



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

REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*January 27, 2016*

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. Personnel Policy Manual Update
  - B. Manager's Report
  - C. Other Business
  - D. Candidate Interviews for Commissioner Position #4
    1. Curtis J. Casey (8:45 to 9:15)
    2. Break – 10 Minutes
    3. Robert W. George (9:25 to 9:55)
    4. Break – 10 Minutes
    5. Enoch J. Ledet (10:05 to 10:35)
6. Executive Session per RCW 42.30.110(1)(h) – Review Commissioner Applicants
7. PUBLIC COMMENT OPPORTUNITY
8. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 19, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	January 27, 2016		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Personnel Policy Manual Update		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Amended Pages from Personnel Manual - Redlined		
	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**

At the December 9, 2016 Regular Meeting the Board approved the AFSCME Council 2 Local 114WD Union Contract for January 1, 2016 through December 31, 2018. The District's Personnel Policies Manual has been updated to reflect the changes in the union contract. See the effected pages from the Personnel Manual, attached.

**FISCAL IMPACT**

Unknown at this time.

**RECOMMENDED BOARD ACTION**

Review and discuss the proposed amendments to the Personnel Policies Manual.

**PROPOSED MOTION**

To approve the proposed amendments to the Personnel Policies Manual as presented.

*Amended pages only*

# Lake Whatcom Water and Sewer District Personnel Policies Manual



| Last Updated January 27, 2016~~April 30, 2014~~

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may be considered. Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action.

#### **4.05 Record of Absence or Lateness**

If you are absent because of illness or injury for three (3)~~four (4)~~ or more successive days, you may be required to submit written documentation from your doctor at the General Manager's discretion. You will be responsible for any charges made by your doctor for this documentation. See also Chapter 7, Section 7.02 of the Personnel Policies Manual.

Your supervisor will make a note of any absence or lateness and the reason in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and time off, as well as scheduling layoffs.

#### **4.06 Unusual Weather Conditions**

During times of inclement weather or natural disaster, it is essential that the District continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety.

Unless the District announces an emergency closure applicable to an employee's position, an employee who is unable to get to work or leaves work early because of unusual weather conditions may charge the time missed to vacation or compensatory time. The employee shall advise his/her supervisor by phone as in any other case of late arrival or absence.

#### **4.07 Breaks and Meal Periods**

Employees may take one (1) fifteen-minute break for every four hours worked. Breaks shall not interfere with District business or service to the public. Breaks may not be saved in order to extend the meal period or leave early from work.

The meal period is normally thirty (30) minutes in length, unless otherwise agreed to by the employee and his/her supervisor. (See Article 7 - Hours of Work, Breaks and Meal Periods, Call Back, On Call: 2.1 through 2.2, 2013 – 2015 AFSCME Union Contract).

#### **4.08 Call Back**

All employees are subject to call back in emergencies or as needed by the District to provide necessary services to the public. Employees who are called back outside their assigned work schedule or scheduled time off will be compensated for a minimum of two (2) hours at the appropriate premium rate of pay. This paragraph does not apply to employees who are governed by the Union Contract.

#### 4.09 On-Call

Certain employees of the District are required to be on-call during weekends. On-call duties are rotated among District employees on a regular rotation. Holidays will be considered to be part of the weekend on-call duty if adjacent to the weekend and part of the weekday if not. The primary on-call person may call for additional support if the situation cannot be handled by one person.

The on-call employee will be equipped with a cellular phone, pager, laptop computer, and a District vehicle with which to respond to on-call emergencies. Employees who are on-call must remain within a 30-minute response time of the District's service area. Vehicle occupancy by non-District personnel, except for emergency personnel, shall be prohibited when vehicles are being used for call-out situations. When responding to an alarm or emergency call-out, travel time to and from the employee's residence (or other place of origin) to District facilities is not working time.

Employees assigned to on-call duty are responsible for the assigned time period. Individuals may mutually agree to trade assignments but must advise their supervisor of any negotiated changes.

On-call employees receive mileage reimbursement for use of their personal vehicle for distance traveled between the location from which they depart to respond to a call and the District office. On-call employees are encouraged to use a District vehicle when available.

#### 4.10 Standby Pay

Employees who are on-call will be paid three (3) hours of pay at their regular rate of pay for each day they are on call as "Standby Pay". Standby Pay is to compensate the employee for clearing their personal schedule, staying within the specified response time, committing to receive phone calls and SCADA alarms, remote monitoring SCADA, and travel to/from District facilities outside normal business hours. On-call employees will also be paid for any time worked outside of the normal on-call person work schedule (typically 5-day, 8 hour work week) while on-call, at the appropriate premium rate of pay. To be eligible to receive premium pay while on-call, employees must submit a detailed daily time/activity log to their supervisor the next normal business day. The detailed daily time/activity log must be approved by the supervisor to be eligible for payment.

