



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

February 27, 2019


8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Post Point Wastewater Treatment Plant Biosolids Handling Facility Project Update
 - B. Resolution No. 855—Revision to Fixed Asset Policy
 - C. Resolution No. 856—Revision to the Employee Information and Recognition Program
 - D. District Mission and Goals Revision
 - E. District Personnel Policies Manual Revision
 - F. Purchase of Boom Lift Equipment
6. OTHER BUSINESS
7. STAFF REPORTS
 - A. General Manager's Report
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



**AGENDA
BILL
Item 4**

Consent Agenda

DATE SUBMITTED:	February 21, 2019	MEETING DATE:	February 27, 2019
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. See below	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**** TO BE UPDATED 2/26/19 ****

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) totaling \$45,027.57.
- Payroll Benefits for Pay Period #04 totaling \$44,873.19.
- Accounts Payable Vouchers totaling \$108,456.56.
- Summary of Significant Expenditures to be added 2.26.
- Accounts Payable Vouchers total to be added 2.26.



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

January 30, 2019

Board President Laura Abele called the Regular Session to order at 8:00 a.m.

Attendees: Commissioner Laura Abele
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

Excused Absences: Commissioner John Carter

Also in attendance was Judi Gladstone, the Executive Director of the Washington Association of Sewer and Water Districts (WASWD).

Public Comment

Clary introduced Judy Gladstone to the Board. She spoke about her focus and goals for the Washington Association of Sewer and Water Districts going forward, and asked for input from the Board. Discussion followed.

Changes to Agenda

Clary requested the addition of Item 5.G. – Appointment of Don Oehler to the Whatcom County Boundary Review Board. The Board agreed.

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- Meeting Notes from the 01/09/2018 Board Meeting
- Payroll for Pay Period #02 (12/29/2018 through 01/11/2019) totaling \$43,091.67.
- Payroll Benefits for Pay Period #02 totaling \$45,599.83
- 4th Quarter 2018 Payroll Taxes totaling \$5,862.85.
- Payroll for Pay Period #03 (01/12/2019 through 01/25/2019) totaling \$44,937.81.
- Payroll Benefits for Pay Period #03 totaling \$28,532.49
- Accounts Payable Vouchers totaling \$222,654.69.

Motion passed.

Resolution No. 854 Creating Administrative Code Section 3.8.1, Board of Commissioner Meetings – Time and Place

Clary explained that historically, 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. Resolution No. 854 creates a set schedule for regular Board meetings, codifying the schedule for its regular meetings to mitigate the legislative effort of annual resolution adoption.

Action Taken

Ford moved, Citron seconded, to adopt Resolution Number 854 as presented. Motion passed.

District Mission and Goals Revision

Clary recounted that upon assuming the position of General Manager of the District this past October, one of his initial tasks was to assess how current District operations and objectives align with the District's stated mission and goals. To start off the new year, Clary presented the District's mission and goals statement, as well as introduced a set of operating norms, to District staff during the January staff meeting. Discussion that followed included a recommendation to include in the operating norms a statement pertaining to the District's commitment to safety. With that comment, it was noticed that the District's mission and goals are silent in regards to safety. Therefore, staff recommended that the Board consider a revision to address this staff-identified deficiency. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to approve the Mission and Goals statement as presented.

Ford moved, McRoberts seconded, to rescind the motion in favor of further discussion at a later date. Motion passed.

Disposal of Surplus Property

Winters shared a list of items which have been marked as surplus due to lack of need or state of repair. Staff recommended that the Board declare the property presented in the attached list as surplus and authorize staff to dispose of each. Discussion followed.

Action Taken

Citron moved, Ford seconded, to declare the property defined in the list dated January 2019 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. Motion passed.

Engineering Department Report

Hunter highlighted several ongoing projects, including the Area Z Developer Extension Agreement for installation of a new fire hydrant, the new security system at the Sudden Valley Water Treatment Plant, the Geneva Sewer Pump and the Country Club horizontal directional drill projects, and progress on installation of Shake Alert devices. Discussion followed.

Finance Department Report

Denton briefly touched on the 2018 Year End reports and processes, noting that revenues and expenditures are tracking well with budgeted amounts. Discussion followed.

Operations Department Report

Winters spotlighted recently completed projects, as well as touched on the recent DOT inspection, new water service installations, new generators, weekly safety meetings, and a recent visit by the Fire Marshall to provide guidance on chemical storage improvements, amongst other things.

Appointment of Don Oehler to the Whatcom County Boundary Review Board

Clary informed the Board that the Whatcom County Boundary Review Board reviews and makes decisions concerning boundary changes, including annexations; specific water or sewer utility extensions; changes to jurisdictions; and creation of or changes to special purpose districts. The Review Board is comprised of five members, one of whom is appointed by the board from nominees of special purpose districts in the county.

