



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

SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

July 11, 2016

8:00 a.m. – Special 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. CONSENT AGENDA
4. SPECIFIC ITEMS OF BUSINESS:
 - A. Monthly Budget Analysis
 - B. Summary of Existing District Projects
 - C. Commissioner Position #5 – Extend Application Deadline
 - D. Amend Accounting Clerk Position Description
5. MANAGER'S REPORT
6. PUBLIC COMMENT OPPORTUNITY
7. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	July 11, 2016		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	Monthly Budget Analysis through 6/30/2016		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION

n/a



MONTHLY BUDGET ANALYSIS

Description	Budget 2016	YTD 6/30/2016 50%	
OPERATING FUND - 401			
REVENUES			
401-343-40-10			
401-343-50-11			
401-343-50-19			
401-343-81-10			
401-359-90-00			
401-361-11-00			
401-369-10-00			
401-369-10-01			
401-379-10-20			
401-395-10-00			
401-395-20-00			
401-397-10-00-80			
Water Sales Metered (8.75% base rate increase) *	2,142,363	956,576	45%
Sewer Service Residential (2.5% rate increase) *	3,740,663	1,865,774	50%
Sewer Service Other	5,000	2,166	43%
Combined Fees	30,000	14,265	48%
Late fees	60,000	26,731	45%
Investment Interest	1,000	1,088	109%
Sale of scrap metal and surplus	-	878	
Miscellaneous	-	371	
Permits Operation portion (5 new connection permits)	10,000	17,001	170%
Sale of Capital Assets	-	-	
Insurance Recoveries	-	-	
Transfer in from ULID 18 Fund 480	60,000	55,332	92%
TOTAL REVENUES	6,049,026	2,940,182	49%

* Per Resolution 820 effective 11/9/2015
Scheduled annual rate increase

	Description	Budget	YTD
MONTHLY BUDGET ANALYSIS			
		2016	6/30/2016
			50%
OPERATING FUND - 401			
EXPENDITURES			
401-53X-10-10	Admin Payroll (2% cola plus step increases - 2016)	629,294	251,833 40%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	207,280	89,710 43%
401-53X-10-31	Gen Admin Supplies	21,000	15,848 75%
401-53X-10-31-01	Meetings/Team building	1,500	975 65%
401-53X-10-40	Web pay/Bank Fees (WA Fed; Xpress, Chase)	20,000	11,866 59%
	Interlocal - Lake Whatcom Management Program 5,000		
	Interlocal - Invasive Species 50,000		
	Interlocal - Lake Whatcom Tributary Monitor 10,000		
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	65,000	3,701 6%
	County Auditor Filing Fees (Simplifile)	6,000	
	Data Bar (Statement processing)	25,000	
	Answering Service	2,000	
	Data Pro (Time clock system)	1,500	
	BIAS Financial Software	20,000	
	Web Check services	3,500	
	WA State Auditor	16,200	
	CPA (Internal audit and Financial statements)	3,000	
	Docuware/Web site maintenance and upgrade	5,000	
	Legal Counsel	50,000	
	3D - Computer support	20,000	
	Watchguard	1,000	
	Building security	1,500	
	Building custodial	7,200	
	Pest control	600	
	Landscaping service	4,500	
	South Whatcom Fire (hydrant maintenance)	2,000	
	GE Scada System Software Maintenance - Operations	7,500	
	Wilson Engineering	7,000	
	Camera Van Software	1,500	
	SCADA/PLC Support - Engineering/Operations	5,000	
	Cartograph - Engineering/Operations	8,000	
	Auto Desk (DLT) - Engineering	1,000	
	GIS Partnership	1,000	
	Rockwell - Engineering/Operations	500	
	IT Pipes	1,500	
	ESRI - ARC GIS	1,500	
	Inovise - Engineering	2,000	
	Master Meter	2,000	
	Generator Load Testing	22,000	
	Cyberlock software	1,000	
	Misc (Bid notices etc.)	1,000	
401-53X-10-41-01	Professional Services (TOTAL)	231,500	145,780 63%
401-53X-10-42	Communication	46,000	23,808 52%

