



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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

*December 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. Resolution No. 852 – Establishment of 2019 Board Meeting Schedule
  - B. 2019 Wilson Engineering Rates
  - C. Paid Family & Medical Leave Act Program Summary
  - D. 2019 Non-represented Staff Salary Cost-of-Living Adjustment
  - E. 2019 District Initiatives
  - F. Disposal of Surplus Property
  - G. Par Sanitary Sewer Lift Station Renovation Project Closeout
6. OTHER BUSINESS
7. GENERAL MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. EXECUTIVE SESSION  
*Executive Session Per RCW 42.30.140 (4)(a): Considering issues related to collective bargaining with a labor union – 10 minutes*
10. ADJOURNMENT



**AGENDA  
BILL  
Item 4**

**Consent Agenda**

DATE SUBMITTED:	December 5, 2018	MEETING DATE:	December 12, 2018
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. See below	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**\*\*TO BE UPDATED 12.11.18\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Meeting Notes from the 11/28/2018 Board Meeting
- Payroll for Pay Period #25 (11/17/2018 through 11/30/2018) totaling \$46,495.56.
- Payroll Benefits for Pay Period #25 totaling \$51,002.51.
- Accounts Payable Vouchers total to be added 12.11.18.



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

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

*November 28, 2018*

Board Secretary Todd Citron called the Regular Session to order at 8:01 a.m.

**Attendees:** Commissioner John Carter  
Commissioner Todd Citron  
Commissioner Bruce Ford  
Commissioner Leslie McRoberts  
General Manager Justin Clary  
Assistant General Manager/District Engineer Bill Hunter  
Finance Manager/Treasurer Debi Denton  
Operations & Maintenance Manager Brent Winters  
Recording Secretary Rachael Hope  
Consulting Engineer Melanie Mankamy

**Excused Absences:** Commissioner Laura Weide

Also in attendance were District Construction Engineer Kristin Hemenway and District Maintenance Lead Jason Dahlstrom. No public were in attendance.

### Changes to Agenda

Clary requested Item 5C, Summary of Existing District Projects, be moved to the top of the agenda. The Board agreed.

### Consent Agenda

#### Action Taken

McRoberts moved, Carter seconded, approval of:

- Meeting Notes from the 11/14/2018 Board Meeting
- Payroll for Pay Period #24 (11/03/2018 through 11/16/2018) totaling \$42,590.03.
- Payroll Benefits for Pay Period #24 totaling \$47,246.93.
- Accounts Payable Vouchers totaling \$163,009.21.

Motion passed.

### Summary of Existing District Projects

District Maintenance Lead Jason Dahlstrom gave a project spotlight presentation highlighting how the crew managed a recent main break at Sanwick Point Court in Sudden Valley. Clary recognized the crew for working long hours in windy and wet weather.

Hunter briefly updated the Board on the status of several projects, including horizontal drilling for the Country Club station, the Division 22 tank's 1 year anniversary inspection, and several pending permits.

#### **Adoption of Fiscal Year 2019 Budget**

Clary recalled that earlier revisions of the budget were presented at the October 31 and November 14 regular meetings. Comments provided by the Board during those meetings have been incorporated into the presented Fiscal Year 2019 Budget. Discussion followed.

#### **Action Taken**

**Carter moved, McRoberts seconded, to approve the Fiscal Year 2019 Budget as presented. Motion passed.**

#### **Presentation of 2019 District Initiatives**

Clary explained that based upon one-on-one interviews with Board members and District staff, the management team has developed a list of initiatives for 2019. The proposed initiatives have been created to largely be completed under the fiscal constraints of the 2019 Budget and within anticipated workload capacity, with some being multi-year efforts. Initiative topics included Administrative and Organizational Document Review/Revision, Community/Public Relations Enhancement, Lake Whatcom Water Quality, Board Technology Updates, and Asset Management. Discussion followed.

#### **General Manager's Report**

Clary updated the Board on recent meetings he attended, and began discussion about the December 26 Board Meeting. It was agreed that the Board would discuss the need for a late-December meeting at the next regularly scheduled meeting on December 12.

#### **Executive Session Per RCW 42.30.140 (4)(a): Collective Bargaining - 10 Minutes**

Citron recessed the Regular Session to Executive Session at 9:16 a.m. It was estimated that the Executive Session would take about 10 minutes. The purpose of the Executive Session was for considering issues related to collective bargaining with a labor union. Citron recessed the Executive Session and reconvened the Regular Session at 7:26 a.m.

With no further business, Citron adjourned the Regular Session at 7:28 a.m.

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Recording Secretary, Rachael Hope