District staff were notified by the clerk to the Boundary Review Board on Thursday, January 24, that the term of the special purpose district representative is expiring. That position has been held for a number of terms by Don Oehler, former Water District No. 10/Lake Whatcom Water & Sewer District commissioner (1976-1981). The clerk informed staff that Mr. Oehler is interested in serving another four-year term and requested that staff facilitate consideration of nomination for appointment of Mr. Oehler by the Lake Whatcom Water and Sewer District Board of Commissioners. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to nominate Don Oehler to be appointed to the seat representing special purpose districts on the Whatcom County Boundary Review Board for the term of March 1, 2019 through February 28, 2023. Motion passed 2-1, with Commissioner McRoberts abstaining.

General Manager's Report

Clary updated the Board on a few items, including new information about the Post Point Sewer Treatment Plant improvements and the North Shore water quality study. Discussion followed.

Executive Session Per RCW 42.30.140 (4)(a): Collective Bargaining - 30 Minutes

Abele recessed the Regular Session to Executive Session at 9:41 a.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session was for considering issues related to collective bargaining with a labor union. Abele recessed the Executive Session and reconvened the Regular Session at 10:15 a.m.

Action Taken

Citron moved, McRoberts seconded, to approve the presented Agreement between Lake Whatcom Water and Sewer District and AFSCME Council 2 Local 114WD for the dates of January 1, 2019 – December 31, 2021. Motion passed.

With no further business, Abele adjourned the Regular Session at 10:17 a.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Abele

Todd Citron

Bruce R. Ford

Leslie McRoberts

John Carter

CHECK REGISTER

ACCOUNTS

Lake Whatcom W-S District
MCAG #: 2330

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

Time: 16:18 Date: 01/29/2019

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	
						17,438.51	Claims: 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

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

02/14/2019 To: 02/14/2019

Time: 12:55:38 Date: 02/11/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount Memo
438	02/14/2019	Payroll	5	EFT		3,631.39 01/26/2019 - 02/08/2019 PR4
439	02/14/2019	Payroll	5	EFT		2,724.20 01/26/2019 - 02/08/2019 PR4
440	02/14/2019	Payroll	5	EFT		2,747.68 01/26/2019 - 02/08/2019 PR4
441	02/14/2019	Payroll	5	EFT		3,534.35 01/26/2019 - 02/08/2019 PR4
442	02/14/2019	Payroll	5	EFT		2,526.95 01/26/2019 - 02/08/2019 PR4
444	02/14/2019	Payroll	5	EFT		1,393.07 01/26/2019 - 02/08/2019 PR4
445	02/14/2019	Payroll	5	EFT		3,072.58 01/26/2019 - 02/08/2019 PR4
446	02/14/2019	Payroll	5	EFT		1,774.03 01/26/2019 - 02/08/2019 PR4
447	02/14/2019	Payroll	5	EFT		3,048.98 01/26/2019 - 02/08/2019 PR4
448	02/14/2019	Payroll	5	EFT		2,118.28 01/26/2019 - 02/08/2019 PR4
449	02/14/2019	Payroll	5	EFT		2,365.88 01/26/2019 - 02/08/2019 PR4
450	02/14/2019	Payroll	5	EFT		3,086.78 01/26/2019 - 02/08/2019 PR4
451	02/14/2019	Payroll	5	EFT		2,521.57 01/26/2019 - 02/08/2019 PR4
452	02/14/2019	Payroll	5	EFT		1,614.74 01/26/2019 - 02/08/2019 PR4
453	02/14/2019	Payroll	5	EFT		2,253.27 01/26/2019 - 02/08/2019 PR4
454	02/14/2019	Payroll	5	EFT		2,645.89 01/26/2019 - 02/08/2019 PR4
455	02/14/2019	Payroll	5	EFT		2,533.98 01/26/2019 - 02/08/2019 PR4
443	02/14/2019	Payroll	5	8743		1,433.95 01/26/2019 - 02/08/2019 PR4

