM

DATE:	March 10, 2015
ACCOUNT NUMBER:	100000231
SERVICE ADDRESS:	4507 Cable Street
OWNER'S NAME:	Daniel Sherron
OWNER'S MAILING ADDRESS:	1196 East Axtel Road
CITY, STATE ZIP:	Bellingham, WA 98226
OWNER'S CONTACT PHONE NUMBER:	398-8401

LOCATION OF LEAK:	backyard outside underground
DATE LEAK WAS DISCOVERED (APPROXIMATE):	2/26/15
DATE LEAK WAS REPAIRED (APPROXIMATE):	2/28/15
HOW THE LEAK WAS DISCOVERED/REPAIRED:	Water district called to inform high usage. Dig by Daniel Sherron until leak discovered/repai
PARTY RESPONSIBLE FOR LEAK REPAIR:	Daniel Sherron

<input checked="" type="checkbox"/> I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE LEAK ADJUSTMENT POLICY ON THE BACK OF THIS FORM.
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I, the undersigned, do hereby acknowledge that I have received and understand Lake Whatcom Water and Sewer District's policy regarding Water Bill Leak Adjustments on the back of this form. I understand that it is not the responsibility of Lake Whatcom Water and Sewer District to inform me of any possible leak at my property. As a courtesy, Lake Whatcom Water and Sewer District may send me a letter or a Field Representative may leave a door tag with information. I may request a meeting with a Field Representative from Lake Whatcom Water and Sewer District to explain the meter reading procedure so that I may determine when a leak has been repaired. I understand that as the property owner, I am ultimately responsible for all water and sewer charges for this property. Should any leak on my property qualify for a Water Leak Adjustment Credit, any Water Leak Adjustment Credit will remain on the property utility account. I also acknowledge that this property will not be eligible for another Water Leak Adjustment Credit for twelve (12) months from the date the credit has been applied against the property's utility account. My signature below is my confirmation that this leak has been repaired and that I understand this policy.

OWNER SIGNATURE

DATED

3/15/15

07



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

Office Hours: Monday – Thursday, 8:00am – 5:00pm

www.lwwsd.org

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Fax 738-8250

WATER BILL LEAK ADJUSTMENT POLICY

Responsibilities:

The customer is responsible for all in-ground plumbing lines from the water meter to the building, including plumbing inside of the building. It is the customer's responsibility to keep the meter box accessible from landscaping, fences and all obstructions.

Lake Whatcom Water and Sewer District is responsible and will maintain the water meter and meter box. The District monitors for abnormal increases in water usage and, as a courtesy, may send you a letter or a Field Representative may leave a door tag to alert you to a possible leak. If you discover that you have a leak, you may qualify for an adjustment to your bill.

The District will adjust high water bills resulting from in-ground service line breaks between the water meter and entry point of service into the building. NO ADJUSTMENTS are made for leaks to irrigation systems, pools, water features, leaks inside the building, outside spigots, hoses, or any leak that is not the result of an in-ground service line break.

About the Leak Adjustment Credit:

- Water leak adjustment credits are a courtesy to assist the customer with unexpected leak costs.
- Properties, if applicable, may be granted a leak adjustment credit once every twelve months.
- When a leak occurs, the water overage may appear on consecutive billing cycles. The District will adjust the higher usage billing cycle to ensure the customer receives the highest credit.
- The credit applied will be approximately the equivalent of one-half of the overage incurred during the billing cycle of the leak.
- Customers have the option of negotiating a payment plan with the Finance Department for the remaining balance on the account.

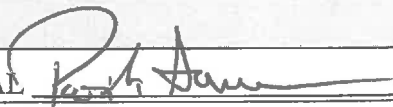
Procedure:

1. Leak must be in-ground between the meter and entry point of service to the building to qualify for an adjustment.
2. Customer must complete the Leak Adjustment Credit Form and provide evidence to the District that the leak is now repaired by enclosing invoices or receipts for repair.
3. Leak adjustment credits are offered as a courtesy.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 20, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 29, 2015		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Geneva AC Mains Engineering Contract Amendment – Wilson Engineering		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Amendment #1 to Agreement		
	2. Scope of Work, Fee Estimate, Schedule		
	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

This capital improvement project replaces approximately 12,500 feet of 4, 6, and 8-inch asbestos-cement water mains with new 8-inch pipe, replacement of fire hydrants, service lines, and other appurtenances located along the pipe alignment in the Geneva neighborhood.

The District's engineering consultant, Wilson Engineering LLC, has completed Phase 1 scope of work which included: Project Management, Pre-Design, Topographic Surveying, Design, and Bidding Services.

Staff recommends amending Wilson Engineering LLC's agreement to add "Phase 2 – Services During Construction" which includes Project Management, Construction Staking, Construction Contract Administration, and Construction Inspection. The proposed scope of work, fee estimate, and schedule are attached.

FISCAL IMPACT

Funding for this project is provided by a Drinking Water State Revolving Fund (DWSRF) loan. The loan amount is up to \$2,398,750.00 for 20 years with an interest rate of 1.5%. The loan amount includes engineering, permitting, construction, inspection, testing, and sales tax.

The loan amount was developed using the following estimates:

DESIGN/PERMITTING/BIDDING

Admin, Permits, Fees, Etc	\$20,000
<u>Predesign, Design, Bidding (Wilson Phase 1)</u>	<u>\$267,990</u>
<i>Subtotal</i>	<i>\$287,990</i>

CONSTRUCTION

Construction Contract (Tiger Construction Ltd.)	\$1,859,895
Construction Admin, Inspection (Wilson Phase 2)	\$149,049
Materials Testing	11,000
<u>Contingency</u>	<u>\$67,066</u>
<i>Subtotal</i>	<i>\$2,087,010</i>

	<i>Total</i>	<i>\$2,375,000</i>
Loan Fee (1% of Total)		\$23,750

Grand Total **\$2,398,750**

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize the General Manager to execute an Amendment to Wilson Engineering LLC's Architectural/Engineering Agreement to include Phase 2 - Services During Construction based on time and materials not to exceed \$149,049.

**AMENDMENT 1
TO
AGREEMENT FOR A/E PROFESSIONAL SERVICES
FOR
GENEVA AREA AC WATER MAIN REPLACEMENT PROJECT**

AN AGREEMENT, was made and entered into by and between Lake Whatcom Water and Sewer District, Whatcom County, Washington, hereinafter referred to as "District", and **Wilson Engineering LLC** ("Consultant"), a corporation with a place of business at **805 Dupont Street, Suite 7, Bellingham WA 98225**, collectively referred to as "Parties", effective **January 2, 2014**.

WHEREAS, the District solicited for professional services as required by RCW 39.80; and

WHEREAS, the Consultant has completed Phase 1 – Project Management, Pre-Design, Topographic Surveying, Design, and Bidding Services; and the District desires to add Phase 2 to the agreement for Services During Construction including: Project Management, Construction Staking, Construction Contract Administration, and Construction Inspection.

The Parties amend the original Agreement as follows:

SECTION 1: PERIOD OF PERFORMANCE

Phase 2 – Services During Construction shall be completed on **December 31, 2015** unless extended or terminated earlier by the District pursuant to the terms and conditions of the Agreement.

SECTION 8: COMPENSATION

The Total Price is amended to **Four Hundred Seventeen Thousand Thirty Nine DOLLARS (\$417,039)**.

Original Agreement

Phase 1 – Project Management, Pre-Design, Topographic Surveying, Design, and Bidding Services	\$ 267,990
---	------------

Amendment #1

Phase 2 – Services During Construction	\$ 149,049
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Total Price	\$ 417,039
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EXHIBITS

Add attached exhibits:

- Exhibit A - Scope of Work.
- Exhibit B - Cost Summary.
- Exhibit C - Project Schedule.
- Exhibit D - Insurance
- Exhibit E – Billing Rates and Allowable ODC's
- Exhibit F – Key Personnel.

This Amendment to the Agreement shall be executed in two (2) counterpart copies, any of which shall be considered for all purposes as the original.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to the Agreement to be executed by their respective authorized officers or representatives as of the day and year written below.

Consultant

By: _____

Dated: _____

Printed Name: _____

Title: _____

Approved as to Form

By: _____

Dated: _____

Robert A. Carmichael
Attorney for Lake Whatcom Water and Sewer District

Lake Whatcom Water and Sewer District

By: _____

Dated: _____

Patrick Sorensen, General Manager

Lake Whatcom Water and Sewer District Geneva Area AC Main Replacement Project

EXHIBIT A SCOPE OF WORK

Phase 2 - Services During Construction

This Scope of Work covers the Construction Administration phase of the AC water main replacement project including project management, construction staking, field observation, and contract administration. The specific project tasks are described below.

Task 1 - Project Management

- 1.1 Preparation of monthly billing, cost tracking exhibits, and progress reports.
- 1.2 DWSRF Loan Administration and record keeping including;
 - Organize a filing system and provide original documents to District that are labeled and organized into DWSRF recommended file headings in accordance with Section 3.5 of the DWSRF Borrowers Handbook (Handbook).
 - Maintain records and provide District with original documents for the District's official DWSRF file as soon as practical in accordance with Section 3.4 of the Handbook.
 - Generate monthly project status reports with invoices with sufficient detail acceptable for the CAU to process District's A19 Reimbursement Vouchers in accordance with Section 3.6 of the Handbook.
 - Track timelines and submission deadlines.
 - Communication / coordination with District and DWSRF administration; subconsultants (if needed).
- 1.3 Generate 21-day Labor Package.
- 1.4 Prepare Closeout Report and Construction Completion Report for DWSRF, DOH.

Task 6 - Construction Staking

- 6.1 Field Crew set-up: Prepare data files / cut sheets for water main and appurtenances.
- 6.2 Construction Staking: Locate water main and appurtenances in the field.

Task 7 - Construction Contract Administration

- 7.1 Prepare for and conduct pre-construction meeting.
- 7.2 Review and approve submittals.
- 7.3 Prepare and issue Clarifications, Change Orders, prepare /respond to Requests for Information (RFIs)
- 7.4 Prepare / review / approve Pay Requests
- 7.5 Correspond with Contractor, District, County, CAU
- 7.6 Conduct Progress Meetings

7.7 Contract Closeout - conduct final walk-through, prepare punch-list, follow-up with Contractor

7.8 Prepare Record drawings from Contractor red-lines, inspector notes

Task 8 - Construction Inspection

8.1 Field Observation - Full-time on-site field observation / inspection of construction work. Liaison between Contractor's field superintendent and Project Manager for minor clarifications.