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Date Minutes Approved

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Laura Weide

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Todd Citron

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Bruce R. Ford

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Leslie McRoberts

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John Carter

# PAYROLL

## CHECK REGISTER

Lake Whatcom W-S District  
MCAG #: 2330

12/06/2018 To: 12/06/2018

Time: 12:24:01 Date: 12/04/2018  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3828	12/06/2018	Payroll	5	EFT		3,775.22	11/17/2018 - 11/30/2018 PR 25
3829	12/06/2018	Payroll	5	EFT		2,277.36	11/17/2018 - 11/30/2018 PR 25
3830	12/06/2018	Payroll	5	EFT		2,790.09	11/17/2018 - 11/30/2018 PR 25
3831	12/06/2018	Payroll	5	EFT		4,509.19	11/17/2018 - 11/30/2018 PR 25
3832	12/06/2018	Payroll	5	EFT		3,286.55	11/17/2018 - 11/30/2018 PR 25
3833	12/06/2018	Payroll	5	EFT		1,653.90	11/17/2018 - 11/30/2018 PR 25
3835	12/06/2018	Payroll	5	EFT		1,181.07	11/17/2018 - 11/30/2018 PR 25
3836	12/06/2018	Payroll	5	EFT		2,548.03	11/17/2018 - 11/30/2018 PR 25
3837	12/06/2018	Payroll	5	EFT		1,752.99	11/17/2018 - 11/30/2018 PR 25
3838	12/06/2018	Payroll	5	EFT		3,457.37	11/17/2018 - 11/30/2018 PR 25
3839	12/06/2018	Payroll	5	EFT		2,147.29	11/17/2018 - 11/30/2018 PR 25
3840	12/06/2018	Payroll	5	EFT		1,892.20	11/17/2018 - 11/30/2018 PR 25
3841	12/06/2018	Payroll	5	EFT		3,221.59	11/17/2018 - 11/30/2018 PR 25
3842	12/06/2018	Payroll	5	EFT		2,346.33	11/17/2018 - 11/30/2018 PR 25
3843	12/06/2018	Payroll	5	EFT		1,497.49	11/17/2018 - 11/30/2018 PR 25
3844	12/06/2018	Payroll	5	EFT		1,857.02	11/17/2018 - 11/30/2018 PR 25
3845	12/06/2018	Payroll	5	EFT		2,626.20	11/17/2018 - 11/30/2018 PR 25
3846	12/06/2018	Payroll	5	EFT		2,374.55	11/17/2018 - 11/30/2018 PR 25
3834	12/06/2018	Payroll	5	8528		1,301.12	11/17/2018 - 11/30/2018 PR 25

401 Operating Fund

46,495.56

46,495.56 Payroll:

46,495.56

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign



Date

12/4/2018

Board Authorization - As the duly elected board for this district we have reviewed the claims listed and approve the payment with our signatures below.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

# BENEFITS

## CHECK REGISTER

Lake Whatcom W-S District  
MCAG #: 2330

12/06/2018 To: 12/06/2018

Time: 12:30:43 Date: 12/04/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3847	12/06/2018	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	3,012.00	Pay Cycle(s) 12/06/2018 To 12/06/2018 - DCP
3848	12/06/2018	Payroll	5	EFT	UNITED STATES TREASURY	16,980.93	941 Deposit for Pay Cycle(s) 12/06/2018 - 12/06/2018
3849	12/06/2018	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	11,117.09	Pay Cycle(s) 12/06/2018 To 12/06/2018 - PERS 2
3850	12/06/2018	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	2,916.20	Pay Cycle(s) 12/06/2018 To 12/06/2018 - PERS 3
3851	12/06/2018	Payroll	5	8529	AFLAC	354.85	Pay Cycle(s) 12/06/2018 To 12/06/2018 - AFLAC Pre-Tax; Pay Cycle(s) 12/06/2018 To 12/06/2018 - AFLAC Post-Tax
3852	12/06/2018	Payroll	5	8530	AFSCME LOCAL	371.33	Pay Cycle(s) 12/06/2018 To 12/06/2018 - Union Dues; Pay Cycle(s) 12/06/2018 To 12/06/2018 - Union Fund
3853	12/06/2018	Payroll	5	8531	HRA VEBA TRUST (PAYEE)	1,416.24	Pay Cycle(s) 12/06/2018 To 12/06/2018 - VEBA
3854	12/06/2018	Payroll	5	8532	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 12/06/2018 To 12/06/2018 - ICMA
3855	12/06/2018	Payroll	5	8533	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 12/06/2018 To 12/06/2018 - SUP ENF
3856	12/06/2018	Payroll	5	8534	WASHINGTON STATE HEALTH CARE AUTHORITY	14,525.53	Pay Cycle(s) 12/06/2018 To 12/06/2018 - PEBB Medical; Pay Cycle(s) 12/06/2018 To 12/06/2018 - PEBB ADD LTD; Pay Cycle(s) 12/06/2018 To 12/06/2018 - PEBB SMK Surcharge; Pay Cycle(s) 12/06/2018 To 12/06/2018
401 Operating Fund						51,002.51	
						51,002.51	Payroll: 51,002.51

# BENEFITS

## CHECK REGISTER

Lake Whatcom W-S District

MCAG #: 2330


12/06/2018 To: 12/06/2018

Time: 12:30:43 Date: 12/04/2018

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 12/4/2018

Board Authorization - As the duly elected board for this district we have reviewed the claims listed and approve the payment with our signatures below.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner


\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner



**AGENDA  
BILL  
Item 5.A**

**Resolution No. 852  
2019 Board Meeting Schedule**

DATE SUBMITTED:	December 6, 2018	MEETING DATE:	December 12, 2018
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Resolution No. 852	
		2. Proposed 2019 Meeting Schedule	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The Board annually establishes by resolution the dates and times of regular meetings of the Board for the upcoming year. In recent years, regular board meetings have been held at 6:30 p.m. on the second Wednesday and at 8:00 a.m. on the last Wednesday of each month.

As is indicated in the attached schedule, staff have confirmed that there are no scheduling conflicts between the regularly scheduled meetings and District-observed holidays, with exception to the second meeting in December falling on December 25. As a result, staff proposes that that meeting be shifted to the following day (December 26). Staff have also confirmed that there are no conflicts between the proposed board meeting schedule and the spring and fall Washington Association of Water and Sewer Districts conferences.