401 Operating Fund

45,027.57

45,027.57 Payroll: 45,027.57

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 2/12/2019

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

BENEFITS**CHECK REGISTER**Lake Whatcom W-S District
MCAG #: 2330

02/01/2019 To: 02/28/2019

Time: 09:57:21 Date: 02/13/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
468	02/14/2019	Payroll	5	EFT	UNITED STATES TREASURY	17,181.00	941 Deposit for Pay Cycle(s) 02/14/2019 - 02/14/2019
469	02/14/2019	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	10,749.95	Pay Cycle(s) 02/14/2019 To 02/14/2019 - PERS 2
470	02/14/2019	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,267.66	Pay Cycle(s) 02/14/2019 To 02/14/2019 - PERS 3
471	02/14/2019	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 02/14/2019 To 02/14/2019 - SUP ENF
472	02/14/2019	Payroll	5	8744	AFLAC	354.85	Pay Cycle(s) 02/14/2019 To 02/14/2019 - AFLAC Pre-Tax; Pay Cycle(s) 02/14/2019 To 02/14/2019 - AFLAC Post-Tax
473	02/14/2019	Payroll	5	8745	AFSCME LOCAL	387.14	Pay Cycle(s) 02/14/2019 To 02/14/2019 - Union Dues; Pay Cycle(s) 02/14/2019 To 02/14/2019 - Union Fund
474	02/14/2019	Payroll	5	8746	HRA VEBA TRUST (PAYEE)	515.00	Pay Cycle(s) 02/14/2019 To 02/14/2019 - VEBA
475	02/14/2019	Payroll	5	8747	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 02/14/2019 To 02/14/2019 - ICMA
476	02/14/2019	Payroll	5	8748	WA ST DEPT OF ES/PFMLA	172.61	Pay Cycle(s) 02/14/2019 To 02/14/2019 - PFMLA
477	02/14/2019	Payroll	5	8749	WASHINGTON STATE HEALTH CARE AUTHORITY	11,936.64	Pay Cycle(s) 02/14/2019 To 02/14/2019 - PEBB Medical; Pay Cycle(s) 02/14/2019 To 02/14/2019 - PEBB ADD LTD; Pay Cycle(s) 02/14/2019 To 02/14/2019 - PEBB SMK Surcharge; Pay Cycle(s) 02/14/2019 To 02/14
401 Operating Fund						44,873.19	
						44,873.19 Payroll:	44,873.19

CHECK REGISTER

Lake Whatcom W-S District

Time: 09:57:21 Date: 02/13/2019

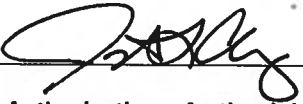
MCAG #: 2330

02/01/2019 To: 02/28/2019

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 2/13/2019

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

Commisioner

Commisioner

Commisioner

Commisioner

Commisioner

ACCOUNTS CHECK REGISTER PAYABLE

Lake Whatcom W-S District
MCAG #: 2330

02/13/2019 To: 02/13/2019

Time: 15:04:56 Date: 02/13/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
478	02/13/2019	Claims	5	EFT	US BANK - CC	11,071.36	MONTHLY VISA BILL
479	02/13/2019	Claims	5	EFT	WA ST DEPT OF REVENUE	16,749.51	Jan Excise
480	02/13/2019	Claims	5	8750	3D CORPORATION	2,659.90	
481	02/13/2019	Claims	5	8751	AIRGAS USA, LLC	11.96	
482	02/13/2019	Claims	5	8752	ARAMARK UNIFORM SERVICES	415.66	
483	02/13/2019	Claims	5	8753	BAY ENGRAVING	14.13	
484	02/13/2019	Claims	5	8754	BELLINGHAM HERALD ADVERTISING	311.25	
485	02/13/2019	Claims	5	8755	BELLINGHAM HERALD SUBSCRIPTION	343.20	
486	02/13/2019	Claims	5	8756	BERK'S TOWING	427.22	
487	02/13/2019	Claims	5	8757	BUSINESS EXTENSION SERVICES	129.69	
488	02/13/2019	Claims	5	8758	CARMICHAEL CLARK, P.S.	2,514.50	
489	02/13/2019	Claims	5	8759	CENTURYLINK	2,028.44	
490	02/13/2019	Claims	5	8760	CLEAN WATER	25.55	
491	02/13/2019	Claims	5	8761	LAKEVIEW COMCAST	98.34	
492	02/13/2019	Claims	5	8762	LAKEWAY COMCAST	143.32	
493	02/13/2019	Claims	5	8763	CORION LANDSCAPE MANAGEMENT	929.13	
494	02/13/2019	Claims	5	8764	COWDEN GRAVEL	723.94	
495	02/13/2019	Claims	5	8765	DAILY JOURNAL OF COMMERCE	400.80	
496	02/13/2019	Claims	5	8766	DATABAR	1,759.50	
497	02/13/2019	Claims	5	8767	DATAPRO SOLUTIONS, INC	130.44	
498	02/13/2019	Claims	5	8768	DIEHL FORD INC	656.19	
499	02/13/2019	Claims	5	8769	EDGE ANALYTICAL INC	241.00	
500	02/13/2019	Claims	5	8770	GRAINGER	195.05	
501	02/13/2019	Claims	5	8771	GUARDIAN SECURITY	306.00	
502	02/13/2019	Claims	5	8772	HARDWARE SALES INC	763.88	
503	02/13/2019	Claims	5	8773	HD FOWLER COMPANY	1,723.24	
504	02/13/2019	Claims	5	8774	JCI JONES CHEMICAL, INC.	1,035.89	
505	02/13/2019	Claims	5	8775	KELLEY IMAGING SYSTEMS	650.30	
506	02/13/2019	Claims	5	8776	MOTOR TRUCKS	3,976.11	
507	02/13/2019	Claims	5	8777	NATIONAL SAFETY, INC	761.47	
508	02/13/2019	Claims	5	8778	NORTH COAST ELECTRIC CO	58.39	
509	02/13/2019	Claims	5	8779	OASYS INC.	85.01	
510	02/13/2019	Claims	5	8780	ON-HOLD CONCEPTS INC	24.95	
511	02/13/2019	Claims	5	8781	PUGET SOUND ENERGY	16,173.69	
512	02/13/2019	Claims	5	8782	RH2	17,283.22	
513	02/13/2019	Claims	5	8783	SANITARY SERVICE CO	275.72	
514	02/13/2019	Claims	5	8784	SHELL	298.37	
515	02/13/2019	Claims	5	8785	TRIVAN TRUCK BODY LLC	527.20	
516	02/13/2019	Claims	5	8786	US BANK N.A. CUSTODY TREASURY DIV/MONEY	28.00	
517	02/13/2019	Claims	5	8787	UTILITIES UNDERGROUND LOCATING	63.14	
518	02/13/2019	Claims	5	8788	VERMEER NORTHWEST SALES INC	5,301.72	
519	02/13/2019	Claims	5	8789	WATER AND SEWER RISK MANAGEMENT	5,000.00	
520	02/13/2019	Claims	5	8790	WEBCHECK, INC.	228.27	
521	02/13/2019	Claims	5	8791	WHATCOM CO PLANNING & DEVELOPMENT	3,137.38	Dellesta Permit
522	02/13/2019	Claims	5	8792	WHATCOM CO PLANNING & DEVELOPMENT	3,137.38	Edgewater Permit

