



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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS
AGENDA

February 13, 2019
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. 855—Revision to Fixed Asset Policy
 - B. Resolution No. 856—Revision to the Employee Information and Recognition Program
 - C. Revision of District Mission and Goals
6. OTHER BUSINESS
7. GENERAL MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



**AGENDA
BILL
Item 4**

Consent Agenda

DATE SUBMITTED:	February 7, 2019	MEETING DATE:	February 13, 2019
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL 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 2/13/19 ****

BACKGROUND / EXPLANATION OF IMPACT

- Meeting Notes from the January 30, 2019 Board Meeting
- Accounts Payable Vouchers totaling \$17,438.51.
- Payroll for Pay Period #04 (01/25/2019 through 02/08/2019) total to be added 2.13.
- Payroll Benefits for Pay Period #04 total to be added 2.13.
- Summary of Significant Expenditures to be added 2.13.
- Accounts Payable Vouchers total to be added 2.13.

CHECK REGISTER

ACCOUNTS

Time: 16:00:00 Date: 01/29/2019

Lake Whatcom W-S District
MCAG #: 2330

01/29/2019 To: 01/29/2019

PAYABLE

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
362	01/29/2019	Claims	5	EFT	WA ST DEPT OF REVENUE	17,376.22	DEC EXCISE TAX
361	01/29/2019	Claims	5	8742	RACHAEL HOPE	62.29	
401 Operating Fund						17,438.51	
						<u>17,438.51</u>	Claims: 17,438.51
						17,438.51	

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 2/4/2019

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. 855
Revision to Fixed Asset Policy**

DATE SUBMITTED:	February 6, 2019	MEETING DATE:	February 13, 2019
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton, Finance Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Resolution No. 855	
		2.	
		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

Staff has prepared Resolution 855 to update the District's Fixed Asset Policy to include language recommended by the State Auditor. These recommendations were:

- Definition of dollar thresholds for Fixed and for Attractive Assets.
- Define in detail the annual inventory plan and disposal plan.

FISCAL IMPACT

There is no fiscal impact in adopting this resolution.

RECOMMENDED BOARD ACTION

Discuss/consider adopting Resolution No. 855 updating the District's Fixed Asset Policy.

PROPOSED MOTION

A recommended motion is:

"I move to approve the Resolution No. 855, as presented."

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION No. 855**

A Resolution of the Board of Commissioners
Repealing Resolution No. 812 and Replacing the District's Fixed Asset Policy

WHEREAS, the Lake Whatcom Water and Sewer District wishes to amend its guidelines and criteria for definition and management of capital assets and attractive assets, monitor and safeguard District assets, comply with state regulatory requirements and provide accurate information for financial reports; and

WHEREAS, in order to implement fixed asset guidelines, the District is adopting a resolution establishing certain procedures.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake Whatcom Water and Sewer District, Whatcom County, Washington as:

1. The attached Fixed Asset Policy dated February 13, 2019 is hereby accepted by Lake Whatcom Water & Sewer District.
2. Resolution 812 is repealed in its entirety.
3. This Resolution shall become effective upon signing.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 13th day of February, 2019.

Laura Abele, President

Todd Citron, Secretary

John Carter, Commissioner

Leslie McRoberts, Commissioner

Bruce R. Ford, Commissioner

Approved as to form, District legal counsel

Lake Whatcom Water and Sewer District Fixed Asset Policy

To ensure that all District-owned real and personal property is adequately protected and that its use is properly managed, particularly with respect to custody, insurance, maintenance, and planning.

The District operates on a Cash Basis and does not have Capital Assets and Depreciation on the Balance Sheet. The District maintains an Asset system and is required to track assets per State Auditor BARS manual Cash Basis.

1. **Definitions**

Fixed Asset – Any District-owned real and personal property that the District intends to use or keep for more than one year and exceeds the cost threshold amount of \$5,000.

Attractive (theft sensitive) Asset – Portable, durable items valued at \$1,000 - \$4,999 that do not meet the minimum capitalization threshold but require special attention because of their potential to be stolen. Examples of these items include but are not limited to computers, printers, copiers, digital cameras, and DVD players; regardless of initial acquisition cost. These objects are tagged and tracked by the District, but are not capitalized.