**FISCAL IMPACT**

None anticipated.

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board approve a schedule of regular board meetings consistent with past schedules.

**PROPOSED MOTION**

A recommended motion is:

"I move to adopt Resolution No. 852 as presented."

**LAKE WHATCOM WATER AND SEWER DISTRICT  
RESOLUTION NO. 852**

**A Resolution of the Board of Commissioners Establishing the  
Regular Meeting Dates and Times for 2019**

(Rescinds Resolution No. 841)

**WHEREAS**, Revised Code of Washington 42.30.070 requires that the governing body of a public agency, including special purpose districts, shall provide the time for holding regular meetings by resolution;

**NOW, THEREFORE, BE IT RESOLVED** that a regular meeting will be held at 6:30 p.m. on the second Wednesday of each month and a second meeting will be held at 8:00 a.m. on the last Wednesday of the month, with exception to the meeting scheduled for the last Wednesday of December in which case that meeting will be held at 8:00 a.m. on the last Thursday of the month.

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 12th day of December, 2018.

\_\_\_\_\_  
Laura Weide, Commissioner

\_\_\_\_\_  
Todd Citron, Commissioner

\_\_\_\_\_  
Bruce Ford, Commissioner

\_\_\_\_\_  
Leslie McRoberts, Commissioner

\_\_\_\_\_  
John Carter, Commissioner

\_\_\_\_\_  
Approved as to form, District legal counsel

## **2019 Meeting Dates**

January 9, 2019	6:30 p.m.
January 30, 2019	8:00 a.m.
February 13, 2019	6:30 p.m.
February 27, 2019	8:00 a.m.
March 13, 2019	6:30 p.m.
March 27, 2019	8:00 a.m.
April 10, 2019	6:30 p.m.
April 24, 2019	8:00 a.m.
May 8, 2019	6:30 p.m.
May 29, 2019	8:00 a.m.
June 12, 2019	6:30 p.m.
June 26, 2019	8:00 a.m.

July 10, 2019	6:30 p.m.
July 31, 2019	8:00 a.m.
August 14, 2019	6:30 p.m.
August 28, 2019	8:00 a.m.
September 11, 2019	6:30 p.m.
September 25, 2019	8:00 a.m.
October 9, 2019	6:30 p.m.
October 30, 2019	8:00 a.m.
November 13, 2019	6:30 p.m.
November 27, 2019	8:00 a.m.
December 11, 2019	6:30 p.m.
December 25, 2019	8:00 a.m.


## **2019 Other Dates**

WASWD Spring Conference	April 17-19	Stevenson, WA
AWC Labor Relations Institute	May 1-2	Yakima, WA
WASWD Fall Conference	September 18-20	Spokane, WA



**AGENDA  
BILL  
Item 5.B**

**2019 Wilson Engineering Rates**

DATE SUBMITTED:	December 6, 2018	MEETING DATE:	December 12, 2018
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Wilson Engineering letter dated November 21, 2018	
		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**

Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on August 8, 2016, and effective through June 31, 2021. Per Section 7.4 of the agreement, Wilson Engineering may annually request revision to the approved rates to accommodate inflation and market conditions. Attached is a letter from Wilson Engineering dated November 21, 2018, requesting revision to its rates and fees for 2019.

**FISCAL IMPACT**

Though there are some proposed decreases in specific labor rates, overall, the proposed rates are anticipated to increase relatively consistent with inflationary and marketplace values. Because specific services to be performed have not been fully defined at this time, actual budgetary impacts are not known at this time.

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board approve the Wilson Engineering-proposed 2019 rate and fee schedule.

**PROPOSED MOTION**

A recommended motion is:

"I move to approve rates and fees to be effective January 1, 2019, for professional services performed by Wilson Engineering under the existing on-call professional services contract with the District, as presented in the November 21, 2018 letter from Wilson Engineering."



November 21, 2018

Justin Clary, General Manager  
Lake Whatcom Water and Sewer District  
1220 Lakeway Drive  
Bellingham, WA 98229

Re: On-Call Engineering Services Contract  
Rate Increase Request for 2019

Dear Justin:

Wilson Engineering, LLC respectfully submits the following rate increase request in accordance with Section 7.4 of the On-Call Engineering Services Contract and an extension of the period of performance through December 31, 2019 (Section 1.2). The proposed rates for 2019 are presented in the attached 2019 Rate Schedule.

We are also providing a revised list of Key Personnel per Section 2.2 D. There have been a few changes since we last provided the District with a list of our personnel which are reflected in the updated list.


A comparison of the old and new rates is attached. We have increased the number of Engineering classifications, and added survey rates for work that is subject to Prevailing Wage Rates. Note that there were several classifications (marked with an asterisk) that were not increased in 2018. These rates reflect a modest escalation to cover our increased costs to retain experienced staff and maintain a competitive benefits package.

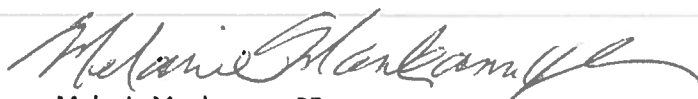
We very much enjoy working with the District Board and staff and value our long-term relationship. We look forward to continuing to serve the District with its future engineering needs.

If you have any questions or require any additional information, please don't hesitate to call.