**Non-Exempt Employees:** Please refer to Article 7 - Hours of Work, Break and Meal Periods, Call Back, On-Call: 4.1 through 4.5, 2013 – 2015 AFSCME Union Contract).

## **5.02 General Salary Practices**

The Maintenance Worker 1 position is the entry level position within the Maintenance Worker category which contains two classifications. Maintenance Worker I positions are intended to be promoted or upgraded to the journey level Maintenance Worker II within two years based upon their skills and required certifications as described within the District approved job description. Based upon the successful completion of these requirements and performance an individual may be eligible for promotion to the journey level Maintenance Worker II position before the end of two years.

Attached as Appendix F is a seven (7) step squared pay schedule pay program with a 4% spread between each step and nineteen (19) pay grades with 5% between each grade. Once the employee reaches the top step the employee's wages are frozen at that level with only a yearly COLA being applied to the steps.

Represented Employees having more than ten (10) years of continuous service with the District will receive an additional twenty dollars (\$20.00) per month. (See Article 8 - Pay Plan: ~~7.1 through 7.6, 2013—2015~~ 2016-2018 AFSCME Union Contract).

**Employee Pay Rates:** Employees shall be paid within the limits of their assigned wage range according to the salary compensation schedule. Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training, or proven capability warrant or when the prevailing market conditions require a starting rate greater than the minimum.

**Compensation upon Promotion:** Where ability and qualifications of two (2) or more employees are equal, seniority shall govern in promotions. Whenever an employee is promoted to a higher position, said employee will enter the new grade/position at the entry level of the new position. In the event the entry level step of the new position does not provide a salary increase of 5% or more, the employee shall enter the next closest step which provides a salary increase of 5% or more. The new rate, upon promotion, shall not exceed the maximum of the new pay range.

Promotions do not change the person's date of hire. However, the anniversary date for future pay increases will be revised to coincide with the promotion date.

Persons so promoted will be subject to a six (6) month trial period for the new position, unless specifically waived by the General Manager. Those who fail the trial period may re-assume any prior appointment held prior to the promotion unless that position has been filled. (See Article 8-Pay: ~~5.1 through 5.3, 2013—2015~~ 2016-2018 AFSCME Union Contract). The District may administer examinations to test the qualifications and ability of employees prior to promotion.

**CHAPTER 6  
BENEFITS**

**6.01 Retirement Benefits**

**State Retirement System (PERS):** All regular full-time and eligible part-time employees are covered by the state wide retirement system, the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington. Under state law, the General Manager may choose to withdraw from PERS and establish his/her own retirement plan.

Employees should notify the General Manager of their intent to retire at least three months prior to the date of retirement.

6.02 Deferred Compensation: District employees may participate in the Washington State Deferred Compensation Plan through payroll deduction. Employee contributions to DCP are pre-tax dollars in an amount specified by the employee.

Matching Deferred Compensation Based on Longevity. The District will match an employee's deferred compensation contribution to the available employer offered deferred compensation plans based on longevity per the following table. The District's maximum match is the employee's annual base pay (2,080 hours x regular hourly rate) multiplied by the percentage in the following table:

Years of Service	Match up to
Less than 5	None
Beginning the 5 <sup>th</sup> year through 9 years	1.0% of base pay
Beginning the 10 <sup>th</sup> year through 14 years	1.5% of base pay
Beginning the 15 <sup>th</sup> year through 19 years	2.0% of base pay
More than 20 years	2.5% of base pay

**6.032 Disability Benefits (Workers Compensation)**

All employees are covered by the Washington State Labor and Industries Program. This insurance covers employees in case of on-the-job injuries or job related illnesses. For qualifying cases, Labor and Industries will pay the employee for work day's lost and medical costs due to job-related injuries or illnesses. All job-related accidents should immediately be reported to your supervisor.

When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a Labor and Industries claim for workers compensation. If the employee files a claim, the District will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of workers' compensation benefits.

**Coordination of Benefits:** When an employee receives workers' compensation benefits, he/she is required to repay to the District the amount covered by workers' compensation and previously advanced by the District. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability as long as accrued sick leave is available, while ensuring that no employee receives more than they would have had the injury not occurred. Upon repayment of funds advanced, the amount of sick leave used shall be restored to the employee.

The District may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if he/she will be capable of performing the duties of the position.

### 6.043 Health Insurance

The District will make available to employees and their eligible dependents the medical, dental, life, and vision insurance plans as presently administered through the Washington State Health Care Authority Public Employees Benefits Board (PEBB). (See Article 9: Fringe Benefits: 12.1, 2013 – 2015 AFSCME Union Contract). Contract negotiations or other unforeseen events or conditions may require the District to change or modify health care providers.