ACCOUNTS CHECK REGISTER PAYABLE

Lake Whatcom W-S District
MCAG #: 2330

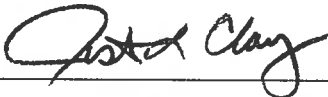
02/13/2019 To: 02/13/2019

Time: 15:04:56 Date: 02/13/2019

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
523	02/13/2019	Claims	5	8793	WHITNEY EQUIPMENT CO, INC	674.15	
524	02/13/2019	Claims	5	8794	WILSON ENGINEERING LLC	4,963.00	
		401 Operating Fund				79,892.53	
		420 System Reinvestment Fund				28,058.38	
		431 2016 Bond Capital Projects Fund				505.65	
						<u>108,456.56</u>	Claims: 108,456.56

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 2/13/2019

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**

**Post Point Wastewater Treatment
Plant Biosolids Facility
Replacement Update**

DATE SUBMITTED:	February 14, 2019	MEETING DATE:	February 27, 2019
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Materials will be provided during the meeting	
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 City of Bellingham owns and operates the Post Point Wastewater Treatment Plant, which receives and treats all of the District's sewage through an interlocal agreement between the City of Bellingham and the District. The solids handling process equipment (incinerator) at the facility has reached the end of its useful life and needs to be replaced. Based on the City's policy for climate action and community feedback on various options, a digestion process with energy recovery has been identified as the preferred solution. The City's project team has developed and evaluated the cost of construction and implementation of a new solids handling process. City staff will provide the District with a presentation on the status, and current timelines and estimated costs for design and construction of the new solids handling facility.

FISCAL IMPACT

No impacts will be incurred in the 2019 Budget. Based upon the current cost allocation in the City-District interlocal agreement, the District's share of the cost of the new solids handling facility will be approximately \$9.4 million due in 2023 (4.8% of the total \$196 million project).

RECOMMENDED BOARD ACTION

No action recommended at this time.

PROPOSED MOTION

None.



**AGENDA
BILL
Item 5.B**

**Resolution No. 855
Revision to Fixed Asset Policy**

DATE SUBMITTED:	February 6, 2019	MEETING DATE:	February 27, 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

Staff recommends updating the District's fixed asset policy via adoption of Resolution No. 855.

PROPOSED MOTION

A recommended motion is:

"I move to adopt 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 27th 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.C**

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

DATE SUBMITTED:	February 6, 2019	MEETING DATE:	February 27, 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="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

Staff recommends revision of the District's employee appreciation program via adoption of Resolution No. 856.