Very Truly Yours,

WILSON ENGINEERING, LLC

  
Andrew Law, PE  
Managing Principal

  
Melanie Mankamy, PE  
Principal

Encl. 2019 Billing Rates  
2019 Staff List  
2018-2019 Rate Comparison

cc: Bill Hunter, PE, Assistant General Manager / District Engineer

**Billing rates for work performed January 1 - December 31, 2019:**

Principal Engineer	\$162
Senior Engineer	\$156
Engineer IV	\$146
Engineer III	\$136
Engineer II	\$126
Engineer I	\$116
Environmental / Permit Technician	\$89
Senior CAD Design Technician	\$102
CAD Design Technician	\$86
Inspector	\$90
Clerical	\$73
Senior Professional Land Surveyor	\$156
Hydrographer	\$166
Professional Land Surveyor	\$148
Senior Survey Technician	\$114
Survey Technician	\$90
1-Person Survey Crew	\$135
2-Person Survey Crew	\$198
3-Person Survey Crew	\$250
3-D Scanning Survey Crew	\$255
Hydrographic Survey Crew	\$296
1-Person Survey Crew Prevailing Wage	\$160
2-Person Survey Crew Prevailing Wage	\$248
3-Person Survey Crew Prevailing Wage	\$325

Sub-consultants – reimbursed at cost plus 8%

Reimbursable direct expenses – reimbursed at cost plus 8% - include (but are not limited to) the following:

- Project application fees and project permit fees
- Publication of notices
- Reproduction of drawings and construction documents
- Postage and shipping
- Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties
- Mileage at project-current IRS mileage rate
- Specialized Equipment Rental, at rental rate

**KEY PERSONNEL LIST**



**Lake Whatcom Water and Sewer District  
General Engineering Services**

**CIVIL ENGINEERING**

Andrew Law, P.E.	Managing Member, Principal Engineer
Elizabeth Sterling, P.E.	Principal Engineer
Melanie Mankamyer, P.E.	Principal Engineer
Jeff Christener, P.E.	Principal Engineer
Michael Matthes, P.E.	Principal Engineer
Danielle Johnston, P.E.	Senior Engineer
Curt Schoenfelder, P.E.	Engineer IV
Rhett Winter, P.E.	Engineer IV
Scott Wilson, P.E.	Engineer IV
Jenifer Ramsey, P.E.	Engineer III
Brian Smith, P.E.	Engineer III
Kenna Wurden-Foster, E.I.T.	Engineer II
Julia Rice	Engineer I
Jeffery G. Smith	Senior CAD Design Tech /Inspector
Ria Nickerson	Senior CAD Design Tech /Inspector /Survey Tech
Joseph Ford	Senior CAD Design Technician /Inspector
Cheri Pendarvis	CAD Design Technician
Anthony Cavender	Environmental/Permit Technician

**STRUCTURAL ENGINEERING**

Charles Waugh, P.E., S.E,	Senior Engineer
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**LAND AND HYDROGRAPHIC SURVEY**

J. Thomas Brewster, PLS, CFM	Manager, Survey Department, Professional Land Surveyor
Paul Darrow, PLS	Crew Chief / Professional Land Surveyor
Bruce Raper	Senior Survey Technician
Alan Mooers, LSIT	Senior Survey Technician
Colette McNabb	Senior Survey Technician
Alger Beal	Senior Survey Technician
Colin Hopps	Survey Technician / Inspector

**Administrative Staff**

Diana McLean	Bookkeeper
Janice Clayton	Clerical



**Rate Comparison between 2018 and 2019:**

Billing Category	2018 Rate	2019 Rate	Approx. Increase
Principal Engineer	\$168	\$162	-3.57%
Senior Engineer	\$152	\$156	2.63%
Engineer IV	---	\$146	New Classification
Engineer III (Project Eng.)	\$138	\$136	-1.45%
Engineer II	\$122	\$126	3.28%
Engineer I	\$112	\$116	3.57%
Environmental / Permit Technician	\$86	\$89	3.49%
Senior CAD Design Technician	\$96	\$102	6.25%
CAD Design Technician	\$82	\$86	4.88%
Inspector	\$86	\$90	4.65%
Clerical *	\$70	\$73	4.29%
Senior Professional Land Surveyor *	\$150	\$156	4.00%
Hydrographer *	\$160	\$166	3.75%
Professional Land Surveyor	\$142	\$148	4.23%
Senior Survey Technician *	\$110	\$114	3.64%
Survey Technician	\$86	\$90	4.65%
1-Person Survey Crew *	\$130	\$135	3.85%
2-Person Survey Crew *	\$190	\$198	4.21%
3-Person Survey Crew *	\$240	\$250	4.17%
3-D Scanning Survey Crew	\$245	\$255	4.08%
Hydrographic Survey Crew	\$285	\$296	3.86%
1-Person Survey Crew-Prevailing Wage	---	\$160	New Classification
2-Person Survey Crew-Prevailing Wage	---	\$248	New Classification
3-Person Survey Crew-Prevailing Wage	---	\$325	New Classification

\* Classifications with no increase in 2018





**AGENDA  
BILL  
Item 5.C**

**Washington Paid Family &  
Medical Leave Program**

DATE SUBMITTED:	December 6, 2018	MEETING DATE:	December 12, 2018
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton, Finance Manager/Treasurer	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
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**

Washington State's Paid Family & Medical Leave Act (PFMLA) was authorized by the Washington State Legislature in 2017 and has been organized as an insurance program which is administered by the Employment Security Department (ESD). The program will allow workers to take off up to 12 weeks, as needed, when they welcome a new child into their family, are struck by a serious injury or illness, need to take care of an ill or ailing relative, and for certain military-related events. The weekly benefit is capped at \$1,000 with a minimum of \$100 and is a calculated percentage of the employee's gross wages.