Regular full-time and part-time employees and their dependents are eligible to participate in the District's various insurance programs on the first day of the month following employment. The programs and criteria for eligibility will be explained upon hire. The District contributes towards the cost of premiums in the amounts authorized by the Board of Commissioners. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. The District reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to the affected employees. Specifics pertaining to represented employees and contractual terms can be found in Article 9, Section 12 of the 2013 -2015 AFSCME Union Contract.

6.05 VEBA Contributions: The District will provide each employee a sum of \$300.00 per year to be placed in a VEBA account for the use of the employee per the MSA VEBA plan.

### 6.064 Continuation of Insurance Coverage

**Leave of Absence:** Upon mutual agreement between the employee and the District, and in accordance with the terms and conditions of the insurance policy, the District will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence not more than six (6) months in length.

**Workers Compensation Leave:** An employee receiving workers compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The District also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their share of premiums, if any. After six (6) months,

**CHAPTER 7**

**LEAVES**

**7.01 Vacation**

1.1. Leave Accrual Table: Each regular full-time employee is entitled to vacation leave as follows:

In table below, N = Current year – employment year

N	Calendar days from date of hire to December 31	Total vacation leave <u>hours</u> per day accrual <sup>(2)</sup>	Date to credit accrued leave to employee's vacation leave account <sup>(3)</sup>
0	1 - 30	0	First day of each month after the month of date of hire
	31 - 60	84	
	61 - 91	162	
	92 - 121	243	
	122 - 152	324	
	153 - 183	405	
	184 - 213	486	
	214 - 244	567	
	245 - 274	648	
	275 - 305	729	
	306 - 365	8010	
1	N/A	8811	January 1 of current year
2	N/A	9612	
3	N/A	10413	
4	N/A	12015	
5	N/A	12816	
6	N/A	13617	
7	N/A	14418	
8	N/A	15219	
9	N/A	16020	
10	N/A	16821	
11	N/A	17622	
12	N/A	18423	
13	N/A	19224	
14+	N/A	20025	

(1) Employment year is the calendar year the District hires the employee.

(2) For any part-time regular employees, vacation day accrual is pro-rated.

(3) Employees cannot use accrued leave prior to 6 months from date of hire.

preserving minimum staffing levels and will be subordinate to other scheduled and approved requests. Conflicts that arise from requests to change the approved vacation schedule will be resolved following the same procedures noted in “Initial Scheduling” above.

- 1.7. **Vacation Carryover:** Employees are encouraged to use vacation in the year it is earned. The maximum number of vacation hours that may be carried over at the end of the calendar year is eighty (80) hours. Where District operations make it impractical for an employee to use their vacation time, the General Manager may authorize additional accruals. Employees will be paid for unused vacation time upon separation from employment.
- 1.8. **Vacation Credit:** Vacation credit does not accrue during leave without pay. Vacation accrual begins on the first day of the month following date of hire. (See Article 9 – Fringe Benefits: 5-1 through 5.6, 2013 – 2015 AFSCME Union Contract).

1.9. **Mandatory Vacation:** For internal control purposes, employees whose duties include handling financial transactions shall be required to take a minimum of five consecutive workdays off per year.

## 7.02 Sick Leave

**New Employees:** New employees accrue sick leave during their trial service period, but may not use more than sixteen (16) hours sick leave during their trial service period. Should the new employee not complete their trial service, any portion of the sixteen hours sick leave taken shall be reimbursed to the District from the employee’s final pay.

**Accrual:** Sick leave shall accrue to each regular employee at the rate of four (4) hours per 80 hour pay period which is earned after the completion of that pay period of continuous employment with the District. The total accumulation of unused sick leave shall not exceed one thousand (1000) seven-hundred twenty (720) hours during the period of employment. No employee shall accrue sick leave benefits during periods of leave without pay.

**Temporary Employees:** Temporary employees do not earn sick leave.

**Reasons for Sick Leave:** Sick leave covers those situations in which an employee is absent from work due to:

- Physical injury, disability or illness to the employee.
- The need to care for immediate family members who are physically injured, disabled or ill.

- Medical or dental appointments for the employee or immediate family. Employees should try their best to schedule such appointments at times that interfere the least with the work day.
- Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others.
- Use of a prescription drug which impairs job performance or safety.

**Employee's Responsibilities:** Sick leave is to be used only for the purposes outlined above, and is not equivalent to vacation leave. In addition, the District may call an employee in sick leave status during normal working hours to ask the employee District business related questions.

**Doctor's Documentation:** A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days per Chapter 4, Section 4.05 of the Personnel Policies Manual. The District may also request the opinion of a second doctor at the District's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job.