PROPOSED MOTION

A recommended motion is:

"I move to adopt 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, 25, 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 27th 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.E**

**District Mission and Goals
Revision**

DATE SUBMITTED:	February 7, 2019	MEETING DATE:	February 27, 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 5.E**

**Personnel Policies Manual
Revision**

DATE SUBMITTED:	February 20, 2019	MEETING DATE:	February 27, 2019
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Revised Personnel Policies Manual	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

In tandem with the current agreement with the local chapter of the American Federation of State, County and Municipal Employees (AFSCME) that governs employment practices specific to union-represented employees, the District's personnel policies manual defines the District's philosophy, and employment practices, policies, and benefits provided to all District staff. As state and case law evolves and new issues arise, the manual has been revised from time-to-time to keep abreast with current practices and laws. The last revision to the manual was completed in June 2018. Since that time, the State Family and Medical Leave Act has become effective, a new union agreement has been executed, and staff have identified updates specific to risk management issues (addressing workplace violence and the definition of dangerous weapons). To take advantage of the revision, staff have identified other miscellaneous revisions to the manual for the Board's consideration. The proposed revisions are provided in redline/strikeout mode for ease of identification.

FISCAL IMPACT

None anticipated.

RECOMMENDED BOARD ACTION

Staff recommends that the Board approve the revised personnel policies manual.

PROPOSED MOTION

A recommended motion is:

"I move to approve the revised personnel policies manual, as presented."

Lake Whatcom Water and Sewer District Personnel Policies Manual



| Last Updated ~~June 13, 2018~~ February 27, 2019

Welcome to Lake Whatcom Water and Sewer District

Dear District Employee:

We're very happy to welcome you to Lake Whatcom Water and Sewer District. Thank you for joining us! We want you to feel that your association with Lake Whatcom Water and Sewer District will be a mutually beneficial and pleasant one.

This manual provides answers to most of the questions you may have about Lake Whatcom Water and Sewer District's benefit programs, as well as the employee policies and procedures we abide by, our responsibilities to you and your responsibilities to Lake Whatcom Water and Sewer District. If anything is unclear, please discuss the matter with your supervisor. You are responsible for reading and understanding this manual and your performance evaluations will reflect your adherence to District policies. In addition to clarifying responsibilities, we hope this manual also gives you an indication of our interest in the welfare of all who work here.

From time to time, the information included in our personnel policies manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on employee bulletin boards and/or staff meetings.

We extend to you our personal best wishes for your success and happiness at Lake Whatcom Water and Sewer District.

Sincerely,

President, Board of Commissioners

Secretary, Board of Commissioners

Commissioner

Commissioner

Commissioner

~~Patrick Sorensen~~ Justin Clary, General Manager

Receipt and Acknowledgment of Lake Whatcom Water and Sewer District Personnel Policies Manual

Please read the following statements, sign, date, and return the form to the Administrative Assistant. This form will be placed in your personnel file as evidence of receipt and acknowledgement of the District's Personnel Policies Manual.

This personnel policies manual is an important document intended to help you become acquainted with your benefits, our personnel practices and rules and some of the organizational philosophy of Lake Whatcom Water & Sewer District. This manual will serve as a guide; individual circumstances may call for individual attention.

The contents of this manual may be changed at any time at the direction of the Board of Commissioners. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee of Lake Whatcom Water & Sewer District. The policies in this manual as dated replace all previous such policies.

I understand and acknowledge that it is my responsibility to read these policies.

I understand and acknowledge that **these policies do not create an employment contract or a guarantee of employment** of any specific duration between the District and its employees. **These policies are general guidelines and do not constitute promises of specific treatment.** The District recognizes that at times things do not always work out as hoped, and either the District or I myself may decide to terminate the employment relationship.

I understand and acknowledge that no supervisor or representative of the District other than the General Manager has the authority to make any written or verbal statements or representations, which are inconsistent with these policies.

Furthermore, I understand that in the event of any conflict between language found in Lake Whatcom Water and Sewer District's Personnel Policies Manual and the current contract with the members of AFSCME Council 2 Local 114WD (Union Contract), the language in the Union Contract shall prevail.

I have received and read a copy of the Lake Whatcom Water & Sewer District Personnel Policies Manual. I acknowledge that, except for the policies of at-will employment, the District reserves the right to revise, delete, and add to the provisions of this employee manual. All such revisions, deletions, or additions must be in writing and must be signed by the General Manager of the District. No oral statements or representations can change the provisions of this manual

I understand that my employment is terminable "**at will**", unless specific rights are granted to me in employment contracts or elsewhere, either by myself or by Lake Whatcom Water and Sewer District, regardless of the length of my employment or the granting of benefits of any kind.