Beginning on January 1, 2019, employers are required to deduct from employee paychecks Paid Family and Medical Leave premiums for submittal to the ESD. Benefits will be available to eligible employees beginning January 1, 2020.

The initial premium will be 0.4% of gross wages, which is comprised of employee and employer contributions, and can be adjusted annually after 2020 by the ESD, according to rules set by the statute.

The employee-required contribution is 0.253% of gross wages. The employer contribution is 0.147% of gross wages.

For employers with fewer than 50 employees (such as the Lake Whatcom Water & Sewer District), remittance of the employer portion of the premium is optional, but the employee portion is required. The financial impact to the District, should it opt to pay the employer portion of the

premium, would be approximately \$4,000 in 2019 (this cost was not accounted for in the recently adopted 2019 Budget). As noted above, the rates can be adjusted by the ESD annually after 2020.

The advantage to the District in remitting the employer portion of the premium is that the District would then be eligible for assistance grants of up to \$3,000 to help cover costs associated with employees on leave under the PFMLA. An employer may apply for up to 10 of these grants each year, with one per employee on PFMLA-covered leave.

#### **FISCAL IMPACT**

The impact for Lake Whatcom Water and Sewer District to participate would be approximately \$4,000 in 2019. However, rates can be adjusted annually after 2020 by the Employment Security Department, according to rules set by the statute.

#### **RECOMMENDED BOARD ACTION**

Advise staff on the participation level at the employer level. Staff recommends that the District opt out of paying the 0.147% of the PFMLA premium based on the uncertainty associated with award of grants that may offset the employer-related costs, and because future rates are unknown and subject to an annual adjustment by the Employment Security Department.


#### **PROPOSED MOTION**

None



## AGENDA

### BILL 2019 Non-represented Staff Salary Item 5.D Cost-of-Living Adjustment

DATE SUBMITTED:	December 6, 2018	MEETING DATE:	December 12, 2018
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1.	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

#### **BACKGROUND / EXPLANATION OF IMPACT**

With exception to the General Manager, District non-represented staff (District Engineer/Assistant General Manager, Finance Director/Treasurer, Operation & Maintenance Manager, and Administrative Assistant) are considered at-will employees with no employment contract with the District. With no employment agreement stipulating annual cost-of-living adjustments (COLAs) to salaries, the Board of Commissioners have historically approved a COLA for non-represented positions consistent with that of represented (union) employees. However, the current contract with represented employees is set to expire on December 31 and does not stipulate a COLA for 2019 (negotiations are ongoing and may extend into 2019).

As non-represented employees should not be subject to the consequences of the union's failure in the timely negotiation of a successor contract with the District, staff proposes a *temporary* COLA for non-represented staff that is equal to 80% of the most recent Consumer Price Index for all urban consumers (CPI-U) for the Seattle metropolitan area (the Seattle area is the closest region to which the District is located). The annual CPI-U for the Seattle area calculated for October 2018 is 3.1%. Recognizing that the District does not lie directly within the Seattle metropolitan area, and that the Bellingham area's cost of living is approximately 80% of the Seattle area, the temporary COLA is proposed at 2.5%. To avoid impact to the District's salary matrix, the COLA is proposed as temporary, to be

effective from January 1 until a contract is executed with the represented employees that results in a COLA to all positions in the District's salary matrix.

**FISCAL IMPACT**

The fiscal impact would be an additional \$13,700 in 2019, if maintained throughout the year. The prior approved 2019 Budget accommodates this proposed increase.

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board approve COLA for non-represented staff that is effective January 1, 2019, and equal to 2.5%.

**PROPOSED MOTION**


A recommended motion is:

"I move to approve a temporary salary adjustment for all non-represented District staff that is equal to an increase of 2.5% and effective January 1, 2019, through the District's approval of a contract with represented staff, at which time non-represented staff will be afforded a salary adjustment consistent with that of represented staff."



**AGENDA  
BILL  
Item 5.E**

**2019 District Initiatives**

DATE SUBMITTED:	December 6, 2018	MEETING DATE:	December 12, 2018
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Proposed 2019 District Initiatives		
	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**

Recognizing that the Lake Whatcom Water & Sewer District's mission is to *provide the best possible water and sewer services to District customers at an affordable cost, and in a way that contributes to protecting Lake Whatcom water quality*, the District Board of Commissioners annually adopts a budget that aligns with this mission and defines a work program under which the District will operate for the coming year. As a local government with finite revenue streams, the District's draft 2019 Budget defines the 2019 work program for both operation of and capital improvements to District facilities. That said, with a staff of professionals with a wide-range of expertise, the District also has the capacity to undertake additional initiatives beyond day-to-day operational requirements and capital improvement obligations that are aimed at enhancing District operations/services.

Based upon one-on-one interviews with Board members and District staff, the management team has developed a list of initiatives for 2019. The proposed initiatives have been created to largely be completed under the fiscal constraints of the 2019 Budget (i.e., limited to no impact to the budget) and within anticipated workload capacity (please note that some of the initiatives are anticipated to be a multi-year effort). The attached memorandum presents the proposed initiatives, which include incorporation of Board comments received during its regularly scheduled November 28 meeting.