Infrastructure – Water treatment plants, water transmission and distribution systems, sewage collection and conveyance systems.

Capitalize – To formally record a fixed asset for depreciation purposes.

Depreciate – To expense the original acquisition value of a capitalized fixed asset over a specified time period.

District Official – Commissioners and staff.

2. **Custody**

All District officials are equally responsible for the care and proper use of District-owned property.

3. **Marking**

The District shall mark District-owned motor vehicles as prescribed by RCW 46.08.065. The District shall mark, tag, or engrave all other fixed assets at the General Manager's discretion, and shall establish corresponding procedures.

The District identifies and monitors Attractive Assets (theft sensitive) that cost less than the minimum capital asset cost threshold. These items are tagged and tracked by the District.

4. **Annual Physical Inventory Plan**

The District Finance Manager will coordinate a physical inventory of the Water and/or Sewer Department with the Operations Manager, and will coordinate inventory of the Administrative Office with the Assistant General Manager. Each Department(s) will be reviewed for both Fixed and Attractive Assets.

The Assistant General Manager has custody responsibility for the Administration Building and the Operations Manager has custody responsibility for all other locations. The physical inventory sheets will be kept until the State audit for both years is complete or according to

the State of Washington records retention schedule whichever is longer. The sheets will note the following information:

1. Assets have been physically located and verified.
2. Missing assets will be noted and explained.
3. Incorrect and/or incomplete information will be corrected.
4. Any new items located but not on the list will be added, with proper unique identifiers.
5. Condition of the asset will be noted (good/average/poor)
6. The inventory results will be presented by the District Finance Manager during a Board meeting no later than the following year of the inventory.

5. Capitalization

The District shall capitalize the following categories of fixed assets:

- Valued at more than \$5,000.00 at the time the District originally acquires the fixed asset.
- Assets purchased with grant funds may have a different threshold amount as stipulated by the grant.

6. Original Acquisition Value Determination

The District shall determine the acquisition value of any given fixed asset in priority sequence as follows:

- Vendor's invoiced cost to the District, including shipping and interest charges.
- District Engineer's evaluation.

7. Useful Life Determination

The District Engineer shall determine the useful life of all infrastructure fixed assets, as well as all improvements to existing infrastructure fixed assets. The useful life of all other types of fixed assets shall be determined either by using standard United States Internal Revenue Service guidelines, or by the District-contracted certified public accountant.

8. Acquisition

The Board shall approve the acquisition of fixed assets through the budget process.

9. Disposal

To dispose of a surplus asset, the Board must first declare a fixed or attractive asset surplus before it can be sold, or disposed of in any manner. An Asset Disposition sheet will be given to the District Finance Manager. If the asset is to be sold, it will then be sold in accordance with applicable state law. If the asset is no longer in working order the department manager, along with one other employee will properly dispose of the asset. A list of surplus assets will be forwarded to the Board for a motion to declare them surplus. The list of surplus assets will indicate the description of asset, value and proposed disposal method.

The District Finance Manager shall remove the asset from the asset tracking system after Board approval.

10. Spare Parts, Raw Materials and Supplies

The District shall maintain stocks of spare parts, raw materials, and supplies at the minimum levels necessary to perform its work safely, consistently, and reliably.


11. Adoption of Other Relevant Authority

The District hereby adopts the BARS Manual references noted above for additional guidance and procedures.



**AGENDA
BILL
Item 5.B**

**Resolution No. 856 – Revision
to the Employee Information
and Recognition Program**

DATE SUBMITTED:	February 6, 2019	MEETING DATE:	February 13, 2019
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton, Finance Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Resolution No. 856	
		2.	
		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 intent and purpose of the Employee Appreciation Program is to build upon the District’s existing management-employee-commissioner relationships. The Board of Commissioners recognizes the importance of this teamwork and combined effort. Specifically, employee recognition contributes to the morale, efficiency, and productivity of the District’s employees. The attached resolution updates Section 5 of the Employee Information and Recognition Program to define more clearly the recognition for years-of-service. This resolution also updates Section 6 to include gift cards as an option for a recognition award.