**Sick Leave Buyback:** The District will pay into a MSA VEBA account a sum of money equal to 25% of the balance of the employee's unused sick leave on the effective day of his/her resignation or retirement, provided that the employee's total District service time is at least ten (10) years on his/her effective day of resignation or retirement.

**Sick Leave Converted to Standard Pay:** Employees with at least 240 banked sick leave hours on November 1 may request up to 16 hours to be converted to standard pay. A request can be made once per year between November 1 and December 31.

### 7.03 Family Leave

Recognizing the importance of family and out of concern for the well-being of its employees, Lake Whatcom Water and Sewer District's leave program enables employees to use time off to take care of family matters. This family leave policy shall apply to regular employees who have completed their probationary period. Employees in their probationary period may use any accrued sick leave. Different family situations are covered by different types of paid and/or unpaid leaves, as follows:

**Pregnancy/Childbirth Disability:** Female employees may use any or all of their sick leave during the time they experience a medical disability related to pregnancy or childbirth. Medical disability is assumed for a period of six weeks following childbirth. Other disability from working during pregnancy or after this six-week assumed disability period, must be confirmed in writing by the employee's physician..

**Care for New Baby:** In order to care for a newborn or newly adopted child, both male and female employees may take up to eighty (80) hours of accrued sick leave for the care of a newborn or newly adopted child, to be taken immediately after the birth or adoption



To be eligible to donate vacation or sick leave, the employee who donates leave must have at least eighteen (18) days, one year accrued sick leave, and fourteen (14) days of vacation accrued depending on which leave they are donating. ~~104 hours; one year accrued sick leave, and 112 hours of vacation accrued depending on which leave they are donating.~~ In no event shall a leave transfer result in the donor employee reducing their vacation and sick leave balances to a combined total of less than eighteen days. ~~144 hours.~~ Transfer of leave will be in increments of whole days. All donations of leave are strictly voluntary.

Employees receiving donated leave shall have exhausted all their accumulated vacation and sick leave, and compensatory time. The amount of donated leave any employee may receive in any calendar year is limited to thirty (30) days.

While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave, or compensatory time. (See Article 9 – Fringe Benefits: 11.1 through 11.1.3, 2013 – 2015 AFSCME Union Contract).

#### **7.08 Jury and Witness Service**

The District will grant time off at regular pay to an employee to screen for, or serve on, a jury after the employee is so summoned. If an employee is summoned during a critical work period, the District may ask the employee to request a waiver from jury duty.

The employee shall report to work if a break in jury duty occurs and the court does not require the employee's immediate presence. On any day or partial day that an employee is not required to serve, the employee shall return to work.

An employee serving on jury duty will continue to receive their regular wages but shall sign over to the District any monetary compensation received for jury services.

**Witness Service:** The District will grant time off (in vacation leave or leave without pay status) to an employee to serve as a court witness when witness service is for purposes other than directly related to District business. (See Article 9 - Fringe Benefits: 8.1 through 8.4, 2013 – 2015 AFSCME Union Contract).

#### **7.09 Military Leave**

**Military Training Leave:** Employees who are members of the National Guard or federal reserve military units are entitled to paid leave for a period of up to fifteen (15) calendar days per year, or any greater period required by law, for performing ordered active duty training. If the active duty exceeds fifteen (15) calendar days, the employee will take comp time, vacation, and then leave without pay.

At the meeting, the employee shall be given an opportunity to respond, either orally or in writing, and to explain why the District should not go ahead with the discharge. Within three (3) working days of the meeting, the General Manager will issue a written decision determining whether the discharge will proceed, or some alternative disciplinary action. A longer review period may be required in more complex situations.

**Trial Employees:** Employees in their trial period may be removed with or without cause at any time without following the disciplinary steps above.

### **10.02 Grievance Procedure for Non-Exempt Employees**

The District retains the right to discipline, suspend or discharge employees for cause, subject to the grievance procedure in the Union Contract (see also Section 10.02.7 herein). (See Article 12-Discipline and Termination: 2013 – 2015 AFSCME Union Contract).

The purpose of this procedure is to provide an orderly method for resolving grievances, and to do so at the lowest possible level in the grievance procedure, with the least possible disruption of work and services.

For the purpose of this manual, a grievance is defined as only those disputes involving the interpretation, application or alleged violation of any provision of the Union Contract. Grievances shall be processed in accordance with the following procedure within the stated time limits.