8.2 Inspection Reports. Document contract activities, conditions and quantities. Provide information to supplement Contractor red-lines for Record Drawings.

EXHIBIT B
COST SUMMARY

Estimate of hours:

See attached spreadsheet.

Other Anticipated Direct Costs:

Document Reproduction

Postage

Task Order Total Price (time & materials not to exceed):

Task 1 - \$12,824

Task 6 - \$22,259

Task 7 - \$48,536

Task 8 - \$65,280

Direct Costs \$150

Total = \$149,049

EXHIBIT C
PROJECT SCHEDULE

Milestone dates (goals):

- Notice to Proceed - April 29, 2015
- Pre-construction meeting - April 22, 2015
- Construction starts (HDD, pipe bursting) - May 2015
- Trenched Construction begins - June 1, 2015
- Substantial Completion - September 15, 2015
- Final Completion (construction) - October 2015
- Project Closeout - November 2015

LWWSD
Geneva AC Mains Phase 2
Services During Construction

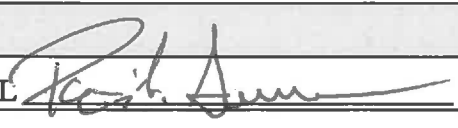
4/20/2015

Task Description	Fixed Expense	Principal Engineer	Senior PE	Project Engineer	Engineer I	Senior Cad Tech	CAD Tech	Env Specialist	Senior PLS	Survey PLS	Sen Surv Tech	Survey Tech	Survey Crew I	Survey Crew II	Inspector	Cost
Rate (\$/hr) =	L.S.	\$ 154	\$ 135	\$ 122	\$ 102	\$ 86	\$ 75	\$ 80	\$ 130	\$ 122	\$ 100	\$ 77	\$ 122	\$ 174	\$ 80	
Task 1. Project Management																
Prepare Monthly progress report			8													\$ -
DWSRF Loan Administration / Record keeping (Const. phase)			32					40								\$ 1,080
21-day Labor Package			4					24								\$ 7,520
Closeout Report / Construction Completion Report			4													\$ 2,868
Sub-Total	0	0	48	0	12	0	0	64	0	0	0	0	0	0	0	\$ 12,824
Task 6. Construction Staking																
Field Crew set-up			1		2				4		40			100		\$ 4,859
Construction Staking																\$ 17,400
Sub-Total	0	0	1	0	2	0	0	0	4	0	40	0	0	100	0	\$ 22,259
Task 7. Construction Contract Administration																
Pre-construction Meeting (including prep)			8		4			4							1	\$ 1,888
Submittals			12		40											\$ 5,700
RFIs / Clarifications / Change Orders			40		12	20										\$ 8,344
Pay Requests			12		4											\$ 2,028
Correspondence			40													\$ 5,400
Progress Meetings			16													\$ 2,160
Contract Closeout			40													\$ 6,824
Record Drawing Preparation			8		24	24	144									\$ 16,392
Sub-Total	0	0	176	0	96	44	144	4	0	0	0	0	0	0	1	\$ 48,536
Task 8. Construction Inspection																
Field Observation (assumes one full-time field rep for 16 weeks; 40 hrs/week)					640											\$ 65,280
Inspection Reports - included in Field Observ., above																\$ -
Progress Meetings - included in Field Observ., above																\$ -
Sub-Total	0	0	0	0	640	0	0	0	0	0	0	0	0	0	0	\$ 65,280
Direct Expenses	150															\$ 150
Sub-Total	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 150
Project Total	\$ 150	0	225	0	750	44	144	68	4	0	40	0	0	100	1	\$ 149,049



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 20, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 29, 2015		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Resolution 816 – Water Leak Adjustment Credit Policy		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution 816		
	2. Red-lined Water Leak Adjustment Credit Policy – Administrative Code Section 2.97		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the April 8, 2015 regular meeting, the Board considered and approved a leak adjustment credit application for a water leak that occurred in the homes crawl space. Staff explained that the rationale behind the policy was that a homeowner would not be likely to be aware of an in-ground leak until the District's meter reader reported high usage and a "spin" on the meter. The request was approved because it fit the rationale behind the policy as explained by staff.

Staff wrote Resolution 816 restating and clarifying the District's current policy provisions and adding the rationale behind the policy of adjusting bills for "in-ground" water leaks only. The incremental payment schedule provision has also been amended to include more specific language.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

Discuss and consider Resolution 816 restating and clarifying the District's water leak adjustment credit policy.

PROPOSED MOTION

To adopt Resolution 816 restating and clarifying the District's water leak adjustment credit policy.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 816

**A Resolution of the Board of Commissioners Updating the Districts
Water Leak Adjustment Credit Policy
(Rescinds Section 2.8 of Resolution 782)**

WHEREAS, the District desires to restate its current policy provisions concerning water leak adjustment credits and,

WHEREAS, the District has established a policy of assisting customers with large water bills resulting from underground water service line leaks,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District will adjust high customer water bills resulting from in-ground service line breaks between the water meter and the exterior foundation of the building.
2. The leak adjustment request must be made in writing by the property owner and include evidence that the leak is now repaired either by enclosing a paid invoice or a receipt for repair parts. If there are no invoices or receipts available, a written assertion that the leak is now repaired is acceptable.
3. Water consumption figures from the same billing period in the previous year are used to calculate the leak adjustment. If less than one year's usage history exists, the current base rate allowance will be used as a non-leak quantity basis.
4. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. There is no cap to limit the customer's costs.
5. Water leak adjustments are limited to one adjustment per account per year.
6. The leak adjustment applies to one billing cycle only. When a leak occurs the overage may be reflected on more than one consecutive billing cycle. The District will adjust the higher usage billing cycle to assure that the customer receives the highest possible adjustment.
7. The District will set up an incremental payment schedule on the remaining balance of the leak amount at the customer's request. Payment schedules must be arranged in a way that ensures payment of the current two-month minimum billing plus an installment on the extraordinary portion of the bill. The extraordinary portion of the bill must be paid in full within six months of incurring the charges.
8. Late charges on the leak amount will be waived if the customer adheres to the prearranged payment schedule.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 29th day of April, 2015.

Leslie Mc Roberts, President

Todd Citron, Secretary

John W. Millar Commissioner

Laura Weide, Commissioner

Bruce R. Ford, Commissioner

Approved as to form:

Robert A. Carmichael, Attorney for District

2.97 Water Leak Adjustments

The District will adjust high customer water bills resulting from underground in-ground water service line breaks between the water meter and the exterior⁴ foundation of the building. ~~entry point of service into the building.~~ The leak adjustment request must be made in writing by the property owner and include evidence the leak is now repaired either by enclosing a paid invoice or a receipt for repair parts. If there are no invoices or receipts available, a written assertion that the leak is now repaired is acceptable.

Water consumption figures from the same billing period in the previous year are used to calculate the leak adjustment. If less than one year's usage history exists, the current base rate allowance will be used as a non-leak quantity basis. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. There is no cap to limit the customer's costs.

Water leak adjustments are limited to one adjustment per account per year. The leak adjustment applies to one billing cycle only. When a leak occurs the overage may show up on more than one consecutive billing cycle. The District will adjust the higher usage billing cycle to assure that the customer receives the highest possible adjustment.

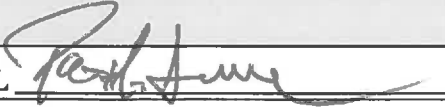
The District will set up an incremental payment schedule on the remaining balance of the leak amount at the customer's request. Payment schedules must be arranged in a way that ensures payment of the current two-month minimum billing plus an installment on the extraordinary portion of the bill. The extraordinary portion of the bill must be paid in full within six months of incurring the charges. This adjustment will be made at the request of the property owner. Late charges on the leak amount will be waived if the customer adheres to the a prearranged payment schedule.

[Reference Resolution 816 Minutes: August 14, 1992; January 14, 1998; March 8, 2000; April 12, 2006, Resolution 782]



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 20, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 29, 2015		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Administrative Code Update		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Red-line version of Administrative Code update		
	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

Staff is proposing to update the Administrative Code following a revision and retitling of Title 2: Administration to Fiscal Management. This involves bringing together various relevant financial/administrative policies from other sections of the code, renumbering the table of contents and putting like references together in a common section of the document. This revision includes the updated Purchasing Policy adopted earlier and other new policies including Anti-Fraud, Debt Management and Reserve Policy. In addition, we are including the updated language from Resolution 816 (Agenda Item 5C) which provides more specific language to address the District's Water Leak Adjustment Credit Policy.

The Board identified the Debt Management and Reserve Policies as topics to discuss in 2015.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

Discussion/approval of this revised and updated version of the Administrative Code. This would include a discussion on both a new Reserve and Debt Management Policy

PROPOSED MOTION

To approve the revised and updated Administrative Code as presented.

LAKE WHATCOM WATER AND SEWER DISTRICT



ADMINISTRATIVE CODE

AMENDED APRIL 2015~~NOVEMBER 2014~~

Board of Commissioners:

Leslie Mc Roberts - President

Todd Citron, John W. Millar,

Laura Weide

Bruce R. Ford

Patrick Sorensen — General Manager

INTRODUCTION

The Lake Whatcom Water and Sewer District first adopted an administrative code for sewer service issues in 1974, by Resolution No. 146 and for water service in 1978, by Resolution No. 242-A. Over the ensuing years, the District has changed a number of policies in the previous code by resolution, but not updated the code. With the adoption of a new administrative code in 2011, the District seeks to provide members of the public as well as District staff and elected officials with a compilation of District policy in one place organized by subject rather than in chronological order.

For reasons of both having a user friendly size and prior practice, not all policies will be found in the administrative code. For example, the District's personnel policy handbook, commissioner handbook, Comprehensive Water Plan and Comprehensive Sewer Plan are separate stand-alone documents. However these documents are cross-referenced in the administrative code as these additional documents may pertain to the matter being researched.

Not all resolutions are contained in the administrative code, since many resolutions are not of broad administrative application. For example, the annual budget of the district, resolutions approving developer extension agreements, awarding public works contracts or approving change orders. However, all District resolutions are maintained at the District's offices for public inspection and copying.

LAKE WHATCOM WATER AND SEWER DISTRICT

ADMINISTRATIVE CODE

REVISION LOG*

[illegible]

* Revision Log for Title 7 - Master Fees and Charges Schedule is located within that Title.