FISCAL IMPACT

There is no fiscal impact in adopting this resolution.

RECOMMENDED BOARD ACTION

Discuss/consider adopting Resolution No. 856 updating the District’s Employee Appreciation Program.

PROPOSED MOTION

A recommended motion is:

“I move to approve the Resolution No. 856, as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION No. 856**

**A Resolution of the Board of Commissioners
Establishing an Employee Information and Recognition Program and
Repealing Resolution 795**

WHEREAS, the Lake Whatcom Water and Sewer District focuses upon a partnership between its service customers, elected officials and the District's employees; and

WHEREAS, the District's Board of Commissioners recognizes the importance of this teamwork and emphasizes the value of the individuals who contribute to the process of maintaining and improving the quality of service in the District; and

WHEREAS, the Board of Commissioners believes that informing all employees of the status of the District's policies, finances and projects enhances the overall operations of the District; and

WHEREAS, in recognition of this ongoing partnership, the District's Board of Commissioners hereby establishes the Lake Whatcom Water and Sewer District Employee Information and Recognition Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake Whatcom Water and Sewer District, Whatcom County, Washington that:

1. Resolution No. 795 is repealed in its entirety.
2. The Lake Whatcom Water and Sewer District Employee Information and Recognition Program is hereby established.
3. The Employee Information and Recognition Program shall be overseen by the Board of Commissioners. The General Manager shall submit a budget for each event to the Board of Commissioners for approval. Events may include, but not be limited to:
 - a) Employee Information and Recognition Banquet
 - b) Picnic/Barbeque
4. The Employee Information and Recognition Program is structured to keep employees informed of the status of the District's policies, finances, and projects
5. The District will host an annual Employee Information and Recognition Program event to which all employees and commissioners will be invited. Partners and guests of the employees may attend at their own expense.
6. The purpose of the annual Employee Information and Recognition program is to:
 - a) Present a "State of the District" report to all employees and commissioners summarizing the events of the past year and their effect on the District.

- b) Provide acknowledgement of extraordinary efforts, cost-saving solutions, initiative, acceptance of additional work responsibilities, and other meritorious performance or actions of non-management employees.
 - c) Highlight recognition of service. Employees may be recognized for their years of service to the District. Employees may receive a service award for the following years of completed service: 5, 10, 15, 20, 15, and 30.
 - d) Provide recognition of retirement. An employee retiring from service with the District may receive this award.
7. The District's General Manager or Board of Commissioners may determine the type of award that would be appropriate for any given award category. Types of awards may include, but not be limited to:
- a) Pins or similar jewelry
 - b) Plaques or trophies
 - c) Letters of recognition
 - d) Silver platters or crystal
 - e) Gift cards
 - f) Humorous awards
8. All costs associated with this meeting, other than the cost of a partner or guest as noted above, shall be borne by the District.
9. This Resolution shall become effective upon signing.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 13th day of February, 2019.

 Laura Abele, President

 Todd Citron, Secretary

 John Carter, Commissioner

 Leslie McRoberts, Commissioner

 Bruce R. Ford, Commissioner

 Approved as to form, District legal counsel



**AGENDA
BILL
Item 5.C**

**District Mission and Goals
Revision**

DATE SUBMITTED:	February 7, 2019	MEETING DATE:	February 13, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Proposed Revision to District Mission & Goals		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

On assuming the position of General Manager this past October, one of the initial tasks that I undertook was to assess how current District operations and objectives align with the District’s stated mission and goals. In conversations with commissioners and staff, no one could identify the last time that the District’s mission and goals were revised, but agreed that the District’s mission and goals remain consistent. In preparing for our recent employee appreciation banquet, Accounts Receivable Technician Roxanne Shaw came across a Board presentation from 1996 that presented the mission and goals consistent with today.

