



LAKE WHATCOM WATER AND SEWER DISTRICT  
1220 Lakeway Drive  
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

*September 12, 2018*

6:30 p.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. Operations and Maintenance Manager Recruitment Update
  - B. Sudden Valley Area Z Hydrant Update
6. OTHER BUSINESS
7. UPCOMING DATES & ANNOUNCEMENTS
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

**AGENDA BILL**  
Item 5A

DATE SUBMITTED:	September 5, 2018	MEETING DATE:	September 12, 2018
SUBJECT:	O&M Manager Recruitment Update		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
MANAGER APPROVAL	<i>BH</i>		
ATTACHED DOCUMENTS			
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Recruitment of the Operations & Maintenance Manager is proceeding. Five finalists were chosen, and some candidates were interviewed on Monday, September 10.

**Operation & Maintenance Manager Recruitment Schedule**

Date	Topic	Notes
May 9, 2018	Prothman meets with LWWSB Board	<i>Completed.</i>
May 14, 2018	Post profile and start advertising	<i>Completed. Profile was posted on Prothman website 5/17/2018.</i>
June 17, 2018	Application Close Date	<i>21 applications received as of 7/5/2018.</i>
June 18-29, 2018	Prothman screens applications & interviews top 8-12 candidates	<i>Completed. 10 semifinalists have been selected by Prothman.</i>
August 29, 2018	Work session with LWWSB staff to review semifinalists and pick finalists	<i>Completed. 5 Finalists selected for interviews.</i>
September 10, 2018	Final Interview Process	<i>First round of final interviews completed.</i>

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None.

**PROPOSED MOTION**

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

**AGENDA BILL**

Item 5B

DATE SUBMITTED:	September 5, 2018	MEETING DATE:	September 12, 2018
SUBJECT:	SVCA Fire Hydrant Developer Extension Agreement Update		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
MANAGER APPROVAL	BH		
ATTACHED DOCUMENTS	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**

Staff will provide an update on the status of construction of the Area Z storage building and corresponding DEA and Fire Hydrant requirement.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None.

**PROPOSED MOTION**

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

**AGENDA BILL**  
Item 7

DATE SUBMITTED:	September 6, 2018	MEETING DATE:	September 12, 2018
SUBJECT:	Upcoming Events and Announcements		
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL	BH		
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Upcoming Events & Announcements		
	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 Recording Secretary in advance of the Board meeting.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



## LAKE WHATCOM WATER AND SEWER DISTRICT

### Upcoming Dates & Announcements

Regular Meeting – Wed. September 12, 2018 – 6:30 p.m.

#### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed Sep 26, 2018	8:00 a.m.	Board Room
Next Employee Staff Meeting	Thu Sep 13, 2018	8:00 a.m.	Board Room Scheduled to Attend: Commissioner Laura Weide
Safety Committee Meeting	Thu Sept 13, 2018	7:30 a.m.	Small Conference Room
Finance Committee Meeting	Wed Sep 12, 2018	6:00 p.m.	Board Room – Before regular Board Meeting
All Staff Harassment & Discrimination Training	Thu Sept 6, 2018	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Mon Oct 29, 2018 <i>Note: Sept 17 mtg cancelled</i>	3:00 p.m.	City of Bellingham's Fireplace Room 625 Halleck St <i>Enter through the Halleck St entrance</i>
Management Meeting	None Planned		Last meeting – March 28, 2018
Other Meetings			
Whatcom Water District's Caucus Meeting	Wed Sept 19, 2018	1:00 p.m.	Board Room

#### Other Announcements & Reminders

- **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.
- **Upcoming Important Agenda Topics & Meetings:**
  - The Fall 2018 WASWD Conference is coming up in Spokane. The dates are September 19-21. Leslie, Bruce, and Laura are attending.
  - Justin's first full day in the office will be Monday, October 1.