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TITLE 1 CODE ADOPTION

1.1 Adoption of Compilation

The “Lake Whatcom Water and Sewer District Administrative Code (“LWWSDAC” or “Code”) is adopted on the effective date of the resolution codified in this Title. This code may be amended by resolution of the District’s Board of Commissioners (“Board”).
[Resolution No. 786, Section 1, 2011]

1.2 Maintenance by General Manager

The District’s General Manager shall, with the assistance of the District’s legal counsel, maintain the official compilation of the Lake Whatcom Water & Sewer District Administrative Code in at least one copy, and shall make the same available to the public upon request. [Resolution No. 786]

1.3 Title--Citation—Reference

The “Lake Whatcom Water and Sewer District Administrative Code” may also be referred to herein as the “LWWSDAC” or “Code”. It shall be sufficient to refer to it as the Lake Whatcom Water and Sewer District Administrative Code in any suit for violation of any provision of it, or in any other legal proceeding. It shall be sufficient to designate any resolution adding to, amending, correcting or repealing all or any part or portion hereof as an addition to, amendment of, correction or repeal of a portion of the Lake Whatcom Water and Sewer District Administrative Code. Further reference may be had to the title, chapters, sections and subsections of the Lake Whatcom Water & Sewer District Administrative Code and such references shall apply to that numbered title, chapter, section or subsection as it appears in the Code. [Resolution No. 786, Section 3, 2011]

1.4 Resolutions Passed Prior To Adoption of Code

The last resolution included in the initial compilation of the code is Resolution No. 785, passed December 14, 2011. [Resolution No. 786, Section 4, 2011]

1.5 Reference Applies to Amendments

Whenever any reference is made to this Code or to any resolution of the District, the reference shall apply to all amendments of this code or of such resolution. Amendments to this Code shall not require re-adoption of the Code. [Resolution No. 786, Section 5, 2011]

1.6 Title, Chapter and Section Headings

Title, chapter and section headings contained in the code shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any title, chapter or section of the code. [Resolution No. 786, Section 6, 2011]

1.7 Reference to Specific Resolutions

The provisions of this Code shall not in any manner affect matters of record, which matters refer to or are otherwise connected with resolutions still in effect which are specifically designated by number and which have been included within this Code. Reference to such resolutions shall be construed to apply to the corresponding provisions contained within this Code. [Resolution No. 786, Section 7, 2011]

1.8 Resolutions Passed Prior to Adoption of the Code

All resolutions passed prior to the adoption of this Code shall remain in full force and effect unless modified or rescinded by a later resolution.

[Resolution No. 786, Section 8, 2011]

1.9 Resolutions Not Codified

As this Code is intended to be the general administrative code of the District, not all resolutions and written policy pronouncements adopted by the Board of Commissioners are codified herein. All resolutions and written policy pronouncements not codified herein are available for public inspection and copying at the main business office of the District during regular business hours.

[Resolution No. 786, Section 9, 2011]

1.10 Severability

If any provision or provisions of this code shall be held to be invalid, such decision shall not affect the validity of the remaining portions of this code.

[Resolution No. 786, Section 10, 2011]

TITLE 2 FISCAL MANAGEMENT ADMINISTRATION

2.1 General Manager's Responsibilities and Limitations

The General Manager shall be the administrator of the District. Appeals of the General Manager's instructions, interpretation of District policy, or decisions may be made to the Board of Commissioners in writing for consideration before a regular or special meeting of the Board. Letters of appeal must be submitted no less than ten days prior to any scheduled Board meeting. Where this Code requires approval by, permission or decision of, or interpretation from the General Manager, the manager may be guided by the laws of Washington State, resolutions of the Board of Commissioners, generally recognized public administrative and engineering standards and practices and by consideration of the operational demands and requirements of both the sewer works and the water treatment/distribution system as well as the peculiarities of construction, topography, soil condition, or other relevant factors.
[Resolution Nos. 146, 242A, 785]

2.2 Operating & Capital Budget and Expenditure Policies

Title 57 authorizes water and sewer districts to establish operating and capital improvement policies. From time to time it is necessary for the District's General Manager to procure goods and services on short notice without advance approval or authorization from the District's Board of Commissioners. The General Manager may do so only if it is deemed to be in the best interest of the District and its ratepayers, subject to the following limitations:

1. The General Manager shall develop an operating and capital improvement budget annually for both the water and sewer systems. The annual budget shall provide for the forecasting of revenues and expenditures for the following year. The budget shall be presented to the Board of Commissioners for review and approval prior to the end of December in advance of the new budget year.
2. The General Manager shall be responsible for administration of the District's approved operating and capital budgets.
3. The Finance Manager/Treasurer shall establish appropriate controls to monitor expenditures and the implementation of the adopted budgets.
4. The General Manager and Finance Manager/Treasurer shall develop a monthly budget report and shall present such report to the Board of Commissioners at their regular meeting.
5. The General Manager is authorized to execute contracts on behalf of the District whenever the amount of the contract is \$20,000.00 or less, provided that the funds for the contract are included in the then current budget. Prior notification will be sent to the members of the Board by phone, in person, or email unless emergency circumstances prevent such prior notice.
6. The General Manager is authorized to approve change orders to District contracts when the amount of the proposed change order is \$20,000.00 or less, provided that funds for the contract are included in the then current Budget. Prior notification will be sent to the members of the Board by phone, in person, or email unless emergency circumstances prevent such prior notice.
7. Following execution of a contract or change order as referenced above by the General Manager, he or she shall report the same to the Board at the next regular meeting of the Board. The Board shall, so long as consistent with this Resolution, take action at such meeting to review and ratify the contract or change order. [Resolution No. 767]

2.3—Quarterly Financial Reports

~~Quarterly financial reports of such type and in such detail as may be required from time to time shall be provided by the General Manager to the Board of Commissioners to allow it to properly formulate policy and provide overall management of the District.~~
~~[Resolution No. 785]~~

2.3 Accounting, Auditing, Internal Controls & Financial Reporting

This policy is meant to establish an adequate system of internal controls over the treasury function. The objective of this policy is to provide an environment of limited internal risk for the District's assets and to insure accuracy of accounting records and timely reporting and recording of financial information. Software and online account control for the bank will utilize a dual control environment. No one employee will be able to complete a disbursement of money out of the District's accounts, except for transfer to and from the LGIP by the Finance Manager/Treasurer.

<u>Function</u>	<u>Responsible Party</u>
<u>Authorize investment transactions</u>	<u>General Manager or Investment Committee</u>
<u>Execute investment transactions</u>	<u>Finance Manager/Treasurer</u>
<u>Transfer to and from the LGIP</u>	<u>Finance Manager/Treasurer</u>
<u>Recording of investment transactions</u>	<u>Finance Manager/Treasurer</u>
<u>Reconcile investment statements to internal records</u>	<u>Finance Manager/Treasurer</u>
<u>Reconcile treasury records to accounting system</u>	<u>Finance Manager/Treasurer</u>
<u>Review financial institutions from investments, safekeeping and banking</u>	<u>Finance Manager/Treasurer</u>
<u>Quarterly review of investment portfolio</u>	<u>General Manager & Investment Committee</u>
<u>Approve changes to Investment Policy</u>	<u>Board of Commissioners</u>
<u>Annual review of Investment Policy</u>	<u>Board of Commissioners</u>
<u>Reconcile checks, payments, ACH, and out-going wires to internal records</u>	<u>Finance Manager/Treasurer or General Manager</u>

2.3.1 Accounting Records and Reporting

The District will maintain its accounting records in accordance with state and federal regulations. Budgeting, accounting and reporting will conform to Budgeting, Accounting and Reporting System (BARS) for governments as prescribed by the Washington State Auditor.

2.3.2 Auditing

The State Auditor will bi-annually perform the District's financial and compliance Audit. Results of the bi-annual audit will be provided to the Board in a timely manner.

2.3.3 Simplified Fund Structure

To the extent possible, the District will minimize the number of Funds.

2.3.4 Cash Management

The Finance Manager/Treasurer will develop, maintain and consistently seek to improve cash management systems which ensure the accurate and timely accounting, investment, and security of all cash assets. All cash received by the District will be deposited with the Finance Department prior to the end of each business day.

2.3.5 Cash Handling Policy

Only employees who have been trained and certified by the Finance Manager/Treasurer shall handle cash on a regular basis. Staff members who handle cash shall:

1. Deposit funds within twenty-four hours of receipt or on the next banking day after receipt unless otherwise authorized by the Finance Manager.
 2. Comply with the policies and rules established by the Finance Manager for handling and processing cash, and for the documentation of related records.
 3. Notify the Finance Manager of any loss or theft of District money immediately upon discovery.
- [Resolution 727]

2.4 Authority to Approve Certain Vouchers

Generally, the District's payment vouchers shall be approved by the Board of Commissioners, however, the District's management is authorized to approve vouchers, for the principal purpose of avoiding late payment penalties, with regard to the following obligations of the District: (a) utility bills; (b) credit card bills, including those for Visa and fuel companies; and (c) other obligations to which a late payment penalty may attach if not paid within less than thirty days of presentment to the District. A list of all such vouchers shall be submitted to the Board of Commissioners for their approval. Checks are signed and mailed after the Consent Agenda is approved by the Board at their regular meeting. All provisions of RCW 42.24.180 shall be followed, and individual fidelity bonds shall be provided for the District Management at the District's expense by a surety acceptable to the Board in the sum of \$50,000.00 each. [Resolution No. 785]

2.5 Auditing Officer

The General Manager of the District shall be the auditing officer of the District, and the Assistant General Manager/District Engineer of the District shall be the auditing officer of the District in the absence of the General Manager. [Resolution No. 785]

2.6 Master Fees and Charges Schedule

The District's current rates and charges set by the Board in accordance with RCW 57.08.005.
[Resolution #806]

2.6.2.7 Fees / Charges Adjustment Authority

The District has established fees and charges which it applies on a uniform basis and the payment of its rates, fees and charges are required by law to reflect the cost of service. The District's policy and procedures manual permits the waiving of late charges and allows the District to not shut off service, place a lien against property, and pursue collection under certain circumstances, where a customer adheres to a payment plan approved by the Finance Manager. The cost-efficient and fair administration of such fees and charges and timely response to District customers is facilitated by delegating to the General Manager authority to adjust certain fees and charges or to dismiss same under very limited circumstances listed below:

1. Applications to dismiss or adjust fees or charges shall be referred to the District's Finance Manager for investigation.
2. The Finance Manager shall make a written recommendation regarding an application for adjustment to the General Manager after completing his/her investigation.