Description	MONTHLY BUDGET ANALYSIS		Budget 2016	YTD 6/30/2016	
401-53X-10-45	Admin Lease	2,000	898	50%	45%
401-53X-10-46	Property Insurance	125,000	-		0%
401-53X-10-49	Admin Misc.	1,000	1,200	120%	120%
401-53X-10-49-01	Memberships/Dues	12,000	12,293	102%	102%
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	191,500	98,690	52%	52%
401-53X-40-43	Training & Travel	35,000	11,213	32%	32%
401-53X-40-43-01	Tuition reimbursement	1,000	-		0%
401-53X-50-31	Maintenance Supplies	145,000	76,622	53%	53%
401-53X-50-48	Operations Repair/Maint	65,000	41,540	64%	64%
401-53X-50-49	Insurance Claims	5,000	-		0%
401-53X-60-41	Operations Contracted	10,000	1,946	19%	19%
401-534-60-47	Water City of Bellingham	40,000	14,686	37%	37%
401-535-60-47	Sewer City of Bellingham Treatment Fee	600,000	341,878	57%	57%
401-53X-80-10	Operations Payroll (2% cola plus step increases - 2016)	908,270	493,622	54%	54%
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	355,900	191,504	54%	54%
401-53X-80-32	Fuel	30,000	8,727	29%	29%
401-53X-80-35	Safety Supplies	12,000	1,170	10%	10%
401-53X-80-35-01	Safety Supplies Boots	2,500	668	27%	27%
401-53X-80-47	General Utilities	195,000	112,179	58%	58%
401-53X-80-49	Laundry	3,000	1,621	54%	54%
401-591-35-77	Post Point Principal Payments	73,213	73,213	100%	100%
401-592-35-83	Post Point Interest Payments	120,426	120,426	100%	100%
	OPERATING EXPENDITURES	4,154,383	2,147,617	52%	
TRANSFERS					
	Transfers Out to System Reinvestment Fund 420	437,000	101,000		
	Transfers Out to Water Capital Contingency Reserve Fund 426	600,000	600,000		
	Transfers Out to DWSRF Projects Fund 440	-	44,239		
	Transfers Out to DWSRF Projects Fund 440 (Loan payment)				
	Transfers Out to 2009 Bond Debt Service Fund 450	443,050	443,050		
	Transfers Out to Bond Reserve Fund 460	250,000	250,000		
	Transfers Out to Water Loan Debt Service Fund 470	193,570	193,570		
	TOTAL EXPENDITURES	6,078,003	3,779,476		
OPERATING FUND					
	OPERATING REVENUES	6,049,026	2,940,182		
	EXPENDITURES	(6,078,003)	(3,779,476)		
	CASH/INVESTMENTS BALANCE CARRYOVER	1,900,000	1,994,345		
	RATE STABILIZATION RESERVES	(1,000,000)	(1,000,000)		
	CASH/INVESTMENTS BALANCE	871,023	155,051		

	Description	MONTHLY BUDGET ANALYSIS		YTD
		Budget 2016	6/30/2016	
			50%	
SEWER/STORM WATER CONTINGENCY FUND - 425				
425-361-11-00	Investment Interest			
425-397-10-00	Transfers In from ULID 18 Fund 480	5,020	5,783	
	Transfers In from Bond Reserve Fund 490	-	-	
	TOTAL REVENUES	5,020	5,783	
425-535-10-41	Stormwater Comp Plan (See Active Projects C1315 PH2)			
425-535-10-89	Investment Service Charges	-		
425-594-38-63	Water/Sewer Systems	200	78	
	SV Sewer Pump Station Emergency Repairs	-		
	North Shore Sampling	5,000		
425-594-38-64	Machinery/Equipment	-		
	TOTAL EXPENDITURES	5,200	78	
SEWER/STORM WATER CONTINGENCY FUND				
	REVENUES	5,020	5,783	
	EXPENDITURES	(5,200)	(78)	
	CASH/INVESTMENTS BALANCE CARRYOVER	926,910	926,843	
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES SEWER)	926,730	932,548	
WATER CONTINGENCY FUND - 426				
426-361-11-00	Investment Interest			
426-397-10-00	Transfers In from Operating Fund 401	600,000	600,000	
	TOTAL REVENUES	600,000	600,000	
426-594-38-64	Machinery/Equipment			
	TOTAL EXPENDITURES	-	-	
WATER CONTINGENCY FUND				
	REVENUES	600,000	600,000	
	EXPENDITURES	-	-	
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-	
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES WATER)	600,000	600,000	