#### **Steps in the grievance procedure:**

1. The grievant shall attempt to resolve the dispute with his/her immediate supervisor informally and with the least possible disruption of work and services, and if the grievance is not resolved to the grievant satisfaction at this point, the grievant and immediate supervisor must try to resolve the dispute informally with the supervisor's supervisor..
2. If unable to resolve the dispute informally, the grievant employee or the Union representative shall present the grievance in writing directly to the General Manager within ten (10) Normal District Business Days of the alleged occurrence, or within ten (10) Normal District Business Days of the alleged occurrence, or within ten (10) Normal District Business Days of the date when the employee could reasonably have known of the alleged occurrence. The grievance must state:
  - The relevant facts.
  - Specific provision(s) of the contract alleged to be violated.
  - The remedy sought.
3. Within ten (10) ~~three (3)~~ Normal District Business Days of receipt of the grievance, the General Manager shall, if not absent from the workplace, discuss the grievance with the employee. Grievance discussions may occur during normal working hours without loss of pay to the aggrieved employee. Within five (5) Normal District

Effective Date	Section Changed	Change Made
	Work Hours	schedules
July 27, 2011	Section 5.01 Salary Plan	Adds language regarding regularly scheduled salary and compensation studies
July 27, 2011	Section 5.04 Travel Reimbursement	Adds language regarding the use of the District's credit card for travel expenses
July 27, 2011	Section 6.06 Boot Allowance	Adds language regarding Union Contract provisions
July 27, 2011	Section 6.07 Deleted	Eliminates Longevity Pay for non-union employees – Regularly scheduled salary surveys replace this provision
July 27, 2011	Chapter 9	Adds a dress code for office employees
July 27, 2011	Section 9.09 Cellular Phones	Amends language pertaining to cellular phone use while driving
July 27, 2011	Section 9.13 Internet Use	Adds language regarding the use of social networking sites using the District's internet access during work time
Sept. 14, 2011	Section 5.03 Paydays	Changed paydays from once per month to bi-weekly.
April 9, 2012	Section 5.08 Resolution 790	Add Section 5.08 Reimbursement for coffee and light refreshments served at District meetings
April 23, 2012	Section 5.09 Resolution 791	Add Section 5.09 Reimbursement for Continuing Education
July 11, 2012	Position Descriptions	Change title of Senior Engineering Technician to Construction Engineer
November 13, 2013	All	Updated language to match the AFSCME Union Contract Added Section 9.14 Office Pet Policy
April 30, 2014	Section 9.0	Updated language for District-provided cell phone use
April 30, 2014	Position Description	Senior Engineering Technician Title changed to Construction Engineer
<u>January 27, 2016</u>	<u>Vacation Accrual Table</u>	<u>Accrual table changed from days earned to hours earned</u>
<u>January 27, 2016</u>	<u>Vacation</u>	<u>Added mandatory five consecutive workdays off per year of Vacation for employees that handle financial transactions</u>
<u>January 27, 2016</u>	<u>Sick Leave</u>	<u>Changed requirement for doctor's certificate after four consecutive sick days are taken to after three consecutive sick days are taken</u>
<u>January 27, 2016</u>	<u>Sick Leave</u>	<u>Added Sick Leave Buyback</u>
<u>January 27, 2016</u>	<u>Sick Leave</u>	<u>Added Sick Leave Converted to Standard Pay</u>
<u>January 27, 2016</u>	<u>Shared Leave</u>	<u>Changed leave balance requirements</u>
<u>January 27, 2016</u>	<u>VEBA Contributions</u>	<u>Added the District's contribution of \$300.00 per year.</u>
<u>January 27, 2016</u>	<u>Longevity</u>	<u>Added Matching Deferred Compensation Based on Longevity</u>
<u>January 27, 2016</u>	<u>Salary Practices</u>	<u>Employees with more than 10 years service get \$20.00 extra per month</u>



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 19, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL		
MEETING AGENDA DATE:	January 27, 2016		
AGENDA ITEM NUMBER:	5.B.		
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

January 27, 2016

## Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
  - **Policy Group Meeting:** The next meeting is tentatively scheduled for February 2, 2016 at 3:00 p.m. in the City of Bellingham's Fireplace Room located in the bottom floor of the Municipal Court Building at 625 Halleck Street. The Fireplace Room is next to the City's Information Technology Office on the east side of the building.
  - **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 will be held on **February 10, 2016** at 6:30 p.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, February 11, 2016 at 8:00 a.m.** in the Board Room. Commissioner Weide is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting is set for **February 11, 2016 at 9:00 a.m.** following the Staff Meeting in the Small Conference Room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held on **Tuesday, February 9, 2016** at 6:15 p.m. 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 next Caucus meeting is set for **February 17, 2016** 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.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 19, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	January 27, 2016		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Candidate Interviews for Commissioner Position #4		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resume of Curtis J. Casey		
	2. Resume of Robert W. George		
	3. Resume of Enoch J. Ledet		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Commissioner Position #4 will be vacant as of January 27, 2016. After reviewing the five applications that were received, the Board selected three applicants to interview. The agenda allows ½ hour for each interview with a ten minute break between each one. An Executive Session follows.