3. The General Manager is authorized to make adjustments and write-offs of fees or charges where investigation reveals that a fee or charge was erroneously imposed by the District.
4. The General Manager is authorized to reduce a single fee or charge, or a combination of fees or charges based upon the recommendation of the Finance Manager, the policies underlying adoption of a fee or charge for the conduct in question, and any mitigating circumstances presented by the applicant.
5. Additionally, in accordance with the existing Leak Adjustment Policy, either the General Manager or the Finance Manager may waive late charges on the leak amount if the customer adheres to a prearranged payment schedule.
6. The General Manager's decision on such applications shall be the final decision of the District, unless appealed in writing to the Board of Commissioners within 30 days following receipt of the decision on the application.
7. A written report of all said adjustments and write-offs will be presented to the Board of Commissioners once a month with the Consent Agenda for informational purposes.
8. This title does not permit the General Manager to write off ULID assessments or forgive debts due to the District in contravention of State law. [Resolution No. 766]

2.8 Charges for Labor, Materials, Equipment, and Overhead

Rates to be charged by the District for work performed are contained in the District's current "Master Fees and Charges Schedule". [Resolution 806]

2.9 Water and Sewer Service Billing

2.9.1 Unified Water/Sewer Rate Policy

The Board has adopted a unified rate structure for all of its water and sewer service areas. All water and sewer rates and charges shall be in accordance with the District's current Master Fees and Charges Schedule. [Resolution Nos. 669; 782]

2.9.2 Water Service Billing

The District's policy in setting rates is that they shall be fair, equitable, understandable, and provide for the prudent financial management of the District. The District shall use the following procedures for billing:

1. District regular billing for water and sewer (if applicable) service and surcharges will commence or recommence as of the date the curb stop valve is unlocked and/or reopened.
2. Bills are due on the 20th of the month following the date of the bill. A five calendar day grace period for overdue payment is granted before a late charge of 10%, or as listed on the current Master Fees and Charges Schedule, of the total past due utility services balance is assessed. Late charges are refundable if the late payment is a result of District staff error or circumstances beyond the customer's control, subject to the General Managers approval. Bills must be received in the office by the close of business on the 25th of the month to avoid a late charge, regardless of the date postmarked.

3. For those accounts where water service charges are not paid within 60 days after the billing date the District may place a water service interruption warning door-hanger. If the bill is not paid within the allotted time stated on the door hanger, the meter may be padlocked until the bill is paid in full along with the charges associated with processing the door hanger and shutting off the water.
4. Regular bi-monthly billing may be suspended while service is interrupted and the District padlocks the curb stop valve whether the interruption is voluntary or not. Regular billing will continue whether service is voluntarily or involuntarily interrupted, until the curb stop valve is closed and locked. When the curb stop valve is closed and locked for any reason, the District will suspend all prospective water and sewer (if applicable) billing and surcharges.
5. All unpaid water and sewer service charges when delinquent for 60 days or more shall be a lien against the property being served. In the event the customer fails to bring the account current within six months, the account may be referred to the District's legal counsel to begin formal foreclosure proceedings against the property.
6. See the current "Master Fees and Charges Schedule" for all fees and charges associated with billing. [Resolution No. 782]

2.9.3 Billing Notices

Billings will normally be mailed to the legal owner of the property served, and his/her designated property manager. Failure to receive such bills shall not relieve the owner from the obligation to pay same, nor shall it relieve the property owner from the payment of late fees. [Resolution No. 782]

2.9.4 Voluntary Temporary Suspension of Water Service Billing

The regular bi-monthly water bill may be suspended at the property owner's request. To initiate the suspension of billing, the property owner must submit a written request to the District along with paying all current charges due on the account and the applicable administrative fee (See the Master List of Miscellaneous Fees and Charges). The District will then lock the curb stop valve and suspend the water service billing until the property owner requests to resume water service. [Resolution No. 782]

2.9.5 Voluntary Temporary Suspension of Sewer Service Billing

Sewer-only customers may request a sewer service interruption to suspend billing during normal business hours. Prior to billing suspension, the customer must:

- a.) Pay all fees as set forth in the District's Master Fees and Charges schedule
- b.) Obtain a District permit to install the two-way cleanout.
- c.) Install a two-way cleanout at the property line per current District Standards by a District bonded side sewer contractor.
- d.) Sign a damage waiver on a form approved by the District, releasing the District from any damages that may result from the sewer service interruption.

The District will install a plug in the two-way cleanout to prevent flow in the service line. Billing suspension begins when the plug is installed. Only the District may remove the plug. It is the customer's responsibility to notify the District, in writing, at least two (2) business days prior to the customer's desired date for return to service. In the event that the plug is removed before the District receives such a request for removal of it, the customer shall be charged for sewer service from the date of billing suspension through the date the plug was found removed. [Resolution Nos. 709, 782]

2.9.6 Suspension of Billing for Unoccupied Premises

The Board of Commissioners authorizes the suspension of water and/or sewer services without charging a fee, under certain circumstances such as a house that has been destroyed by fire. The water and/or sewer billing will be suspended provided that:

- a.) The structure in question is removed, condemned, destroyed, or no longer requires water and/or sewer service in the opinion of the General Manager, and
- b.) The property owner requests in writing the suspension of service and service charges to the structure, and
- c.) The water meter is locked or removed when the service is suspended, and
- d.) The account is paid current to the first of the month following the District's receipt of the property owner's written request before the billing will be suspended.

[Resolution Nos. 444, 782]

2.9.7 Water Leak Adjustments

The District will adjust high customer water bills resulting from underground water service line breaks between the water meter and the exterior foundation of exterior foundation of the building. The leak adjustment request must be made in writing by the property owner and include evidence the leak is now repaired either by enclosing a paid invoice or a receipt for repair parts.

Water consumption figures from the same billing period in the previous year are used to calculate the leak adjustment. If less than one year's usage history exists, the current base rate allowance will be used as a non-leak quantity basis. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. There is no cap to limit the customer's costs.

Water leak adjustments are limited to one adjustment per account per year. The leak adjustment applies to one billing cycle only. When a leak occurs the overage may show up on more than one consecutive billing cycle. The District will adjust the higher usage billing cycle to assure that the customer receives the highest possible adjustment.

The District will set up an incremental payment schedule on the remaining balance of the leak amount at the customer's request. Payment schedules must be arranged in a way that ensures payment of the current two-month minimum billing plus an installment on the extraordinary portion of the bill. The extraordinary portion of the bill must be paid in full within six months of incurring the charges. Late charges on the leak amount will be waived if the customer adheres to the prearranged payment schedule.

[Reference: Resolution 816]

2.10 Payment Methods

2.10.1 Credit and Debit Cards

The District will accept credit and debit cards for payment of utility billing, water and/or sewer permits, and all other fees and charges imposed by the District. The District will accept VISA, Discover, and MASTERCARD. Online payment is available via the District's website using a credit card, debit card or checking account.

A flat fee, to be reviewed and determined annually, will be collected at the time of charge for credit, debit, or on-line payments. Fees are listed in the current Master Fees and Charges Schedule.

2.11 Office Petty Cash Fund

2.11.1 Petty Cash – Change Drawers

The District maintains an office petty cash fund for the purpose of making change for customers who pay for service fees or utility bills in cash. When not in use, the \$600.00 cash is kept in the office safe in two separate cash drawers of \$300.00 each. The Accounting Clerk, Accounts Receivable Clerk and Finance Manager/Treasurer are authorized to make change for customers from the Office Petty Cash Fund. The funds in the cash drawers are counted and reconciled on a daily cash basis, usually at the work day. The Finance Manager/Treasurer acts as the custodian for the Office Petty Cash Fund. [Resolution 792]

2.11.2 Petty Cash – Checking Account

The District maintains a Petty Cash Fund in the form of a checking account for the purpose of handling minor miscellaneous expenditures associated with the District's business. All purchases require a corresponding receipt. Whenever practicable payments are to be made to a third party, however, reimbursements to staff members or commissioners for qualifying out of pocket expenses are also allowed. The Petty Cash account may also be used for meals served during meetings or for employees working overtime during an emergency. Checks require two signatures from staff members who are registered signatories on the account. The Petty Cash Fund carries a balance of \$1,000.00. The Finance Manager/Treasurer acts as the custodian for the Petty Cash Fund. [Resolution 487 and 666]

2.11.3 Use of District Credit Cards for Travel Expenses and Purchases

The District maintains a credit card account to pay for travel expenses for staff members and commissioners and for the purchase of inexpensive miscellaneous items needed for the day to day operations of the District. There are five cards issued to the account; one each in the name of the General Manager, Finance Manager/Treasurer, Engineer/Assistant General Manager, Maintenance Supervisor and one with the District's name on it only. Rules for the use of the credit card are as follows:

1. All employees with a District credit card in their name must complete a Credit Card User Agreement form which is kept on file by the Finance Manager/Treasurer.
2. All credit card use must be pre-approved by the General Manager.
3. Alcoholic beverages may not be paid for with the District's credit card.
4. Cash advances are prohibited on the District's credit cards.
5. The cards remain in the possession of the Finance Manager/Treasurer when not in use.
6. The credit card should be returned to the Finance Manager/Treasurer as soon as possible after use along with an itemized receipt for all expenses incurred. [Resolution 813]

2.12 Investment of Excess District Monies

It is the policy of the District to invest its funds in a manner that will provide the highest return with maximum security while meeting daily cash flow demands. All investments will conform to state and local statutes governing investment of public funds. The District will consolidate cash and reserve balances from all funds to maximize investment earnings. The primary objectives of investment activities are safety, liquidity and yield. The Finance Manager/Treasurer is responsible for the District's investment program and shall apply the prudent person standard in the context of managing the portfolio. [Resolution 712 and 714]

2.13 Investment Committee

The District's Investment Policy is reviewed annually by the Investment Committee, comprised of the Finance Manager/Treasurer, General Manager and two Commissioners appointed by the Board. Any modifications made to the Investment policy must be approved and adopted by the full Board of Commissioners. [Resolution 714]

2.14 Fixed Assets

The District shall establish and maintain internal control procedures and documents to tract attractive (theft sensitive) asset acquisition, annual verification of existence, physical condition, relocation, maintenance and/or repair, alteration, transfer and disposal. [Resolution 812]

2.15 Purchase of Supplies, Materials or Equipment

Lake Whatcom Water and Sewer District will acquire equipment, materials, and services in a manner that results in the most efficient delivery of services considering cost and value received.