	Description	Budget 2016	YTD 6/30/2016
	MONTHLY BUDGET ANALYSIS		
			50%
	DWSRF PROJECTS FUND - 440		
440-333-66-46-40	Division 22 Reservoir (Permits and Design)	994,850	98,890
440-333-66-46-41	Geneva AC Mains (Permits, Design and Construction)	-	354,408
440-397-10-40	Transfers In from Operating Fund 401	-	12,679
440-397-10-41	Transfers In from Operating Fund 401	-	31,561
440-397-10-31	Transfers In from 2016 Bond Proceeds Fund 431	828,150	
	TOTAL REVENUES	1,823,000	495,538
440-594-34-62	Division 22 Reservoir (Permits and Design)	1,823,000	103,383
440-594-34-63	Geneva AC Mains (Permits, Design and Construction)	-	31,561
	TOTAL EXPENDITURES	1,823,000	134,944
DWSRF PROJECTS FUND			
	REVENUES	1,823,000	495,538
	EXPENDITURES	(1,823,000)	(134,944)
	CASH/INVESTMENTS BALANCE CARRYOVER	-	(360,594)
	CASH/INVESTMENTS BALANCE	-	-
	Expenditures offset by draws as projects progress.		

Description	MONTHLY BUDGET ANALYSIS		YTD
	Budget	6/30/2016	
	2016		50%
BOND DEBT SERVICE FUND - 450			
450-361-11-00			
Investment Interest			
450-397-10-00			
Transfers In from Operating Fund 401	443,050		443,050
TOTAL REVENUES	443,050		443,050
450-535-10-41			
Bond Admin Fee	100		
450-591-35-72			
2009 Redemption of Long Term Debt	250,000		
450-592-35-83			
2009 Bond Interest Payments	192,950		96,475
450-591-35-72-01			
2016 Redemption of Long Term Debt			
450-592-35-83-01			
2016 Bond Interest Payments			
TOTAL EXPENDITURES	443,050		96,475
BOND DEBT SERVICE FUND			
REVENUES	443,050		443,050
EXPENDITURES	(443,050)		(96,475)
CASH/INVESTMENTS BALANCE CARRYOVER	-		-
CASH/INVESTMENTS BALANCE	-		346,575

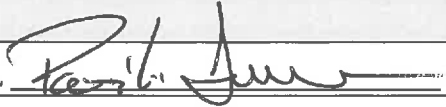
Description	MONTHLY BUDGET ANALYSIS	Budget	YTD
		2016	6/30/2016
			50%
BONDS RESERVE FUND (RESTRICTED) - 460			
460-361-11-00	Investment Interest	10,000	
460-397-10-00	Transfers in from Operating Fund 401 (to update fund to requirement)	250,000	250,000
	TOTAL REVENUES	260,000	250,000
460-535-10-89	Investment Service Charges	200	78
	TOTAL EXPENDITURES	200	78
BONDS RESERVE FUND (RESTRICTED)			
	REVENUES	260,000	250,000
	EXPENDITURES	(200)	(78)
	CASH/INVESTMENTS BALANCE CARRYOVER	513,400	513,428
	CASH/INVESTMENTS BALANCE	773,200	763,350

Description	Budget	YTD
MONTHLY BUDGET ANALYSIS	2016	6/30/2016
		50%
WATER LOANS DEBT SERVICE FUND - 470		
470-361-11-10		
470-397-10-00		
470-397-10-00		
Investment Interest		
Transfers In from Operating Fund 401	53,870	53,870
Transfer In from Operating Fund 401	139,700	139,700
TOTAL REVENUES	193,570	193,570
Principal Loan 064	47,252	47,252
Principal Loan Division 22 Reservoir		
Principal Loan Geneva AC Mains	103,700	
Interest Loan 064	6,615	6,615
Interest Loan Division 22 Reservoir		
Interest Loan Geneva AC Mains	36,000	
TOTAL EXPENDITURES	193,567	53,867
REVENUES		
EXPENDITURES	193,570	193,570
CASH/INVESTMENTS BALANCE CARRYOVER	(193,567)	(53,867)
CASH/INVESTMENTS BALANCE	-	2
	3	139,705



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL 		
MEETING AGENDA DATE:	July 11, 2016		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. July 2016 Summary of Existing District Projects		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

n/a

LAKE WHATCOM WATER AND SEWER DISTRICT

Summary of Existing District Projects

Meeting Date	Effective Date	Prepared by		
July 11, 2016	July 5, 2016	LE/BH		
Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID #08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved #	3935	85	54	2
Connected ERUs	3802	68	44	2
Remaining Capacity (ERUs)	133	17	10	0
Commitments – Not yet connected				
Permitted ERUs Under Construction	4	0	0	0
Pre-paid Connection Certificates and Expired Permits	11	7	5	0
Water Availabilities (trailing 12 months)	30	0	0	0
Subtotal	43	7	5	0
Available ERUs	88	10	5	0