**FISCAL IMPACT**

The proposed initiatives are largely anticipated to be conducted within the 2019 Budget. Should the addition of resources or services be identified during the course of initiative implementation, the associated costs will be brought to the Board for approval prior to initiating that work.

**RECOMMENDED BOARD ACTION**

Staff recommends the Board approve the proposed set of initiatives.

**PROPOSED MOTION**

A recommended motion is:

“I move to approve the 2019 Initiatives, as presented in the general manager’s memorandum dated December 4, 2018.”



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

To: Board of Commissioners  
Lake Whatcom Water & Sewer District

Date: December 5, 2018

From: Justin Clary  
General Manager

RE: Proposed 2019 District Initiatives

Recognizing that the Lake Whatcom Water & Sewer District's (District) mission is *to provide the best possible water and sewer services to District customers at an affordable cost, and in a way that contributes to protecting Lake Whatcom water quality*, the District Board of Commissioners (Board) annually adopts a budget that aligns with this mission and defines a work program under which the District will operate for the coming year. As a local government with finite revenue streams, the District's 2019 Budget defines the 2019 work program for both operation of and capital improvements to District facilities. That said, with a staff of professionals with a wide-range of expertise, the District also has the capacity to undertake additional initiatives beyond day-to-day operational requirements and capital improvement obligations that are aimed at enhancing District operations/services.

Based upon one-on-one interviews with Board members and District staff, the management team has developed a list of initiatives for 2019. The proposed initiatives have been created to largely be completed under the fiscal constraints of the 2019 Budget (i.e., limited to no impact to the budget) and within anticipated workload capacity (please note that some of the initiatives are anticipated to be a multi-year effort). This memorandum presents the proposed initiatives, which include incorporation of Board comments received during its regularly scheduled November 28 meeting.

### **1) Administrative and Organizational Document Review/Revision**

A change in management can afford the opportunity to revisit an organization's administrative and policy documents. With recent laws requiring update to some of the District's manuals, and a significant lapse of time since a review has been completed of others, District management will lead reviews of the following:

- **Personnel Policies Manual.** The District's personnel policies manual brings structure to the organization by defining day-to-day decision making processes and setting employee expectations. While the manual is considered largely up-to-date, the management team has identified areas requiring addition/revision (e.g., addition of a workplace violence prevention policy, clarification to the drug testing policy, and

update to the military leave policy and addition of Paid Family & Medical Leave Act policy to comply with state law).

- **Administrative Code.** Although the Administrative Code was revised as recently as June 2018, a review of the code by management will be conducted to identify any potential revisions that enhance the District's services or brings the code into compliance with current law. Anticipated revisions will include, at a minimum, refinement of the District's purchasing, purchasing services, professional services, and public works construction services sections of the code.
- **Commissioner Protocol Manual.** It has been a number of years since the last review of the Commissioner Protocol Manual. As such, a work session with the Board is recommended to review and reinforce (and revise, as necessary) protocols defined within the manual.
- **Health & Safety Program.** With both a new general manager and operations and maintenance manager now aboard, a comprehensive review of the District's Health & Safety Program will be undertaken to ensure all work is being conducted in accordance with current laws and best management practices, and to reinforce with District staff the importance of continuous adherence to safety.
- **File Management System.** As a public agency, efficient and effective management of District documents is critical to maintain compliance with state law, as well as to ensure consistent management of day-to-day operations. Therefore, staff will overhaul the District's electronic filing system on its server, as well as digitize hard copy files into the District's electronic data management software (DocuWare). Efforts will be conducted in manner that ensures the protection of electronic and hard copy documents. With the Northwest Regional office of the Washington State Archives located at Western Washington University, the District will utilize access to local expertise (e.g., direct consultation with the State Archives, hiring an intern studying under the WWU program, etc.).

## **2) Community/Public Relations Enhancement**

As a public service provider, clear and routine communications is critical in establishing an effective and positive relationship with our customers. Similarly, a well-managed public relations strategy can effectively build the District's reputation with external partners. Therefore, the District will undertake an effort to enhance its public relations efforts:

- **Website.** The District made an investment in renovating its website this past year; District staff will routinely maintain and update, as necessary, the website to remain current.
- **Intergovernmental Relations.** Developing and maintaining direct and profound relationships with staff/officials of organizations with whom a local government may partner is critical to enhancing the regional respect of the organization and long-term political positioning of that government. To further develop the District's reputation within the region, management will pursue development of such relationships

through participation in regular meetings with staff of partner organizations (e.g., Whatcom County, City of Bellingham, Sudden Valley Community Association, state/federal legislators, regional water and sewer districts, etc.).

- **Social Media Program.** It is now accepted that social media tools can improve interactivity between government agencies and the public, reaching new and different populations from traditional media sources. However, a social media program should be thoughtfully developed to ensure both its effectiveness and compliance with state laws, and once initiated, routinely administered to maintain its viability. District staff will develop and implement a social media program to enhance the District's community relations.
- **Press Releases.** To enhance the District's presence in Whatcom County, staff will periodically issue press releases, as appropriate, that highlight District successes.
- **50-year Anniversary.** Fifty years of service to the Lake Whatcom community is a major milestone. The District will undertake a series of internal and external events that celebrates this significant achievement.
- **Fact Sheets.** District staff will develop a series of fact sheets that serve as tools for educating the public on District services (and successes).