To avoid conflicts of interest, procurement will be impartial. Procurement of goods and services will provide the District with the best quality for the best value. Purchases will be made within budget limits and to meet goals and objectives approved in the District's budget. Potential purchases that are not within budget limits will be pre-approved through a budget amendment process. [Resolution 813]

2.16 Other Purchase Procedures

2.16.1 Procedure to Acquire Low-Cost Parcels for Easement Purposes, Without Formal Appraisal

- a. The District General Manager is authorized to waive the requirement for a written appraisal for acquisitions which he or she determines are uncomplicated and which are of property valued at \$5000.00 or less, as identified by its Engineer in the Project Funding Estimate process.
- b. The District shall nevertheless obtain a written appraisal in the event the property owner requests one or if a condemnation action is commenced.
- c. Before initiating negotiations for real property acquisition, the District shall establish an amount which it believes to be just compensation therefore, and shall make a prompt offer to acquire the property for the full amount so established. The District shall provide the property owner with a written statement of, and summary of the basis for, the amount established as just compensation. Where appropriate, the amounts for the real property acquired, for damages to remaining property, and for benefits to remaining real property shall be separately stated.
- d. The District will negotiate directly or through its agents for acquisition of the real property or property rights at just compensation. If the price to be paid is different from that established before negotiations commenced, memorandum stating the price to be paid and the basis for it, shall be prepared. The memorandum shall be distributed to the General Manager, Engineer, and Attorney, to the extent that they are not the generator of the memorandum, and placed in the District's project file. [Resolution No. 665]

2.16.2 Procedure to Acquire Low Cost Items

For items under \$1,000.00, quotes need not be obtained if there is sufficient prior experience with purchasing the item to ensure that the price obtained is competitive. In such cases, it is not practicable to research comparative prices because the cost of the investigation is likely to exceed the value of potential

savings, and because there are not sufficient staff resources to devote to the process for such minor purchases.

The General Manager still may require quotes for purchases under \$1,000.00 if, in the judgment of the General Manager, it is necessary to ensure a competitive price. [Resolution 813]

2.17 Reserve Policy

Reserve balances are funds that are set aside for a specific project, task, covenant requirement, and/or emergencies. These balances are maintained in order to meet short-term cash flow requirements, while at the same time minimizing the risks associated with meeting financial obligations and continued operational needs under adverse conditions.

2.17.1 Operating Reserve

The purpose of an Operating Reserve is to maintain financial viability of the utilities despite short-term variability in revenues and expenses, primarily caused by billing cycles, payroll cycles, accounts receivable/payable, and weather variability. The Operating Reserve targets should be as of January 1 of each calendar year, with the Operating Reserve balance expected to vary during the course of the calendar year. The following Operating Reserve targets are established:

- Water Utility – 60 days of annual O & M expenses.
- Wastewater Utility – 45 days of annual O & M expenses.

The water utility minimum is set higher since revenue is more susceptible to year-to-year variations in water demand due to weather variations and water conservation objectives.

2.17.2 System Reinvestment Funding

System Reinvestment Funding is a method of systematically putting aside funds for reinvestment into the infrastructure. A small portion of each annual incremental rate increase is attributable to this method of financing the District's system upkeep through bi-monthly rates.

2.17.3 Bond Reserve Fund and Bond Redemption Funds

LWWSD will maintain Bond Reserve Funds and Bond Redemption Funds as required by bond covenants or loan agreements, and shall maintain fund balances consistent with those corresponding debt covenants/agreements.

2.18 Debt Management Policy

The District recognizes that prudent use of its credit can both facilitate construction of essential capital improvements and serve as a method for sharing costs of those improvements between current and future beneficiaries. Furthermore, a debt management policy can assist the Board of Commissioners and staff to integrate the issuance of debt with other long-term planning, financial, and management objectives.

2.18.1 Limitation on Debt Issuance

Long-term borrowing shall be confined to capital improvements with an extended life when it is not practical to finance the construction of such capital improvements from current revenues. Approval of the Board of Commissioners is required prior to the issuance of debt.

An analytical review shall be conducted prior to the issuance of new debt. The analysis shall consider the results of such debt on the operating budget, the effect on the District's credit rating, the ability to provide future services, and the potential impact on user rates and fees. The District will carefully consider the future fiscal costs of any debt issuance to determine that any such issuance will not adversely impact the District's credit rating.

A useful measurement in assessing the debt burden of a utility is the capital structure: the outstanding debt as a percentage of total capital assets (original cost net of depreciation). A capital structure of ^0% debt/40% equity is considered a conservative target.

2.18.2 Credit and Ratings

Capital will be raised at the lowest possible cost through maintenance of a high credit rating and demonstration of fiscal conservatism in the credit markets.

It is important to the rating agencies and to the financial community to articulate financial goals. In addition, a desirable debt service coverage ratio, the ratio of revenues available for debt service to the annual debt service coverage ratio, the ratio of revenues available for debt service to the annual debt service requirement, positively affects the District's bond ratings. Strong bond ratings result in lower interest rate costs.

2.18.3 Term

Debt shall not be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed. The District will seek to structure debt with level principal and interest costs over the life of the debt.

2.18.4 Bond Issuance

The District will use the services of reputable and experienced bond counsel in the preparation of all bond issuances. No bonds will be issued without a written opinion by bond counsel affirming that the District is authorized to issue the debt, stating the District has met all state constitutional and statutory requirements necessary for issuance, and determining the debt's federal income tax exempt status.

1. An Underwriter will be used for all bond debt issued in a negotiated or private placement sale method. The Underwriter is responsible for purchasing negotiated or private placement debt and reselling the debt to investors.
2. A Fiscal Agent will be used to provide accurate and timely securities processing and timely payment to bondholders.

2.18.5 Parity Debt Service Coverage Target

An internal financial requirement is established that requires a utility wide minimum parity debt service coverage ratio of 1.5 times the debt service payment. This ration is calculated the same as the bond covenant ratio.

2.18.6 Other

Principal and interest will be paid in accordance with the terms of the applicable bond resolution. The District will maintain compliance with all covenants set forth in the bond resolutions. The District will use refunding bonds when appropriate to restructure its current outstanding debt. Refunding will be considered if and when there is an economic benefit of the refunding to the District. An adequate rate

structure will be maintained to cover the full costs of operations to include maintenance, depreciation, capital, and debt service.

2.18.7 Reimbursement from Bonds to be Issued in the Future

The District issues tax-exempt obligations from time to time including bonds and leases for financing its activities. Regulations permit the District to appoint one or more officials for the purpose of identifying and qualifying capital projects for reimbursement purposes. The General Manager has been appointed by the Board to designate certain expenditures for reimbursement from bonds to be issued in the future. Upon a determination by the General Manager that the costs of a particular capital project are expected to be reimbursed from the proceeds of a tax-exempt obligation of the District, he/she is authorized to execute a certificate of official intent. Each certificate shall become a part of the official records of the District available for public inspection. [Resolution 737]

2.19 Identity Theft Prevention Program

Under the Fair and Accurate Credit Transactions Act of 2003 (Red Flags) rule, every creditor is required to establish an identity theft prevention program tailored to its size, complexity and the nature of its operation. Accordingly, the District has established an Identity Theft Prevention Program. [Resolution 746]

2.20 Anti-Fraud Policy

It is the District's goal to prevent, detect and eliminate all forms of fraud. The District has established these and other financial procedures and policies to promote consistent organizational behavior by providing guidelines for District personnel.

2.20.1 Scope of Fraud Policy

This policy applies to any irregularity or suspected irregularity involving employees, commissioners, consultants, vendors, contractors, or any other outside agency, engaging in a business relationship with the District.

2.20.2 Responsibility and Investigation

The General Manager is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the General Manager, who coordinates all investigations with the legal counsel in conjunction with the President of the Board. In the event that fraud is suspected by the General Manager or President of the Board, the Finance Manager/Treasurer shall act as substitute. All suspected fraud is to be reported in a timely manner to the Board of Commissioners.

If the investigation substantiates that fraudulent activities have occurred, the General Manager will inform the Board of Commissioners and the Finance Manager/Treasurer will inform the State Auditor's Office.

Decisions to prosecute or refer the investigation results to the appropriate law enforcement agency for independent investigation will be made by the Board of Commissioners.

2.20.3 Actions Constituting Fraud

Fraud terms such as misappropriation or other fiscal irregularities refer to, but are not limited to the following:

1. A dishonest or fraudulent act.
2. Misappropriation of funds, supplies or other assets.
3. Impropriety in handling or reporting of money or financial transactions.
4. Profiteering as a result of insider knowledge of District activities.
5. Disclosing confidential and proprietary information to outside parties.
6. Accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials to the District.
7. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment.

2.20.4 Establishing a Vendor List

Per RCW 57.08.050 and RCW 39.04.190 the District may establish a vendor list for purchases of supplies, materials, or equipment less than \$50,000.00.

Publication of List: Twice a year the District shall publish in a local newspaper notice of the existence of the District's roster of vendors, and shall solicit names of vendors for the roster.

[Resolution No. 755]

2.20.5 Purchase Orders

Purchase orders shall be used for all purchases greater than \$500.00. For purchases less than \$500.00 a signed receipt must be turned into the accounting department. A District manager may designate a monthly purchase order for vendors with repeated purchases. [Resolution No. 789]

2.20.6 Approval of Purchases

A manager acting within the budget is authorized to provide for purchases of supplies, materials, or equipment. [Resolution No. 755]

2.21 Public Works Contracts

2.21.1 Contracts less than \$20,000.00

The District need not comply with formal bidding procedures as set forth in RCW 57.08.050 when the estimated cost does not exceed \$20,000.00. Instead, the District may establish a small works roster as described in Title 8.2.4. The District may also participate in a shared small works roster.

[Resolution No. 755]

2.21.2 Contracts less than \$300,000.00

As an alternative to (8.2.1), the District may use the small works roster as described in RCW 39.04.155(1). [Resolution No. 755]

2.21.3 Establishing a Small Works Roster

The District may create a single roster, join a shared roster, or create multiple rosters for different categories of anticipated work.

The roster shall consist of contractors who have requested to be on the roster, and are properly licensed and bonded to perform work in the State of Washington.

Publication: At least once a year on behalf of the District, Municipal Research Services Center shall publish in the local newspaper of record a notice of the existence of the roster and solicit the names of contractors for such roster. [Resolution No. 755]

2.21.4 Conflicts of Interest

The District will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement. [Resolution No. 755]

2.7 — Land-Use and Zoning

The District recognizes that Whateom County is the land-use planning and permitting authority for the District's service area. The District cannot and will not authorize uses that are inconsistent with current zoning regulations and land-use restrictions. [Resolution No. 785]

TITLE 3 GENERAL

3.1 Definition of Terms

Unless a specific definition is set forth in this Code, all words and phrases shall be construed and understood according to the common and approved usage of the language; but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning. Any text contained within this document that uses gender-specific language shall be assumed to encompass and apply to all genders.