Completed Capital Projects in 2016

C1502	Sudden Valley Water Treatment Plant Spare Acidification Unit
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State Required Report Status

Reporting	Name of Report & Preparer	Completed						When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 th of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	July	Aug	Sept	Oct	Nov	Dec	Postmarked by 10 th of month	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Surface Water Treatment Rule Report (SVWTP) (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 th of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
July	Aug	Sept	Oct	Nov	Dec	Due end of following month		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Department of Revenue (Debi)	Jan	Feb	Mar	Apr	May	June	Due end of following month	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
July	Aug	Sept	Oct	Nov	Dec			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	January 25, 2016						Due by March 31st
	WA State Cross Connection Report (Rich)	May 5, 2016						Due Annually May
	Consumer Confidence Reports (Kevin)	May 2016						<ul style="list-style-type: none">• Geneva- 5/16• Sudden Valley 5/16• Eagleridge – 5/16• Agate Hghts – 5/16
	Hazardous Waste Activity Report (Rich)	February 29, 2016						Due by March 31st
	OSHA 300 Log (Rich)	Completed January 27, 2016						Due by Feb 1st

State Required Report Status			
Reporting	Name of Report & Preparer	Completed	When Due
ANNUALLY	Water Use Efficiency Performance Report (Kevin)		Due by July 1st
	Washington State Financial Report (Debi)		Due by May 31st
	Report Number of Sewer ERUs to City of Bellingham	Completed 1/15/2016	Due by January 15th
OTHER	CPR/First Aid Training (Rich)	Completed 6/10/2015	Due Biennially Next Due 2017
	Flagging Card Training (Rich)	Completed 7/22/2013	Due Triennially Next Due 2016

SAFETY PROGRAM SUMMARY

Completed by Rich Munson

Summary of Annual Safety Training			
	Enrollments	Completions	% Complete
Engineering - Managers	34	34	100%
Engineering - Staff	19	19	100%
Field Crew	182	175	96%
Field Crew - Managers	26	26	100%
Office Managers	20	11	55%
Office - Staff	48	48	100%

Weekly Crew Safety Meetings

Safety meetings for the field crew take place every Tuesday or Wednesday at 5:00 p.m.

Dates of Safety Committee Meetings

January 14, 2016	
February 11, 2016	
March 9, 2016	
April 11, 2016	
May 12, 2016	
June 9, 2016	

Summary of Work-Related Injuries & Illnesses

Year	2016	2015	2014	2013
Total Number of Work Related Injuries Defined as a work related injury or illness that results in:		1	1	11
<ul style="list-style-type: none"> • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer 	0			
Total Number of Work Related Injuries	0	1	1	11

Defined as a work related injury or illness that results in: <ul style="list-style-type: none"> • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer 				
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)	0	0	0	5
Total Number of Days Away From Work (At home, in hospital, not at work)	0	0	0	13

Developer Extension Agreements			
D1601	Geneva Woods Developer Extension Agreement		
SCOPE	Water and sewer improvements for 4 water and sewer connections.		
SIGN DATE		EXPIRATION DATE	
Prior to Commencing Construction		Prior to Final Acceptance	
<input type="checkbox"/> 1. District Engineer approves design <input type="checkbox"/> 2. Reimbursement of District Engineer review costs <input type="checkbox"/> 3. Copy of insurance policy <input type="checkbox"/> 4. Pay guarantee deposit <input type="checkbox"/> 5. Copies of recorded easement <input type="checkbox"/> 6. Copies of permits <input type="checkbox"/> 7. Pay conformance deposit <input type="checkbox"/> 8. Payment and performance bond <input type="checkbox"/> 9. Pay 25% general facilities fees <input type="checkbox"/> 10. Pays initial facilities inspection deposit <input type="checkbox"/> 11. District issue Notice to Proceed w/Construction		<input type="checkbox"/> 1. District inspects & approves facilities as complete. <input type="checkbox"/> 2. Record drawings <input type="checkbox"/> 3. Easements and title insurance <input type="checkbox"/> 4. Maintenance Bond <input type="checkbox"/> 5. Bill of Sale <input type="checkbox"/> 6. Latecomers Fees <input type="checkbox"/> 7. Supplemental, processing, or administrative fees <input type="checkbox"/> 8. Deliver water meters to District	
Tasks/Notes:			
<ul style="list-style-type: none"> • 4/11/2016 Board approves DEA Application for 5 lots. • 4/14/2016 District Legal Counsel reviewing master developer extension agreement prior to delivering to the developer. • 5/25/2016 Board approved addition of 6th lot to DEA. Staff and Legal Counsel preparing DEA documents. 			