**FISCAL IMPACT**

None at this time.

**RECOMMENDED BOARD ACTION**

Interview applicants.

**PROPOSED MOTION**

To appoint \_\_\_\_\_ to Commissioner Position #4.

**CURTIS J. CASEY**

3 Par Lane  
Bellingham, WA 98229

15 December, 2015

Lake Whatcom Water and Sewer District

1220 Lakeway Drive

Bellingham, WA 98229

To Whom It May Concern:

I wish to be considered a candidate for the position of Water Commissioner District #4 and understand and meet the requirements for this position. I further understand, if selected, I will serve until the election in the Fall of 2017.

Maintaining the natural beauty within the Lake Whatcom watershed while providing superior services to the District's customers is of significant importance if we are to preserve the unique resource we have at hand.

I have been active in the community for the past 9 years having served on various Sudden Valley Community Association committees:

- SVCA Board of Directors as president and vice-president
- Chair, Communications and Outreach; Architectural Control Committee
- Publisher, Sudden Valley Views
- Emergency Preparedness; Long Range Planning Committees

I would welcome the opportunity to serve the community in a broader role as a member of the water district, confident that I can contribute to the success in achieving the District's mission and goals.

Sincerely,

Curtis J. Casey

Attch: Resume'

CURTIS J. CASEY  
3 PAR LANE  
BELLINGHAM, WA 98229  
408-316-3025

### **SUMMARY OF QUALIFICATIONS**

---

Highly accomplished executive with documented success in identifying, creating and securing new business and products in key aerospace and defense markets for Fortune 500 companies.

Active in community as volunteer in Sudden Valley Community Association (SVCA) for past 9 years serving in a broad spectrum of roles.

### **PROFESSIONAL PROFILE**

---

- U.S. Air Force/Army 1958-1979
  - Aviator, Instructor Pilot and Flight Examiner: Fixed and Rotary-wing
  - Company and battalion level logistician
  - Executive Officer
- Over 25 years highly successful business development, product development and operations experience in an aerospace and defense environment with both Fortune 500 companies and advanced technology start-ups.
- Experienced in managing domestic and international operations with increasing levels of responsibility including executive level and corporate officer positions.
- Credentialed College Instructor
  - Business
  - Management Science
  - Aviation Science.

### **Volunteer Experience**

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- SVCA Board of Directors; Member, Vice President, President 2007-2010
- Communications and Outreach: Publisher, SVCA Views 2007-2011
- Emergency Preparedness; Long Range Planning Committees 2007-2009
- Co-Chair Architectural Control Committee 2010-Present

### **Education**

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- Master's Degree Management – American Tech University
- Bachelor's Degree Business – American Tech University
- Executive Management Course – Harvard University, School of Business



## **Lyn Edwards**

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**From:** B. George <b-george@comcast.net>  
**Sent:** Thursday, December 10, 2015 3:56 PM  
**To:** General Inbox  
**Subject:** Board of Commissioners position  
**Attachments:** Bob-George.pdf

Dear Sir/Madam,

Attached is my resume for the open position of Board Commissioner.

I have rented in Sudden Valley since 1980 and owned three homes here since 1996. We have been in our present home since 2004.

I am a dual citizen of the US and Canada, being born in Queens, NY. I am also a registered voter in the Sudden Valley District.

If there is any further information you require, please contact me.

Yours truly,

Robert W. George  
22 Marigold Dr # 25  
Bellingham, WA 98229

# **Bob George**

## **SCORE Volunteer - Retired**

Bellingham, WA 98229  
b-george@comcast.net - 360 739 9075

### **WORK EXPERIENCE**

#### **SCORE Volunteer**

Retired - May 1998 to Present

Manage my own stock portfolio and options trading to supplement Social insurance from Canada and Social Security from the US.

SCORE Volunteer Mentoring start up and existing businesses.

#### **Returned pub to owner after one year and retired**

No Name Pub - Fort St. John, BC - May 1997 to April 1998

Fort St. John BC

Leased and operated 80 seat pub with an annual volume of \$200,000.

Returned pub to owner after one year and retired.

#### **General Manager**

Pioneer Inn now a Choice Hotel named Quality Inn Northern Grande - Fort St. John, BC - May 1986 to April 1997

Managed 125 room full service hotel and office building for absentee owner in Vancouver BC. Reduced employee turnover. Increased profits every year from \$625 M in 1988 to \$1.25 M in 1997.

#### **Owner/Operator**

Steak House, Smorgasbord, Robson Square Deli - Vancouver, BC - 1974 to 1986

BC area including a Steak House, Smorgasbord, Robson Square Deli, and a high end Steak and Hamburger operation in a Church building that I purchased.