I understand and acknowledge that, during the course of my employment, confidential information may be made available to me in the form of customer files, legal casework, or other related information; I understand that this information cannot be disseminated or made public unless authorized by the General Manager. In the event of my termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or disclose any information obtained during my employment with the District.

I have read and fully understand the policy on harassment and bullying behavior and acknowledge that this behavior is prohibited.

I understand that, should the content of this manual be changed in any way, the District may require an additional signature indicating that I am aware of and understand any new policies.

I hereby consent to deduction from my final paycheck of any amounts advanced to me that remain unearned when my employment with the District ends, including any unearned vacation leave.

I further understand that this agreement supersedes all prior agreements, understanding, and representations concerning my employment with Lake Whatcom Water and Sewer District (with the exception of language found in the current Union Contract.

If you have any questions about these policies or any other policies of the District, ask your supervisor or the General Manager.

I understand that my signature below indicates that I have read and understand the above statements and acknowledge receipt of the Lake Whatcom Water and Sewer District Personnel Policies Manual, and that I agree to abide by the procedures and policies in the Manual.

Employee Name (printed)

Position

Employee Signature

Date

General Manager Signature

Date

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CHAPTER 1

INTRODUCTION

1.01 Intent of Policies

This manual has been prepared to inform you about Lake Whatcom Water and Sewer District's philosophy, employment practices and policies as well as the benefits provided to you as a valued employee and the conduct expected from you.

No policy manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is through our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We depend on you. Your success is the District's success. Please don't hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow co-workers here. We also believe you will find Lake Whatcom Water and Sewer District a good place to work. We ask that you read this manual carefully, and refer to it whenever questions arise.

Lake Whatcom Water and Sewer District policies, benefits and rules as explained in this manual may be changed from time to time as employment legislation, union contract, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated. A copy will also be posted on the employee bulletin board.

These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which you may rely, as a guarantee of employment for any specific duration. We recognize that things may not always work out as hoped, and either of us may decide to terminate the employment relationship. Please understand that no supervisor, manager or representative of the District other than the General Manager has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments contrary to the foregoing.

1.02 Scope of Policies

These personnel policies apply to all District employees, except the General Manager, who serves at the pleasure of the Board of Commissioners. In cases where these policies conflict with any District resolution, state or federal law, collective bargaining agreement, or personal services contract, the terms of that law or contract or agreement prevail. In all other cases, these policies apply.

1.03 Changing the Policies

As the need arises, the Board of Commissioners may modify these policies. The General Manager may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the citizens of Lake Whatcom Water and Sewer District. In doing so, the General Manager shall first balance the benefits and burdens to the District and the affected employee or employees. Employees may request specific changes to these policies by submitting suggestions through their supervisor or the Administrative Assistant.

1.04 Administration of the Personnel System

These policies and the District's personnel system shall be administered as follows:

Board of Commissioners: Adopts the budget which includes adjustments to salaries, benefit changes, authorization for positions and training appropriations. The Board of Commissioners shall have the responsibility to adopt the personnel policies manual and any changes made to these policies. The Board of Commissioners shall have the continuing responsibility to review the actions of the General Manager and his or her administration of the personnel policies. The Commissioners have the responsibility to assure the continued financial viability of the District.

General Manager: Shall be responsible for the day-to-day operations of the District and the implementation of these rules and policies as set by the Board of Commissioners and employment administration. The General Manager is responsible for the final decision on hiring, termination and discipline of all employees subject to appeal to the Board of Commissioners.

Department Managers/Supervisors: Shall be responsible for administering their own departments in accordance with these policies and any applicable laws.

Managers/Supervisors are responsible for preparing annual performance evaluations and for implementing any necessary disciplinary measures consistent with section 10.02.

Administrative Assistant: Helps to administer the personnel system on behalf of the General Manager as delegated. The Administrative Assistant will be responsible for making any approved changes to the District's Personnel Policies Manual.

1.05 Definitions

Dangerous Weapon: A dangerous weapon is any object, instrument or chemical designed to be capable of inflicting harm or injury to another person, or which is used or may be used in a manner to harm or injure or to threaten harm or injury to another person. The following non-exclusive list of items shall be considered dangerous weapons: guns, pistols, revolvers, rifles, shotguns, or firearms of any type, air guns, air pistols, air rifles, stun guns and any devices used or intended to be used to injure a person by electric shock, charge or impulse, dirks, daggers, spring blade knives, any knives with a blade of three

inches or longer, tear gas, blackjacks, sling shots, billy clubs, sand clubs, metal knuckles, metal pipes or bars used or intended to be used as clubs, explosives, weapons containing poisonous or injurious gas, devices commonly known as “nun-chu-ka sticks”, and devices commonly known as “throwing stars”. Any object which fits the above definition or is included on the above list shall be considered a dangerous weapon whether it is licensed or unlicensed, concealed or unconcealed.