During the January staff meeting, I presented the District’s mission and goals statement, as well as introduced a set of operating norms to District staff. Discussion that followed included a recommendation to include in the operating norms a statement pertaining to the District’s commitment to safety (which has since been added). With that comment, it was noticed that the District’s mission and goals are silent in regards to safety. Staff recommended during the January 30 regularly scheduled meeting that the Board consider a revision to address this staff-identified deficiency. During Board discussion, the Board requested that language be added to the Goals specific to meeting fire flow requirements. The attached revised mission and goals statement reflects staff’s recommendation to state the District’s commitment to providing fire flow and a safe work environment.

FISCAL IMPACT

None anticipated.

RECOMMENDED BOARD ACTION

Staff recommends that the Board approve the revised Mission and Goals.

PROPOSED MOTION

A recommended motion is:

“I move to approve the Mission and Goals statement, as presented.”



Lake Whatcom Water & Sewer District Mission & Goals

Our 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's water quality.


We strive:

- To provide safe and reliable drinking water with sufficient capacity to meet fire flow requirements and sewage collection to District customers.
- To establish connection charges and utility rates necessary to maintain the District's financial viability.
- To protect the natural resources within the Lake Whatcom watershed through cooperative efforts with other community and governmental organizations.
- To be recognized as an outstanding public utility that is responsive to the diverse expectations of its customers.
- To maintain the District's facilities through effective planning, prevention, and corrective maintenance practices.
- To provide sewer and water service to those portions of the District as may reasonably be served.
- To have an organization environment that is responsive to customer needs, promotes teamwork and a safe work environment, and allows all people to achieve their full potential.



**AGENDA
BILL
Item 7**

General Manager's Report

DATE SUBMITTED:	February 7, 2019	MEETING DATE:	February 13, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<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, February 13, 2019 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Feb 27, 2019	8:00 a.m.	Board Room
Employee Staff Meeting	Thu Feb 14, 2019	8:00 a.m.	Board Room Commissioner Abele to Attend
Investment Comm Meeting	Wed Apr 10, 2019	6:00 p.m.	Small Conference Room
Safety Committee Meeting	TBD in Mar 2019	TBD	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Feb 14, 2019	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street
Policy Group Meeting	Mon Jun 24, 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 Mar 12, 2019	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Water Utility Coordinating Committee	To be determined	TBD	Whatcom County Health Offices 509 Girard Street
Whatcom Water Districts Caucus Meeting	Wed Feb 20, 2019	1:00 p.m.	Board Room
Lake Whatcom Stormwater Utility Advisory Com Meeting	Wed Feb 20, 2019	5:00 p.m.	Geneva Fire Station 4518 Cable Street
Whatcom County Council of Governments Board Meeting	Wed May 8, 2019	3:00 p.m.	Council of Governments Offices 314 E Champion Street

Committee Meeting Reports

Safety Committee January Meeting

- No meetings held since last Board meeting
- Finance and Admin staff safety/emergency response training held on February 6
- Training for Trenching & Shoring and Fall Protection scheduled for February 12
- Training for Rigging & Signal Person and Confined Space/Rescue scheduled for March 12
- Annual employee-specific on-line safety training underway; each employee required to complete training by May 31

Investment Committee January Meeting

- No meetings held since last Board meeting

Upcoming Important Agenda Topics and Meetings

- Resolution revising purchasing policies scheduled for February 27 meeting
- Presentation by City of Bellingham regarding planned Post Point Wastewater Treatment Plant Biosolid Facility Replacement scheduled for February 27 meeting
- Construction contract award for lift station-related projects anticipated for Board consideration in March

2019 Initiatives Status

Administration and Organizational Document Review/Revision

Personnel Policies Manual

- Workplace Violence Policy Update
Addition drafted and review by Safety Committee legal counsel complete. Anticipate Board consideration during February 27 meeting.
- Drug Testing Policy Update
Addition drafted and review by Safety Committee legal counsel complete. Anticipate Board consideration during February 27 meeting.
- Paid Family & Medical Leave Act Policy Addition
Addition drafted and review by Safety Committee legal counsel complete. Anticipate Board consideration during February 27 meeting.
- Other revisions as identified/needed

Administrative Code

- Board Meeting Dates/Times
Addition to administrative code adopted by the Board during January 30 meeting (Resolution No. 854).
- Purchasing Policy
Revisions/clarifications to administrative code scheduled for Board consideration during February 27 meeting.
- Other revisions as identified/needed

Commissioner Protocol Manual

- Work session to review/revise
Scheduled for completion first quarter 2019.