The following words or phrases shall have the following meanings unless the context specifically indicates otherwise:

3.1.1 Administrative Authority

The Commissioners of Lake Whatcom Water and Sewer District, through the General Manager of the District, or other authorized representative. [Resolution Nos. 146, 242A, 785]

3.1.2 Applicant

A property owner that intends to connect to the District's water distribution system or discharge sanitary sewage to the District's sewage collection and conveyance system. [Resolution Nos. 779, 785]

3.1.3 Board

The elected or appointed Commissioners of Lake Whatcom Water and Sewer District, acting collectively as the legislative and policy-setting arm of the District. [Resolution Nos. 779, 785]

3.1.4 Bonded Gravity Side Sewer Contractor

A contractor who holds a bond that specifically benefits the District and is licensed to construct, install, repair, reconstruct, excavate, or connect any gravity side sewer to the public sewer of the District. The Bonded Gravity Side Sewer Contractor must comply with all provisions of this Administrative Code. [Resolution Nos. 779, 785]

3.1.5 Bonded Pressure Side Sewer Contractor

A contractor who holds a bond that specifically benefits the District and is licensed to construct, install, repair, reconstruct, excavate, or connect any pressure side sewer to the public sewer of the District. The Bonded Pressure Side Sewer Contractor must comply with all provisions of this Administrative Code. [Resolution Nos. 779, 785]

3.1.6 Building Drain

The lowest horizontal piping of a drainage system which receives the drainage from waste and other drainage pipes inside the walls of the building and conveys it to the side sewer. [Resolution 146 & 785]

3.1.7 Building Sewer

Also called a side sewer (see definition under side sewer). [Resolution Nos. 146, 785]

3.1.8 Building Occupant

A person that resides on a property that is connected to the District's water distribution system and/or discharges sanitary sewage to the District's sewage collection and conveyance system but is NOT the property owner. [Resolution No. 785]

3.1.9 City

The City of Bellingham or any of its duly authorized personnel.
[Resolution Nos. 146, 242A, 785]

3.1.10 Commercial Customer

A non-residential customer who shall be billed a multiple of the single family rate expressed in Equivalent Residential Units. Commercial connections shall be deemed at least one Equivalent Residential Unit or multiple based on 18 fixture units rounded up to the next whole number (i.e. 19 fixture units would be rounded up to 2 residential units) as defined in the Uniform Plumbing Code. When volumetric measurements are used, a "residential unit" shall be based upon the equivalent of 900 cubic feet or 6,732 gallons per month. Note that the UPC "fixture units" are not a one-to-one correlation with the number of fixtures. [Resolution Nos. 146, 174, 242A, 785]

3.1.11 Connection Charge

The current total monetary charge for general facilities charges, ULID or latecomer fees, as well as an administrative charge (permit fee), that developers or other property owners pay to the District for system capacity. The Connection Charge is applicable for the calendar year issued. Thereafter shall be subject to such additional or higher fees as may thereafter be due, if such additional or higher fees are adopted by the District and the water and/or sewer connection(s) have not been inspected and accepted by the District. [Resolution Nos. 675, 785, 799]

3.1.12 Consulting Engineer

A professionally qualified engineer or engineering firm contracted by the District who offers advice, consultancy or technical assistance in any manner. [Resolution No. 785]

3.1.13 County

Whatcom County or any of its duly authorized personnel. [Resolution No. 785]

3.1.14 Cover

The depth of material lying between the top of the sewer or water main and the finished grade immediately above it. [Resolution Nos. 146, 242A, 785]

3.1.15 Cross Connection

Any physical arrangement whereby a public water supply is connected, directly or indirectly with any other water supply system, sewer, drain, conduit, pool, storage reservoir, plumbing fixture, or other device which contains or may contain contaminated water, sewage, or other wastes or liquids of unknown or unsafe quality, which may be capable of imparting contamination to a public water supply as a result of back flow. [Resolution Nos. 227, 242A, 785]

3.1.16 Customer

A person receiving service from the District's water distribution system and/or discharges sanitary sewage to the District's sewage collection and conveyance system. A "Customer" may be a "Property Owner" or may be a "Building Occupant". [Resolution No. 785]

3.1.17 Developer Extension Agreement (DEA)

A contract between the District and a developer or property owner to construct water and/or sewer facilities on property owned by the developer, and in roads, easements, or other rights of way described in an approved application (RCW 57.22). [Resolution Nos. 675, 785]

3.1.18 District

Lake Whatcom Water and Sewer District. [Resolution Nos. 146, 242A, 681, 785]

3.1.19 District Management

Lake Whatcom Water and Sewer District's General Manager, Assistant General Manager/District Engineer or the District's managerial designee. [Resolution No. 785]

3.1.20 District Water System

Any water system which is owned or controlled by the District; this term generally refers to the water source, treatment, storage and transmission/distribution facilities. [Resolution Nos. 242A, 785]

3.1.21 Domestic Sewage

What is commonly known as residential, institutional and commercial sewage and shall exclude industrial wastes. [Resolution No. 785]

3.1.22 Downspout

Leader or pipe above ground which is installed to conduct water from the roof gutter. [Resolution Nos. 146, 785]

3.1.23 Drain

Any conductor of liquids. [Resolution Nos. 146, 785]

3.1.24 Dump Station

A facility whose purpose is to receive sewage from trailers, boats or recreational vehicles, and shall be considered as a commercial connection. [Resolution Nos. 146, 785]

3.1.25 Duplex

A two unit dwelling (including 2 trailers or 2 mobile homes not a part of a mobile home or trailer park, or a single family residence with an accessory apartment or detached accessory dwelling unit as defined under Title 20 of the Whatcom County Code) containing not more than two kitchens, designed and/or used to house not more than two households living independently of each other and including all necessary facilities for each such household. Each dwelling unit shall be considered a separate Residential Unit for purposes of billings of all kinds. [Resolution Nos. 146, 242A, 785]

3.1.26 Engineer

The District's engineer, or other engineers employed by the District. [Resolution Nos. 779, 785]

3.1.27 Equivalent Residential Unit (ERU) (or Residential Unit)

The basic unit used for purposes of billings of all kinds. One residential unit shall be based on 18 fixture units as defined in the Uniform Plumbing Code. When volumetric measurements are used, an Equivalent Residential Unit shall be based upon the equivalent of 900 cubic feet or 6,732 gallons per month. Note that the UPC “fixture units” are not a one-to-one correlation with the number of plumbing fixtures.

[Resolution Nos. 146, 174, 242A, 785]

3.1.28 Garbage

Solid wastes from the preparation, cooking, and dispensing of food, and from the handling, storage and sale of produce. [Resolution Nos. 146, 785]

3.1.29 General Manager

The chief administrative officer appointed by the Board of Commissioners. The General Manager shall have the power to delegate his or her functions to authorized representatives.

[Resolution Nos. 242A, 785]

3.1.30 Health Department

Whatcom County Health Department. [Resolution No. 785]

3.1.31 Health Officer

A Whatcom County Health Department Officer responsible for the public health or that officer's authorized representative. [Resolution Nos. 146, 242A, 785]

3.1.32 Industrial Wastes

The liquid wastes from industrial manufacturing processes, trade or business, as distinct from domestic sewage. [Resolution Nos. 146, 785]

3.1.33 Inspector

The District's authorized representative assigned to make detailed inspections of a contractor's compliance with the District's specifications and standards. [Resolution Nos. 779, 785]

3.2 Land-Use and Zoning

The District recognizes that Whatcom County is the land-use planning and permitting authority for the District's service area. The District cannot and will not authorize uses that are inconsistent with current zoning regulations and land-use restrictions. [Resolution No. 785]

3.1.343.2.1 Latecomer Agreement

An agreement between the District and a developer who has paid for an extension of water and/or sewer facilities on a public right of way or easement and that is capable of providing water service to property that has not been assessed or has not contributed to the cost of the distribution line. The Latecomer Agreement shall provide for the reimbursement to the developer or the developer's assigns of a pro rata share of the costs of the facilities constructed (RCW 57.22). [Resolution Nos. 242A, 785]

3.1.353.2.2 Maintain or Maintenance

A preemptive action that preserves and sustains the design operating/flow parameters and physical integrity of a water or sewer system. [Resolution Nos. 779, 785]

3.1.363.2.3 Master Fees and Charges Schedule

The District's current rates and charges set by the Board in accordance with RCW 57.08.005.
[Resolution Nos. 640, 774, 785, 798]

3.1.373.2.4 Multiple Family Dwelling

A multiple family dwelling designed and/or used to house three or more households living independently of each other and having a separate outside access and including all necessary fixtures for each household unit. Multiple Unit Dwellings shall also include mobile home parks or courts containing three or more mobile homes or trailer stalls; apartments, condominiums, cabins and cottages. Each dwelling unit shall be deemed a separate Residential Unit for purposes of billings of all kinds.

[Resolution Nos. 242A, 785]

3.1.383.2.5 Permit

A District Water and/or Sewer Permit, or the signed authorization issued by a representative of the District for:

- a. Any construction or repair of a water service connection or side sewer.
- b. Work affecting the public water or public sewer system.