Pepper spray and mace are not considered dangerous weapons if these items are carried and used for personal protection. A pocketknife with a blade less than three inches in length that is not a spring blade knife is not considered a dangerous weapon. Use of pepper spray, mace, or a non-spring blade pocket knife less than three inches in blade length, in a violent and aggressive manner, other than for purposes of self-defense, will be considered a violation of these policies.

District Benefits: Benefits provided above and beyond benefits required under state and federal law, such as state paid sick leave, state paid family medical leave, state workers compensation, and federal social security. District benefits may include retirement, vacation, additional sick leave, additional family medical leave, health insurance, holidays, or any other benefits.

Family Member: The employee's: child or parent (including biological, adopted, foster, step or legal guardian, and parent of spouse or registered domestic partner), spouse, registered domestic partner, grandparent, grandchild, or sibling; or other relative who lives in the employee's home. This definition only applies to Sections 3.06, Employment of Relatives (Nepotism), and 7.06, Bereavement Leave.

Manager/Supervisor: An employee who is responsible for directing one or more departments on a regular or part-time basis.

Normal District Business Days: Monday through Friday, 8:00 a.m. to 5:00 p.m.

~~**Immediate Family:** Includes the employee's parent, spouse, domestic partner, child, biological, adopted, stepchild, or legal ward, parent, brother or sister, mother or father in law, son or daughter in law, grandparent, grandchild, or other relative who lives in the employee's home. This definition only applies to Sections 3.06, Employment of Relatives (Nepotism), and 7.05, Bereavement Leave.~~

Regular Full-time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works an equivalent of a minimum of forty (40) hours a week.

Regular Part-time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works an equivalent of less than forty (40) hours a week but at least twenty (20) hours a week.

Temporary Employee: Employees who hold jobs of limited duration due to special projects, abnormal workloads or emergencies. Temporary employees are not eligible for District benefits. They are eligible for sick leave.

Trial Employee: An employee who has not yet completed his/her trial or probationary period in a regular position and who has not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include trial employees.

Volunteers: A volunteer is someone who is providing free service or labor to the District such as a student who is seeking experience over a limited period of time. Volunteers are not used to supplement or replace regular employees and are not eligible for District benefits or other benefits such as sick leave.

Workplace Violence: The “workplace” shall include all District property, offices, and facilities, jobsites or potential jobsites, and any other place an employee performs work for the District. Workplace violence may be verbal or physical, occurring at the workplace, or in transit to the workplace during working hours. Verbal workplace violence means verbal statements or utterances reasonably perceived as a physical threat to one’s person or property or to the person or property of another. Physical workplace violence means physical action or conduct directed toward another person or another person’s property which is intended to harm, damage, threaten, harass, or intimidate and may or may not include actual physical contact. Workplace violence may include without limitation the following behavior:

- Physical assault or any aggressive conduct that may result in injury;
- Engaging in physical altercation or fight;
- Destruction of property;
- Language or behavior reasonably perceived as threatening to person or property;
- Language or gestures that are violent;
- Use, threatened use, or possession of a dangerous weapon in violation of District policies; or
- Harassment that creates a reasonable concern for personal safety

CHAPTER 2

GENERAL POLICIES AND PRACTICES

2.01 Equal Employment Opportunity Policy

Lake Whatcom Water and Sewer District is an equal employment opportunity employer. The District employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications, competence and performance. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religious persuasion, national origin, ancestry, physical or mental disability, pregnancy, age, marital status, sexual orientation, disability, or any other characteristic protected by applicable federal, state or local law.

2.02 Anti-Discrimination Policy

Prohibition of Unlawful Discrimination: In accordance with applicable law, the District prohibits discrimination because of sex, race, color, religious persuasion, national origin, ancestry, physical or mental disability, pregnancy, age, marital status, sexual orientation, or any other characteristic protected by federal, state or local law. All such discrimination is unlawful and all persons involved in the operations of the District are prohibited from engaging in this type of conduct. The District is committed to taking all reasonable steps to prevent discrimination from occurring.

Discrimination Defined: Federal law defines discrimination as being treated differently because of an employee's membership in a protected category, as listed above.

The District's Reporting Procedure: Our reporting procedure provides for an immediate, thorough, and objective investigation of any discrimination claim, appropriate disciplinary action against one found to have engaged in prohibited discrimination, and appropriate remedies to any employee subject to discrimination. An employee may have a claim of discrimination even if he or she has not lost a job or some economic benefit.