Health & Safety Program

- Review program
Ongoing. Safety Committee is currently reviewing the Respirator SOP.

File Management System

- Electronic file management structure revision
Revised structure has been developed by R. Hope. Management team reviewing/revising. Implementation anticipated by March 1.
- Digitize applicable hard copies and file in DocuWare
To be initiated. Anticipate completion by September 30.

Community/Public Relations Enhancement

Website

- Reconfigured the layout of the *About* dropdown menu to make more user friendly.
- Developing content for the *Board of Commissioners* page (commissioner bios).

Intergovernmental Relations

- J. Clary scheduled to attend the Whatcom Utility Coordinating Committee meeting on February 8.

Social Media Program

- Develop/implement social media program
Program is developed and will be implemented following presentation to staff during the February 14 staff meeting.
- Create/manage District LinkedIn account
LinkedIn account is live (www.linkedin.com/company/lake-whatcom-water-and-sewer-district)
- Create/manage District Facebook account
District page has been created, but is not yet open to public viewing. The page will be published (available for public viewing) by March 1.
- Create/manage District NextDoor account
Account will be created by March 1.

Press Releases

- District staff recognition press release issued on January 14.

50-Year Anniversary

- Press release/logo
Release issued November 21, 2018; logo developed November 20, 2018.
- Banner
Installed January 10.
- Commissioner/employee jackets with 50th anniversary logo
50th anniversary logos are currently being embroidered on the jackets.
- Celebration
Completed during the annual employee banquet on January 11.

Fact Sheets

- Develop District fact sheets
To be initiated; complete second quarter 2019.

Lake Whatcom Water Quality

Management Program

- Attend organized meetings; initiate additional meetings/discussions outside of program
J. Clary attended Policy Group meeting on February 4.
J. Clary scheduled to meet with city of Bellingham and Whatcom County staff on February 8 regarding development of an interlocal agreement between the District, city of Bellingham, and Whatcom County specific to assessment of septic impacts along the north shore of Lake Whatcom.

Onsite Septic System Impact Assessment

- North shore monitoring
See discussion above regarding development of an interlocal agreement for assessment of septic impacts along the north shore of Lake Whatcom.

Onsite Septic System Conversion Program

- Identify applicable lots
Staff have identified lots to pursue connection to District collection system.
- Implement conversion notification process
To be initiated; complete by April 1.
- Complete conversion
To be initiated; complete by December 31.

Watershed Stormwater Utility

- Participate in utility development process
J. Clary attended January 8 meeting of the stormwater utility advisory committee.

Board Technology Upgrades

Board-issued Tablets

- Identify/implement appropriate systems to board
Staff met with IT provider January 15 to discuss options; anticipate issuance of tablets first quarter 2019.

Electronic Board Packets

- Implement electronic-only packet production process
Implement following issuance of tablets to Board.

Asset Management

Asset Location

- GPS District infrastructure in Sudden Valley
Scheduled for summer 2019; complete by October 31.

Preventative Maintenance

- Develop/refine automatic work order notification process in Cartegraph
To be initiated once budgeted Cartegraph modules are purchased.

O&M Workload Capacity Analysis

- Implement process in Cartegraph for tracking resource use
Engineering and operations staff have begun tracking resources specific to utilities.
- Analyze resource allocation data
To be conducted as data becomes available.

New Development Process Refinement

- Revise/implement new development permit/inspection/approval process
Initial meeting with Sudden Valley Community Association staff held in 2018; staff are reviewing District development review process and how it integrates with Whatcom County and Sudden Valley Community Association processes. Staff are also working with Sudden Valley Community Association regarding participation in a contractor informational meeting to be held sometime in April.