#### **Director of New Concepts, A&W Coffee Shops & Drive Ins**

A & W Restaurants of Canada Ltd - Vancouver, WA - January 1969 to October 1973

##### **Responsibilities**

Opened 13 new coffee shops and coffee shop/drive in restaurants in 13 months from Montreal to Regina.

Assumed 12 other Arby style restaurants, including one in Minneapolis MN and A&W burger McDonald style operations for a total of 25 operations with the managers reporting to me and one regional supervisor.

##### **Accomplishments**

This division was profitable within two years and met profit goals.

##### **Skills Used**

Required management of people, budgeting for all operations, development of operating systems, cash systems, point of sale systems, and policy and procedure manuals. for the different types of operations in this division.

#### **New Concepts Operations Manager**

Restaurants of Canada Ltd - Vancouver, BC - January 1969 to October 1973

Reporting to the President. Opened 13 new coffee shop/ drive in restaurants in 13 months from Montreal to Regina. Assumed 12 other Arby style restaurants and McDonald style A&W hamburger restaurants for a total of 25 operations that were a profitable division in the second year.

#### EDUCATION

#### **BS Hotel & Restaurant Management in Hospitality**

Cornell University Hotel and Restaurant School - Ithaca, NY  
1955 to 1957

#### SKILLS

Operations Management, Inventory and Cost Management, (19 years)

**Lyn Edwards**

---

**From:** Enoch J Ledet <enoch.ledet@gmail.com>  
**Sent:** Thursday, December 03, 2015 12:14 PM  
**To:** General Inbox  
**Cc:** Leslie McRoberts; Ian Millar; Bruce Ford; Todd Citron; Laura Weide  
**Subject:** December 1, 2015 Announcement - Lake Whatcom Water Sewer District # 4  
Commissioner Opening -Application Letter and Resume  
**Attachments:** Application Letter to Lake Whatcom Sewer District.docx; EJL Resume 12 4 2015.docx;  
Lake Whatcom Water District Announcement.pdf

Please accept attached Application Letter and Resume of E.J. Ledet for consideration of Water District #4 Commissioner Opening.

Should you have any questions or concerns regarding attached information please contact me.

Respectfully,

E.J. Ledet  
360-738-0925  
[enoch.ledet@gmail.com](mailto:enoch.ledet@gmail.com)

Attachments

Date: Dec 4, 2015

Application Letter for Commissioner on Lake Whatcom Water and Sewer District

To whom it may concern,

My name is Enoch J. (E.J.) Ledet and I am writing this letter in response to the December 1, 2015 Announcement to fill a position on the Lake Whatcom Water and Sewer District Board of Commissioners.

I have been a resident and registered voter in Sudden Valley since October 2003. I reside at 6 Morning Beach Drive (Division 37, Lot 9) Bellingham, WA 98229.

I have served on the Sudden Valley Lake Whatcom Science Committee since 2005, which reviewed all the literature/research data focused on improving the Water Quality of Lake Whatcom for the city of Bellingham and associated water districts. I have a Master Degree in Biochemistry and served as a Chemist, Research Manager, and Product Quality Assurance Manager for Shell Oil Company for 37+ years. I also have over 20 years experience in Causal Analysis Investigation and was lead investigator/facilitator/manager in numerous investigations that examined cause and effect relationships in an effort to develop the timely and cost effective solutions.

I have examined the causes of Dissolved Oxygen (D.O.) depletion in Lake Whatcom and believe that I can help other commissioners understand those causes and jointly develop cost effective solutions which will mitigate, change, minimize, and prevent low DO from recurring and improve Lake Whatcom Water Quality.

I am attaching my resume along with this letter for your consideration to fill this position.

If you need to reach me please phone or email me at:

Cell 360-738-0925

Email: [enoch.ledet@gmail.com](mailto:enoch.ledet@gmail.com)

Respectfully,  
E.J. Ledet

Attachment



Enoch J. (E.J.) Ledet - Ensure Product Quality, LLC.