### **3) Lake Whatcom Water Quality**

Preservation of the water quality in Lake Whatcom is critical to ensuring the District's efficient provision of water to our customers.

- **Management Program.** The District will continue to participate at all levels (technical, policy, financial) of the Lake Whatcom Management Program.
- **Onsite Septic System Impact Assessment.** District staff will continue its sustained, multi-year effort in increasing the focus of the Lake Whatcom Management Program on the assessment of onsite septic systems' impacts on Lake Whatcom water quality.
- **Onsite Septic System Conversion Program.** During 2018, the District was successful in connecting three properties previously using onsite septic systems to the District's sanitary sewer collection system. District staff will continue this effort in 2019.
- **Watershed Stormwater Utility.** Whatcom County is developing a stormwater utility to provide a revenue stream for funding stormwater improvement projects within the watershed outside of City of Bellingham municipal limits. As this utility will overlap much of the District's boundaries, staff will participate in the County's public development process.

### **4) Board Technology Upgrades**

To utilize efficiencies available through technology, the District will implement a series of technology upgrades for the Board.

- **Electronic Board Packets.** To mitigate the use of natural resources and impacts to administrative staff workloads, the District will explore conversion from producing hard copies of Board meeting packets to electronic only.
- **Board-issued Tablets.** Under current operational practice, should the District ever be faced with a lawsuit that requires disclosure of documents/emails prepared by Board members, each member's personal computer could be subject to disclosure. To eliminate this liability, the District will explore issuance of tablets to each member for all District-related business.

**5) Asset Management**

Asset management provides a systematic approach for optimizing the allocation of District resources (both infrastructure and equipment). With the District's implementation of a GIS-based asset management system in the early 2000s, we have been an early adopter of geospatial asset management. With such a significant investment, the District will continue to enhance the capabilities of our system through the following (note that the 2019 Budget includes investment in additional modules for our Cartegraph asset management system that support these initiatives):

- Continued progress on visual inspection and GPS location of every District asset, including update of GIS maps and the Cartegraph system (this will include completing the locating of the remaining portion of District infrastructure [much of Sudden Valley] and may include enlisting the services of an intern through WWU, Bellingham Technical College, or other resources).
- Continued development and refinement of a preventative maintenance program utilizing Cartegraph for automatic work order and task generation.

**6) Operations & Maintenance Workload/Capacity Analysis**

Using the capabilities of Cartegraph, the District will more accurately track the use of resources (labor, equipment, and supplies) to gain a better understanding of the allocation of those resources between functions (capital, routine operations, and repair/maintenance) and utilities (sewer, water, or combined).

**7) New Development Process Refinement**

The significant increase in new connections in the District has highlighted the need to refine the process in which new connections are permitted, inspected, and approved. To gain efficiencies in the overall process, District staff will work with development partners (Whatcom County Planning & Development Services, Sudden Valley Community Association, etc.) to ensure that District review and approval of connections to our water and sewer systems are appropriately integrated with our partners' development programs.



**AGENDA  
BILL  
Item 5.F**

**Disposal of Surplus Property**

DATE SUBMITTED:	December 6, 2018	MEETING DATE:	December 12, 2018
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter, District Engineer	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. List of Surplus Property dated December 2018	
		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**

Attached is a list of miscellaneous surplus items that the District no longer needs.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

Staff recommends the Board declare the property presented in the attached list as surplus and authorize staff to dispose of each.

**PROPOSED MOTION**

A recommended motion is:

"I move to declare the property defined in the list dated December 2018, as surplus and authorize staff to dispose of each item in a manner that is most beneficial to the District and consistent with state law."

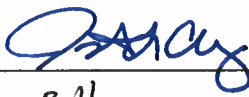

## December 2018 Surplus List

Item	Asset ID	Model/Serial Number	Condition	Value
Craftsman wet dry vac			Failed	None
Truck #27	VEH27	Ford F250 1FTNF21F9YEA89066	Poor	\$4000
Dell 2209WAF Monitor			Failed	None
HP W2338H Monitor			Failed	None
SCBA tank			Failed	None
Makita Sawzall			Failed	None
Dewalt 14.4 Volt Drill			Failed	None
Ryobi Chainsaw			Missing Parts Unsafe	None
Napa battery charger			Failed	None
(4) 235/75/15 Tires			Good (No current vehicle fit)	\$150



**AGENDA  
BILL  
Item 5.G**

**Par Sewer Pump Station  
Project Closeout**

DATE SUBMITTED:	December 4, 2018	MEETING DATE:	December 12, 2018
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. RH2 Letter Dated 12/4/2018		
	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**

Award Construction, Inc. has completed all contract requirements and punch list items. Staff recommends accepting the Par Sewer Pump Station Improvement Project as complete.

**FISCAL IMPACT**

Original Construction Contract (Award Construction, Inc.)	\$411,600.00
CO#1 (VOIDED)	\$0.00
CO#2 (Additional days due crane operator strike & water leak)	\$0.00
CO#3 (Additional days due to pump supplier issue)	\$0.00
CO#4 (Adjust unused unit price item quantities)	(\$7,670.34)
Subtotal approved change orders to date	(\$7,670.34) -1.9%
Total Construction Cost	\$403,929.66
8.5% Sales Tax	\$34,334.02
Grand Total Including Sales Tax	\$438,263.68

**RECOMMENDED BOARD ACTION**

Staff recommends the Board accept the project as complete.