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	July 11, 2016		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Commissioner Position #5 – Extend Application Deadline		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District has publicized the upcoming Commissioner Position #5 vacancy by mailing postcards to residents in the position area, placing an announcement on the District's web site and advertising the vacancy in the Sudden Valley Views. (Due to the advertising deadline for the Views, staff has already arranged for the ad to appear in the July issue with the updated application deadline of July 31, 2016). So far, the District has received only one application.

FISCAL IMPACT

Cost of additional Sudden Valley Views ad \$182.00.

RECOMMENDED BOARD ACTION

Extend the application deadline for Commissioner Position #5 to July 31, 2016.

PROPOSED MOTION

No motion necessary.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 7, 2016		
TO BOARD OF COMMISSIONERS			
FROM:	MANAGER APPROVAL <i>Randy Ann</i>		
MEETING AGENDA DATE:	July 11, 2016		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Amend Accounting Clerk Position Description		
LIST DOCUMENTS PROVIDED → NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Existing Accounting Clerk Job Description with Red Lined Changes		
	2. Clean Copy of New Accounting Clerk Job Description		
	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

Last week the existing part time Accounting Clerk announced her resignation from the District. She is moving on to a new opportunity. In July 2015 the position was made part time after discussion with the Union and approval by the Board. This position is still needed in order to adequately address our work place office needs.

We are proposing to slightly modify the existing job description. It will be listed as part time and includes slight modifications in the duties. As proposed in the red lined attachment these changes will better serve the needs of the District office into the future. The vacancy will be advertised after July 15.

FISCAL IMPACT

No additional impact. This is a budgeted position and will be hired at a lower entry rate then the former employee.

RECOMMENDED BOARD ACTION

As a matter of policy all new or existing position description modifications are brought to the Board for formal approval. We are asking the Board to approve the attached proposed change.

PROPOSED MOTION

That the Board authorizes for the record the attached modifications to the Accounting Clerk position description.



Lake Whatcom Water & Sewer District Job Description

Job Title: Accounting Clerk

FLSA Status: Non-Exempt

Reports To: Finance Manager

Wage Grade: Part Time (20 hours per week)

Revision Date: July 1, 2016 May 25, 2011

POSITION PURPOSE:

Responsible for providing customer service to the public and performing a variety of accounting and clerical duties in support of the District's Finance Department.

REPORTING RELATIONSHIPS:

Reports to the Finance Manager and does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Responsible for being the District's first point of contact at the front counter and on the telephone performing all related customer service tasks such as responding to inquiries and complaints, providing general information, and routing customers to appropriate District staff;
- Assists accounts receivable in generating bi-monthly utility bills; assists in receiving and processing utility payments; posts payments, credits, debits, adjustments and finance charges for utility accounts; identifies and resolves errors and discrepancies;
- ~~Maintains monthly past due/disconnection lists and mails Courtesy Disconnection Notices; determines when sufficient payments have been made to remove accounts from the past due list; informs field staff of ongoing status of past due accounts subject to lock and unlock actions;~~
- Assists with monthly past due/disconnection lists. Assists with office lock and unlock actions;
- Adds and posts daily mail deposits to utility billing and special assessment/ULID accounts; pulls overnight dropped payments and posts to cash drawer; counts cash drawer and posts to appropriate accounts; prepares bank deposits;
- ~~Processes title/escrow payoff requests; and, at direction of Finance Manager, processes adjustments to ULID/Special Assessment accounts, prepares annual billing statements, annual past due statements, and provides updates regarding ULID accounts in foreclosure;~~
- Assists in bulk mailing projects (ie: ULID billing, past due notices, etc.)
- Assists with Board of Commissioners packet creation and distribution;
- Assists with Accounts Payable invoice entry;
- Orders, maintains, inventories and distributes office supplies;
- Opens, sorts and distributes incoming mail; assists in mailing of outgoing correspondence and billings; ~~may run office errands, deliver bank deposits, etc;~~
- Assists and provides backup to accounts receivable and accounts payable staff;
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Accounting fundamentals and procedures;
- Customer service techniques and telephone etiquette;
- Computers and applicable software applications;
- Grammar, spelling and punctuation;
- Filing and file maintenance techniques;
- Basic office procedures.