**CAREER PROFILE:**

Enoch J. (E.J.) Ledet specializes in Ensuring Product Quality in both laboratory and field operations management and in the design and use of laboratory quality assurance (QA) systems based on ISO Laboratory Guide 17025, including testing Statistical Quality/Process Control (SQC/SPC). E.J. draws on 37+ years of experience with Shell Oil, Motiva, Equilon, Equiva Enterprises, and Shell Development Companies. His Shell service included analytical support and management for oil refinery process chemistry , fuels and lubricants support, environmental /toxicology analytical support, detergent chemistry formulations , antifreeze research, enhanced oil recovery detergents discovery, managing refinery laboratory Quality Assurance in three Shell refineries, development and management of ISO-based refinery QA systems (Ensure Quality Product Standard Focal Point , Quality Systems Manual implementation and instruction for several Shell US Refineries). He was Research Manager in the Analytical Directorate at Westhollow Research Center in Houston and was responsible for Analytical Quality Assurance and Chromatographic Separations Departments. E.J was a Senior Staff Product Quality Specialist for Shell Oil and Motiva Enterprises and supported Distribution Terminals ( 100 Equity and 300 Outside Supply ), Shell Pipeline ( West Coast, Midwest ), and Retail ( Shell and Texaco) Service Stations. He was responsible for gatekeeping Federal EPA Standards and preparing annual Reformulated Gasoline Specs for Refining, Distribution, Pipeline, and Retail Business Units. He worked with Shell Legal to resolve EPA NOV's in Shell Terminals and Retail/Wholesale Service Stations. E.J. was part of Equiva Enterprises' Business Integration Team which was responsible for investigating and resolving billing and invoice errors which occurred when Shell and Texaco implemented SAP. He was Root Cause Analysis Manager and was the lead investigator for helping to resolve many of Shell's billing errors and resolving a major fuel product quality issue on the MagTex pipeline.

After retiring from Shell in February, 2012, E.J. formed his own business, Ensure Product Quality, LLC . E.J. intends to utilize his ISO 17025 expertise to improve product quality in the petrochemical industry.

**Enoch J. Ledet**

**Qualifications and Experience**

**2014- Present- Contract consultant for Stillwater Associates**

**2012- Contract Chemist Consultant to Saudi Aramco for RAS Tanura Clean Fuel & Aromatics Laboratory Assessment Study**

**2012- Present - Product Assurance, LLC - owner/Product Quality Specialist;**

**2003-2012 Shell Puget Sound Refinery 8+ years Quality**

Measurements Manager – Product Quality Focal

Point for Refinery; Root Cause Analysis Leader/Investigator

of Refinery Product Quality Incidents – work with Fuels

Product Management, Supply, Pipeline, Distribution, and

Retail/Wholesale Customers to resolve product quality

incidents. Implemented Shell Ensure Quality Standard at Puget and

wrote Quality Systems Manual for Refinery. Exchange auditor for ISO17025

for Motiva and Shell US Refineries. Retired from Shell Oil in Feb, 2012.

**1994-2003 Shell Oil Products/Motiva/Equilon/Equiva 9 years Product Assurance Specialist/Manager/Auditor/Support to Distribution (100 Equity and 300 OSPs Terminals), Pipelines,**

Retail/Wholesale Service Stations (24,000) – responsible

for gas, diesel, jet product assurance; gatekeeper of Federal,

State, Municipal Regulations; Negotiator with Legal on EPA

Notices Of Violations; Root Cause Analysis Practitioner/Facilitator/Manager

For Business Integration Team (Supply, Refineries, Pipelines, (Gasoline, Diesel, Jet,

LPG, MFO, Terminals, and Retail/Wholesale Service Stations) – root cause team

leader/investigator for resolution of fuel product quality incidents (Exxon MagTex,

Shell PL, Exxon Beaumont, Port Arthur Motiva, Hearne, and College Station

Terminals.

**1992-1994 Shell Anacortes Refinery** -2 years as Lab Quality Assurance Manager responsible for Product Assurance/Compliance/Testing

**1979-1992 Shell Development /Shell Global Solutions-Westhollow Technology Center**-13 years Analytical/Process Chemistry R&D Support to Toxicology; Analytical Support to: (Chromatography, Product Quality Assurance (Gas, Diesel, Jet); Detergents; Antifreeze; Environmental (Air, Water, Haz Waste); Research Manager – Supporting Hydrocarbon Processes, Fuels and Lubricants, and Environmental Engineering Departments.

**1974-1979 Shell Norco Refinery** –5 years Chemist/Process Chemist Support to Distillation, Alkylation, Cat Cracking, Environmental

**1966-1974 Education:** BA/MS Degrees in Biochemistry University of New Orleans/Tulane University  
15 hrs towards PhD  
2 years Graduate Assistant/Associate - Gulf Research Consortium

**Societies:** ASTM D-2 Subcommittee Participant  
Gulf Coast Conference; Pittsburgh Conference  
Paper Presenter

**Publications:** 6 External Papers; 150 Internal Papers/Reports

**Awards:** 7 Shell Special Recognition Rewards  
Presidents Team Excellence Award

**Patents:** 5,031,698 – Enhanced Oil Recovery

**Residence:** 6 Morning Beach Drive  
Bellingham, WA 98229  
Division 37 Lot 9  
Sudden Valley Resident since August 2003  
SV Lake Whatcom Science Committee Member since 2005

**Phone:** Cell 360-738-0925  
**Email:** enoch.ledet@gmail.com