**PROPOSED MOTION**

A recommended motion is:

“I move to accept the Par Sewer Pump Station Improvement Project as complete and authorize staff to closeout the public works project.”



**RH2 ENGINEERING, INC.**

www.rh2.com  
mailbox@rh2.com  
1.800.720.8052

**WASHINGTON LOCATIONS**

BOTHELL  
MAIN OFFICE  
22722 29<sup>th</sup> Drive SE, Suite 210  
Bothell, WA 98021

BELLINGHAM

EAST WENATCHEE

ISSAQUAH

RICHLAND

TACOMA

**OREGON LOCATIONS**

PORTLAND  
MAIN OFFICE  
6500 SW Macadam Ave, Suite 125  
Portland, OR 97239

MEDFORD

December 4, 2018

Mr. Bill Hunter, Assistant Manager  
Lake Whatcom Water and Sewer District  
1220 Lakeway Drive  
Bellingham, WA 98229

*Sent via: Email*

**Subject: C1705 Par Sewer Pump Station Improvements  
Construction Contract Completion**

Dear Mr. Hunter,

As of December 4, the Par Sewer Pump Station is at Final Completion. Occupancy has been granted by Whatcom County. Construction records will be sent to you this month. Therefore, all construction contract requirements have been completed by Award Construction, Inc and RH2 recommends accepting the project as complete.

It has been a pleasure working with you and your staff on this project. Thank you. Please call 360 684-1548 or reply to [dburwell@rh2.com](mailto:dburwell@rh2.com) with any questions.

Sincerely,

**RH2 ENGINEERING, INC.**


Dan Burwell, PE  
Project Manager

DB/jq



**AGENDA  
BILL  
Item 7**

**General Manager's Report**

DATE SUBMITTED:	December 5, 2018	MEETING DATE:	December 12, 2018
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. General 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.



## LAKE WHATCOM WATER AND SEWER DISTRICT

### General Manager's Report

#### Upcoming Dates & Announcements

Regular Meeting – Wednesday, December 12, 2018 – 6:30 p.m.

#### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed Dec 26, 2018	8:00 a.m.	Board Room
Next Employee Staff Meeting	Thu Dec 13, 2018	8:00 a.m.	Board Room Commissioner Ford to Attend
Finance Committee Meeting	January 2019	TBD	Small Conference Room
Safety Committee Meeting	Thu Dec 13, 2018	9:00 a.m.	Board Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Jan 10, 2019	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street
Policy Group Meeting	Mon Feb 4, 2019	3:00 p.m.	City of Bellingham's Fireplace Room 625 Halleck Street <i>Enter through the Halleck St entrance</i>
Joint Councils Meeting	Wed Mar 27, 2019	6:30 p.m.	Bellingham City Council Chambers 210 Lottie Street
Other Meetings			
WASWD Section III Meeting	Tue Dec 11, 2018	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Water Utility Coordinating Committee	Thu Dec 14, 2018	2:00 p.m.	Whatcom Co. Health Offices 509 Girard Street
Whatcom Water Districts Caucus Meeting	Wed Dec 19, 2018	1:00 p.m.	Board Room
Lake Whatcom Stormwater Utility Advisory Com Meeting	Tue Jan 8, 2019	3:00 p.m.	Whatcom Co. Civic Center 322 N Commercial Street
Whatcom County Council of Governments Board Meeting	Wed Jan 16, 2019	3:00 p.m.	COG Offices 314 E Champion Street

#### Other Announcements & Reminders

##### Committee Meeting Reports

Safety Committee – last meeting was held on November 20, 2018

##### Upcoming Important Agenda Topics and Meetings

- Collective bargaining agreement with AFSCME Local 114 WD anticipated for Board consideration in early 2019

##### General Manager Updates

###### Capital Projects

- Country Club Sanitary Sewer Lift Station Renovation Project: shorelines hearing set for January 9

- Geneva Sanitary Sewer Lift Station Renovation Project: currently under a required public review period; anticipate permits will be issued by the County following public review

#### Health & Safety Program

- Washington State Department of Labor & Industries performed a District-requested inspection of the District's operations on December 4. In general, the L&I team identified relatively few issues, and most of those issued will be addressed by staff before the formal report is issued in January.

#### Lake Whatcom Management Program

- Justin Clary met with Steve Hood (Department of Ecology) on November 29
- Bill Hunter provided a summary of the District's work relative to Lake Whatcom water quality protection to be included in the annual Management Program progress report

#### Whatcom County Coordinated Water System Plan Revision

- District continues to participate in the Water Utility Coordinating Committee's efforts, as charged by the Whatcom County Council, to revise the Coordinated Water System Plan to address definition of *timely, reasonable, and transparent*, as they relate to determination of water service


#### Community/Public Relations

- District staff developing a social media program to enhance public relations



**AGENDA  
BILL  
Item 9**

**Executive Session**

DATE SUBMITTED:	December 5, 2018	MEETING DATE:	December 12, 2018
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope, Administrative Assistant	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
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**

Executive Session for the purpose of considering issues related to collective bargaining with a labor union, under RCW 42.30.140 section 4(a).

The Executive Session is expected to last 10 minutes.

This agenda item is a placeholder for the board to go into Executive Session.

**FISCAL IMPACT**

N/A

**RECOMMENDED BOARD ACTION**

N/A

**PROPOSED MOTION**

N/A