[Resolution Nos. 146, 242A, 779, 785]

3.1.393.2.6 Permit Fee

The permit administration and processing fee. The permit fee is a component of the Connection Charge.
[Resolution Nos. 675, 785, 799]

3.1.403.2.7 Permit Holder

The owner and/or contractor who have jointly been granted a permit by the District.
[Resolution Nos. 779, 785]

3.1.413.2.8 Person or Owner

May be any individual, firm, company, association, society, corporation, or group.
[Resolution Nos. 146, 242A, 785]

3.1.423.2.9 Point of Delivery

That point where the District ownership and maintenance responsibility terminates; specifically, the fitting on the customer's side of the water meter. [Resolution Nos. 242A, 785]

3.1.433.2.10 Pre-Paid Connection Certificate

A certificate that the District issues when a Developer makes the required payment to reserve capacity in District-owned water and/or sewer facilities as part of a Developer Extension Agreement, or when any other person makes the same required payment to reserve capacity for future actual connection. This connection charge is applicable for the calendar year issued, and thereafter shall be subject to such additional or higher fees as may thereafter be due, if such additional or higher fees are adopted by the District. [Resolution Nos. 675, 785]

3.1.443.2.11 Pressure Reducing Valve (PRV)

A customer or District owned and maintained valve to protect residential plumbing and District water mains and fittings from possible high pressures and/or pressure spikes in the District's waterlines. [Resolution No. 785]

3.1.453.2.12 Private Sewer

The sewage disposal system constructed, installed, or maintained where connection with a public sewer may not be required herein. [Resolution Nos. 146, 785]

3.1.463.2.13 Private Water Service

The customer owned, operated, and maintained water service line(s) that connects to the District's water meter and extends to the customer's building(s), structure(s) or facility(s). Private water systems will exist on the customer's property, and/or in an easement(s) benefiting the customer. . [Resolution Nos. 242A, 785]

3.1.473.2.14 Property Owner

A person who owns property that is connected to the District's water distribution system and/or discharges sanitary sewage to the District's sewage collection and conveyance system. [Resolution No. 785]

3.1.483.2.15 Public Sewer System

Any sanitary sewers, including but not limited to trunks, laterals, service laterals and force mains and constructed within the public right-of-way or perpetual easement benefiting the District. [Resolution Nos. 146, 785]

3.1.493.2.16 Public Water Service

That portion of a water service connection between the District's water main and the point of delivery. A public water service exists only in a public right-of-way, and/or in an easement(s) benefiting the District. [Resolution No. 785]

3.1.503.2.17 Recreation Park

A plot of land in which two or more sites are occupied or intended for occupancy by recreation vehicles for short-term or seasonal travel, recreational or camping uses. No permanent residence, no matter how small, how simple, or how rustic, is permitted on a site designated for recreational uses. Three sites shall be equivalent to one Residential Unit as described and utilized in this code. [Resolution Nos. 242A, 785]

3.1.513.2.18 Recreation Vehicle

A vehicular type unit as defined by the Department of Labor and Industries, designed for temporary living quarters for recreational, camping or travel use which either has its own motor power or is mounted on or drawn by another vehicle. [Resolution Nos. 242A, 785]

3.1.523.2.19 Repair

A reactive action that restores a water or sewer system's design operating/flow parameters if interrupted or impaired, or physical integrity if damaged. [Resolution Nos. 779, 785]

3-1.533.2.20 Sewage or Sanitary Sewage

A combination of water-carried wastes from residences, business buildings, institutions and industrial establishments, which wastes contain polluted matter subject to treatment at the sewage treatment plant and to which storm, surface and groundwater are not intentionally admitted. [Resolution Nos. 146, 785]

3-1.543.2.21 Service Lateral

The District-owned lateral sewer that connects to a Sewer Main or to a District sewer manhole, and extends to the boundary of a public right-of-way, or the boundary of an easement benefiting the District. It connects a customer's side sewer to the Sewer Main. [Resolution Nos. 779, 785]

3-1.553.2.22 Sewage Treatment Plant or Works

Any arrangement of devices and structures used for treating sewage and may include collecting, pumping, treating, and disposing of sewage. [Resolution Nos. 146, 785]

3-1.563.2.23 Sewer

A pipe or conduit for carrying sewage. [Resolution Nos. 146, 779, 785]

3-1.573.2.24 Sewer Main

Main sewer conduits that receive and convey sanitary sewage from Lateral Sewers. Sewer mains exist only in a public right of way, and/or in an easement(s) benefiting the District. [Resolution Nos. 779, 785]

3-1.583.2.25 Shall - May

"Shall" is mandatory, "may" is permissive. [Resolution Nos. 146, 242A, 785]

3-1.593.2.26 Side Sewer

The property owner owned, operated, and maintained sewer that connects to the service lateral sewer and extends to the property owner's building(s), structure(s) or facility(s) that generate sanitary sewage. Side sewers will exist on the property owner's property, and/or in an easement(s) benefiting the property owner. [Resolution Nos. 779, 785]

3-1.603.2.27 Specifications or District Standards

The most current version of the District's Design and Construction Standards. [Resolution No. 785]

3-1.613.2.28 Substantial Development

Any land development or building program, including by any public agency, involving residences or structures for human occupancy within Lake Whatcom Water and Sewer District boundaries where the person or agency has control over the use of public or private water and/or sewer systems. [Resolution Nos. 146, 242A, 785]

3-1.623.2.29 Uniform Plumbing Code

The version of International Association of Plumbing and Mechanical Officials Code most recently adopted by the State of Washington and/or Whatcom County. [Resolution Nos. 146, 242A, 785]

3.1.633.2.30 Utility Local Improvement District (ULID)

The procedure used to extend water and/or sewer service to a group of properties whereby all property owners share in the cost (RCW 57.16). [Resolution No. 785]

3.1.643.2.31 Water Main

A District-owned or controlled pipe or conduit for supplying potable water. It does not include water service lines. Water mains exist only in a public right-of-way and/or in an easement(s) benefiting the District. [Resolution Nos. 242A, 785]

3.1.653.2.32 Water Service Connection

That portion of the public water line running from a water main or from a stub line of a water main in a street, right of way, or easement to the water meter of the customer to be served. A water service connection consists of a saddle, direct tap or tee and corporation stop, water service line, curb stop, meter setter, meter, meter box and appurtenances, or any combination thereof as may be required to furnish the requested service. The water service connection from the water main to the property line shall be owned, and installed by the District. [Resolution Nos. 242A, 785]

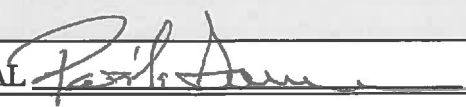
3.1.663.2.33 Water Treatment Plant or Works

Any arrangement of devices and structures used for water treatment and may include the collecting, pumping and treating of water. [Resolution Nos. 242A, 785]



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 20, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 29, 2015		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Letter from State Auditor		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. State Auditor Examination 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

The District participated in an audit of the Department of Retirement systems earlier this year. The issue that arose during the audit was that our elected officials (Commissioners) had not been given the opportunity to participate in the Public Employee's Retirement Plan (PERS).

In order for local elected officials to begin earning service credits in PERS, they must earn one month of salary that equals 90 X the statute minimum wage (\$852.00/month). If the official never earns that amount in a month, they can still join; however, they will never earn service credit. Usually when an elected official learns this they will decline to join because they will not get anything for contributing to the system.

The auditor's recommendation for best practices was to keep waivers on file to document that the District has communicated with the elected officials regarding their PERS eligibility.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

Review/discuss management letter.

PROPOSED MOTION

No motion necessary.



Washington State Auditor's Office

Troy Kelley

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Examination Report

**Lake Whatcom Water and Sewer
District**

Whatcom County

For the period July 1, 2012 through June 30, 2013



Published

Report No.



**Washington State Auditor
Troy Kelley**

(issue date)

Board of Commissioners
Lake Whatcom Water and Sewer District
Bellingham, Washington

Marcie Frost, Director
Department of Retirement Systems
Olympia, Washington

Examination Report

The Washington State Department of Retirement Systems (DRS) administers eight public retirement systems for state and local government employees, with 15 different plans within those systems. These systems serve nearly 700,000 current and former public employees. Both public employers and their employees contribute to the retirement plans and the amounts they contribute are calculated as a percentage of the employee's pay.

Government entities are responsible for reporting accurate and complete pensionable wage and contribution information to DRS in accordance with the applicable retirement plan's requirements set forth in Title 415 of the Washington Administrative Code. The plan's actuarially derived pension liabilities are dependent on demographic data of the plan participants, which is referred to as census data. Significant elements of census data may include: date of birth; date of hire or years of service; marital status; eligible compensation; class of employee; gender; date of termination or retirement; spouse date of birth; and employment status (active, inactive, or retired).

Please find attached our examination report on the Lake Whatcom Water and Sewer District.

Sincerely,

Signature Here (Please do not remove this line)

TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

INDEPENDENT ACCOUNTANT'S REPORT

**Lake Whatcom Water and Sewer District
Whatcom County
July 1, 2012 through June 30, 2013**

Board of Commissioners
Lake Whatcom Water and Sewer District
Bellingham, Washington

Marcie Frost, Director
Department of Retirement Systems
Olympia, Washington

We have examined the Lake Whatcom Water and Sewer District's management's assertion that pensionable wages and contributions reported to the Washington State Department of Retirement Systems (DRS) for the year ended June 30, 2013 are accurate and complete in accordance with applicable retirement plan requirements set forth in Title 415 of the Washington Administrative Code.

The District's management is responsible for the assertion. Our responsibility is to express an opinion on the assertion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Accordingly, it included examining on a test basis, evidence supporting management's assertion and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, management's assertion above is fairly stated, in all material respects, based on the applicable retirement plan requirements set forth in Title 415 of the Washington Administrative Code.

Our examination disclosed no issues that are required to be reported under *Government Auditing Standards*.

We also noted certain additional matters that we have reported to the management of the District in a separate letter dated April 1, 2015.

Signature Here (Please do not remove this line)

TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

April 1, 2015

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as fraud, state whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our website and through our free, electronic subscription service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

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Washington State Auditor's Office Exit Conference

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Troy Kelley

Washington State Auditor

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Lake Whatcom Water and Sewer District

About our Office

The Washington State Auditor's Office's vision is government that works for citizens. Our goal is for government that works better, costs less and earns greater public trust.

The purpose of this meeting is to share our attestation results and draft reporting. We value and appreciate your participation.

Attestation Scope

We performed the following engagement for your District:

- **Attestation engagement for 2013.** We tested selected management assertions related to census data reported to the Department of Retirement Systems (DRS) by your District (see report handout).

Attestation Results

In relation to our report, we would like to bring to your attention:

- There were no issues significant enough to report as findings

Recommendations not included in the Attestation Reports

Management Letters

Management letters communicate control deficiencies, non-compliance or abuse with a less-than-material effect on the financial statements or other items significant to our engagement objectives. Management letters are referenced, but not included, in the examination report.

Concluding Comments

Report Distribution

The examination report summarizing our results of our census data testing at your District will be provided to you, the Department of Retirement Systems and the Department's pension plans auditor.

Attestation Highlights

- We appreciate the District's cooperation and timely response to our requests for information.

Attestation Cost

As noted in the entrance conference, the cost of this engagement will be paid by the DRS.

Your Next Attestation

Due to implementation of GASB 68, the SAO will test census data annually. Not all governments participating in DRS retirement plans are selected for testing each year. If you are selected for census data testing, the SAO will notify you and attempt to schedule attestation work in conjunction with other onsite audit work.

If selected for census data testing, the cost for the related attestation will be paid by the DRS.