Ability to:

- Apply District accounting and auditing guidelines, policies and procedures;
- Apply effective customer service techniques; respond to customer inquiries and complaints in a courteous, understanding and concerned manner;
- Pay attention to detail and accuracy;
- Use a computer and applicable software related to job duties;
- Establish and maintain effective interpersonal relationships at all organization levels and with the public;
- Communicate with co-workers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction;
- Prioritize work, accommodate interruptions, and meet deadlines;
- Maintain confidentiality;
- Use office equipment such as multi-line telephone system, copiers, calculators and fax machines.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of experience in general accounting support, billing customer service or related experience.

Education: High school diploma or GED.

Licenses and Certifications:

- Valid Washington State Driver's License.

WORK ENVIRONMENT:

Duties are performed primarily in an office environment with sitting for long periods of time, utilizing standard office equipment and a personal computer. The noise level in the work environment is usually moderately quiet. May be required to deal with upset customers.

PHYSICAL REQUIREMENTS:

This classification typically requires stooping, kneeling, walking, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Frequently lifting, carrying, pushing or pulling up to 10 pounds and/or occasionally lifting, carrying, pushing or pulling up to 20 pounds. Frequent walking, standing or sitting most of the time and using arms or legs to push/pull.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

| **Approved:** July 11, 2016 ~~May 25, 2011~~

Patrick Sorensen, General Manager



Lake Whatcom Water & Sewer District Job Description

Job Title: Accounting Clerk

FLSA Status: Non-Exempt

Reports To: Finance Manager

Wage Grade: Part Time (20 hours per week)

Revision Date: July 1, 2016

POSITION PURPOSE:

Responsible for providing customer service to the public and performing a variety of accounting and clerical duties in support of the District's Finance Department.

REPORTING RELATIONSHIPS:

Reports to the Finance Manager and does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Responsible for being the District's first point of contact at the front counter and on the telephone performing all related customer service tasks such as responding to inquiries and complaints, providing general information, and routing customers to appropriate District staff;
- Assists accounts receivable in generating bi-monthly utility bills; assists in receiving and processing utility payments; posts payments, credits, debits, adjustments and finance charges for utility accounts; identifies and resolves errors and discrepancies;
- Assists with monthly past due/disconnection lists. Assists with office lock and unlock actions;
- Adds and posts daily mail deposits to utility billing and special assessment/ULID accounts; pulls overnight dropped payments and posts to cash drawer; counts cash drawer and posts to appropriate accounts; prepares bank deposits;
- Assists in bulk mailing projects (ie: ULID billing, past due notices, etc.)
- Assists with Board of Commissioners packet creation and distribution;
- Assists with Accounts Payable invoice entry;
- Orders, maintains, inventories and distributes office supplies;
- Opens, sorts and distributes incoming mail; assists in mailing of outgoing correspondence and billings;
- Assists and provides backup to accounts receivable and accounts payable staff;
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Accounting fundamentals and procedures;
- Customer service techniques and telephone etiquette;
- Computers and applicable software applications;
- Grammar, spelling and punctuation;
- Filing and file maintenance techniques;
- Basic office procedures.

Ability to:

- Apply District accounting and auditing guidelines, policies and procedures;
- Apply effective customer service techniques; respond to customer inquiries and complaints in a courteous, understanding and concerned manner;
- Pay attention to detail and accuracy;
- Use a computer and applicable software related to job duties;
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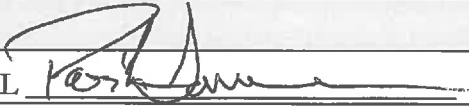
Approved: July 11, 2016

Patrick Sorensen, General Manager



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 7, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	July 11, 2016		
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

July 11, 2016

Special Board Meeting

8:00 a.m.

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for **Monday, July 18, 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 Court 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 meeting will be held on **Wednesday, July 27, 2016** at 8:00 a.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Tuesday, July 12, 2016** at 8:00 a.m. in the Board Room. Commissioner Citron is scheduled to attend this meeting as he had to miss the May meeting.
- **Employee Safety Committee Meeting:** The next meeting is set for **July 12, 2016** at 9:00 a.m. in the small conference room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip at 6:15 p.m. on **July 12**.
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **July 20, 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 meetings, such as the Lake Whatcom Policy Group, since the last Board Meeting.
- **Out of Area:** Commissioner Weide will be on vacation July 29 through August 16. She will be missing the August 10 meeting. We will need three Commissioners to have a quorum for that date.