Management Letter
Lake Whatcom Water and Sewer District
July 1, 2012 through June 30, 2013

Eligibility determination

The District participates in the Washington Public Employees Retirement System (PERS) plan administered by the Washington State Department of Retirement Systems. Eligibility for plan participation is determined in RCW 41.40.010. It is the District's responsibility to ensure plan eligibility is correctly determined and reported for its employees and elected officials.

The PERS eligibility status for the elected officials was inaccurate. According to State law, elected officials are eligible to participate, however the District used incorrect criteria in determining that the elected officials were ineligible for plan participation.

Five Commissioners were incorrectly informed that they were ineligible for PERS membership. They were unable to apply for membership where they would have been informed of their options for contributing and earning credits towards retirement.

We recommend the District ensure the eligibility status is correctly determined and reported for its elected officials.



**Washington State Auditor
Troy Kelley**

April 1, 2015

Board of Commissioners
Lake Whatcom Water and Sewer District
Bellingham, Washington

Management Letter

This letter includes a summary of specific matters that we identified in planning and performing our attestation audit of Lake Whatcom Water and Sewer District from July 1, 2012 through June 30, 2013. We believe our recommendations will assist you in improving the District's compliance in these areas.

We will review the status of these matters during our next audit. We have already discussed our comments with and made suggestions for improvements to District officials and personnel. If you have any further questions, please contact me at (360) 676-2165.

This letter is intended for the information and use of management and the governing body. However, this letter is a matter of public record and its distribution is not limited.

We would also like to take this opportunity to extend our appreciation to your staff for the cooperation and assistance given during the course of the audit.

Sincerely,

A handwritten signature in dark ink, appearing to read "A. Asbjornsen", with a long horizontal flourish extending to the right.

Andrew Asbjornsen, Audit Manager

Attachment

Lake Whatcom Water and Sewer District
Waiver to decline participation in the
Washington State Public Employees Retirement System

I understand that:

1. As a District Commissioner I am eligible to join the Washington State Public Employees Retirement System (PERS).
2. The required salary necessary to begin earning partial service credit is 90 X the state minimum wage per month. (As of April 2015 this figure would be \$852.00).
3. If I don't ever earn one month's salary that equals 90 X the state minimum wage I may still join PERS; however, I will not earn any service credit.

I have read and understand the above statements and I choose to decline participation in the Washington State Public Employees Retirement System.

Commissioner

Date



Rules for Local Officials

You are eligible to participate in Public Employees' Retirement System (PERS) Plan 2 or Plan 3 while in local office if:

- You are a member of one of the following plans when you were elected into office:
 - » PERS Plan 2 or 3, Teachers' Retirement System (TRS) Plan 2 or 3, School Employees' Retirement System (SERS) Plan 2 or 3, or Law Enforcement Officers' and Fire Fighters' (LEOFF) Plan 2; or
- You are a former member of one of these plans (even if you withdrew funds from your retirement account); or
- You have never been a member of a retirement plan administered by the state of Washington.

You are not required to belong to any retirement system as a result of serving in a local-elected position.

However, if you would like to become a member while in office, you must apply to the Department of Retirement Systems (DRS).

When can I apply for membership?

You may apply for membership at any time during your current term of office. If you enter membership after your current term of office has begun, membership will be retroactive to the first day of this term. You will be required to pay employee contributions plus interest, back to the first day of your term.

Your membership decision is final: Once you establish membership in PERS, you must remain a member until you separate from all eligible public employment. If you serve an additional term of office with the same employer without a break in service, you will remain a retirement system member until you terminate employment. You will not be considered separated if you return to office for the same employer during the term in which you left. If there is a change in either your elected position or your employer, you will need to reapply for membership.

Can I receive credit for past elected service?

When you have established membership for your current term, you may have the option of purchasing service credit for any previous term or terms of office during which you did not choose to apply for membership.

To receive service credit for any previous term or terms of elected service, you must pay the required employee and employer contributions and interest, as determined by DRS. Your employer may elect to pay the required employer contributions and interest for you.

If you served multiple terms in office with different employers, or non-consecutive terms of office, you may purchase credit for each term independently. All past consecutive service with a single employer must be purchased



together. If you do not choose to become a member while holding elected office, and later become an active PERS Plan 2 or Plan 3 member, you may then purchase credit for your elected service.

How much service credit will I earn?

The amount of service credit you earn helps to determine the size of your retirement benefit.

For each month that you earn 90 times the state minimum wage, you will receive service credit as follows:

- 90 or more hours = One service credit month
- At least 70, but fewer than 90 hours = .5 service credit month
- Less than 70 hours = .25 service credit month

You can earn no more than one service credit month in any calendar month even if you are employed with another DRS-covered employer.

For periods before January 1, 1987, employee and employer contributions are due for any month you worked, including the months in which you did not earn service credit.

For periods after January 1, 1987, employee and employer contributions are due only for the months you received service credit.

What will my retirement benefit be?

Plan 2 If you are a PERS Plan 2 member, your benefit will be determined by the following formula:

$$2\% \times \text{Service Credit Years} \times \text{Average Final Compensation (AFC)} = \text{Monthly Benefit}$$

Plan 3 If you are a PERS Plan 3 member, your benefit has two components. The defined contribution component of your benefit will be determined by the amount of your contributions and their investment earnings. The defined benefit component of your benefit will be determined by the following formula:

$$1\% \times \text{Service Credit Years} \times \text{AFC} = \text{Monthly Benefit}$$

AFC is the monthly average of your 60 consecutive highest-paid service credit months.

How much will I contribute to my retirement plan?

Plan 2 contribution rates are variable and may be changed as necessary to reflect the cost of the plan (the contribution rate is 4.64% as of this printing).

In Plan 3, the amount you contribute depends on the contribution rate option you choose. Plan 3 features six contribution rate options that, once selected, may only be changed if you change employers.

The Plan 3 contribution rate options are:

- Option A: 5% fixed at all ages
- Option B: 5% up to age 35; 6% ages 35 to 44; 7.5% age 45 and up
- Option C: 6% up to age 35; 7.5% ages 35 to 44; 8.5% age 45 and up
- Option D: 7% fixed at all ages
- Option E: 10% fixed at all ages
- Option F: 15% fixed at all ages

Can I retain my elected position and retire from PERS?

You may retire during your term of office and continue service in your elected position, if you:

- Earn less than \$25,316 (as of 2012) adjusted annually for inflation;
- Have separated from all DRS-covered employment; and
- Abandon claims for credit for future periods of elected service.

What if I am a retired PERS Plan 2 or PERS Plan 3 member when elected?

If you are a retired PERS Plan 2 or PERS Plan 3 member when elected to office, you can choose to either remain retired while serving in office, or you can return to PERS Plan 2 or 3 membership.

If you choose to remain retired and you:

- Used the 2008 Early Retirement Factor (ERF), your benefit will stop the first of the month in which you return to work for a DRS-covered employer in any capacity. Your benefit will restart the first of the month after you stop working. Once you reach age 65, the rules for retiring without using the 2008 ERF will apply. For more information, see the DRS brochure *Thinking About Working After Retirement?*; or
- Did not use the 2008 ERF, you will continue to receive your retirement benefit if you wait at least 30 consecutive calendar days after you retire and you work 867 hours or less in a calendar year. Your retirement benefit will stop if you work more than 867 hours in a calendar year. It will restart following your last day of employment, or at the beginning of the next calendar year, whichever comes first.

If you choose to return to membership:

- You will stop receiving your monthly retirement benefit and will resume making contributions to and accumulating service credit in PERS from the first day of the month following the date your application for membership is accepted at DRS. When you retire again, you must reapply for retirement. We will recalculate your benefit.

How do I enroll?

To begin, continue or re-establish PERS Plan 2 or Plan 3 membership, contact DRS and provide the following information:

- Name
- Social Security number
- Address and phone number
- Position title and employer
- Beginning and ending dates of all elected official service

DRS will send you a letter and application once you provide us with all of these items.

Contacting DRS

More information is available on the DRS website or by contacting DRS directly. Office hours are 8 am to 5 pm, Monday through Friday, except legal holidays.

Website: www.drs.wa.gov

Telephone: 800.547.6657, extension 4-7966, or
360.664.7966 in the Olympia area

TTY: 711

Email: recep@drs.wa.gov

Address: Department of Retirement Systems
PO Box 48380
Olympia, WA 98504-8380

115

pers23local_12/2014

Summary Description

This is not a complete description of your retirement benefits under provisions for Elected Officials. State retirement laws govern your benefits. If there are any conflicts between the information in this brochure and what is contained in current law, the law will govern.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 20, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 29, 2015		
AGENDA ITEM NUMBER:	7.0		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Manager's Report		
	2. _____		
	3. _____		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

April 29, 2015

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is set for **May 11, 2015 at 2:30 p.m.** in the City of Bellingham's Fireplace Meeting Room located in the bottom floor of the Municipal Court Building next to the City's Information Technology Office at 625 Halleck Street. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The date for the next meeting with the Mayor and County Executive has not been set at this time.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **Wednesday, May 13, 2015 at 6:30 p.m.**
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, May 14, 2015 at 8:00 a.m.** in the Board Room. Commissioner Millar is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting will be held on **Thursday, May 14, 2015** following the Employee Staff Meeting. The meeting will be held in the District's Conference Room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The upcoming Section III meeting will be held on **Tuesday, May 12, 2015 at 6:15 p.m.** held at Bob's Burger & Brew in Tulalip. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The Caucus meeting is tentatively set for **May 20, 2015 at 1:00 p.m.** in the Board Room.

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.

- **Follow-up to Pellegrino Water Leak Issue:** Staff will provide a brief verbal update on this issue.
- **North Shore Follow-up:** Verbal update.
- **Geneva AC Project Notification to the Public:** Commissioner Citron asked a good question of me the other day regarding notification to the public of the impending Geneva traffic impacts. FYI, staff will be sending out a mailing to the impacted Geneva residents regarding the proposed project and likely impacts in advance of the project.

Likewise, this mailing will also contain a reference to the District's web site and a clearly marked notification link on the front page updating the public of traffic and project warnings. This will be updated regularly in advance of changing conditions. We will also be using a new Geneva social media network in Geneva known as "Nextdoor". We will update this regularly and send it out to all the participants.

In addition, we will employ updates to traditional resources such as the newspaper and the radio through press releases. Finally there will be a public meeting in mid-May in advance of the project kick off. However, our goal is to provide as much information as possible through the mailing, the web site, and Nextdoor in order to help avoid a large and unmanageable public meeting.