If any employee believes he/she has been discriminated against, or is aware of discrimination against others, the employee should provide a written or verbal report to his/her supervisor, any other manager, or to the General Manager, as soon as possible. If the employee believes the discrimination involves the General Manager the employee may report directly to the District's legal counsel. The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.). All incidents of discrimination that are reported will be investigated. The District will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation.

If the District determines that discrimination has occurred, it will take remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any

future discrimination. If a complaint of discrimination is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

Protection Against Retaliation: Applicable law also prohibits retaliation against any employee by another employee or by the District for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding, or hearing conducted by the District or a federal or state enforcement agency. Employees should report any retaliation to a supervisor, any manager or to the General Manager. Any complaint will be immediately, objectively and thoroughly investigated in accordance with the investigation procedure outlined above. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

2.03 Disability Discrimination Prohibited

The District will not discriminate against applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of an essential element of the job. An employee who reasonably believes that he/she needs assistance with a disability shall notify the General Manager in writing specifying the relief requested.

2.04 Accommodation Policy

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship or a direct threat would result there from.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job he or she holds or desires should contact the General Manager and request such accommodation. The accommodation request can be written or oral and can be made by the employee or by someone else on the employee's behalf. The accommodation request should specify the accommodation the employee needs to perform the job. If the requested accommodation is reasonable and will not impose an undue hardship or a direct threat, the District will make the accommodation in accordance with applicable law. The District may propose an alternative to the requested accommodation or may substitute one reasonable accommodation for another and retains the ultimate discretion to choose between reasonable accommodations.

Employees are expected to fully cooperate in the accommodation process. The duty to cooperate includes making every effort to provide management with current medical information. Employees who do not meaningfully cooperate in the accommodation process will waive the right to accommodation.

2.05 Religion in the Workplace Policy

The District is committed to complying with all laws that prohibit discrimination, including harassment or retaliation, on the basis of religion. This means that the District will make employment-related decisions regarding its employees without regard to their religious practices or beliefs. The District will provide reasonable accommodation for employees' religious expressions, observances and requirements when employees bring such matters to the District's attention and a reasonable accommodation can be identified unless the accommodation amounts to an undue hardship. The District also maintains a policy whereby employees can complain about alleged religious discrimination, harassment or retaliation. Employees can rest assured that every such complaint will be promptly and thoroughly investigated in accordance with District policy and procedures.

Just as employees have a right to expect the District to keep the workplace free of discrimination, the District expects its employees to be tolerant of each other's right to appropriately – and within the law – express or display their religious status or beliefs in conformance with their religious practices. However, the District also expects employees not to subject co-workers to unwelcome expressions of religious views, proselytizing, while in the workplace. Co-workers could justifiably believe that they should not be subjected to such behavior on the job – but many could also feel that expressing any negative reaction could cause conflict, resentment or retaliation. It is a violation of District policy to force any employee to participate unwillingly in religious activity out of fear of creating workplace disharmony or offending a co-worker.

On the other hand, it would be acceptable for employees to express verbally their religious beliefs or wear or possess items in the workplace that express religious status or beliefs if these expressions do not otherwise offend the District's anti-harassment policy, disrupt the work environment, or create a health or safety hazard. The District expects that its employees will exercise good judgment and sensitivity to co-workers in making common sense distinctions between the appropriate expression of religious status or belief and conduct or displays that are truly offensive, disruptive, unsafe or otherwise inappropriate.

Employees should feel free to express their concerns about behavior or displays which they believe are truly offensive, threatening, or intimidating on the basis of their religious beliefs, to the point where the tranquility of the workplace environment is compromised. These would include, for example, language or symbols that clearly state, imply, or condone opposition, prejudice, hatred, or violence against any religious group.

The objective of the District is to foster mutual respect and tolerance without interfering with our employees' ability to do their jobs in a peaceful and positive work environment. Any questions or concerns about this Policy or perceived violations of this Policy should be brought to the attention of the General Manager.

2.06 Life Threatening/Communicable Diseases

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The District will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions, including discharge, when a substantial and unusual safety risk to fellow District employees or the public exists.

2.07 Anti-Harassment Policy

Legally Prohibited: In accordance with applicable law, the District prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, sexual orientation, age, or any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated. The District is committed to taking all reasonable steps to preventing harassment from occurring.

It is District policy to foster and maintain a work environment that is free from discrimination, intimidation, hostility or other offenses that might interfere with work performance. Toward this end, harassment of any kind, verbal, physical or visual, toward co-workers or members of the public will not be tolerated. Employees are expected to show respect for each other and the public at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public. Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Examples of prohibited conduct include slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age, or disability.

Each member of the staff and management of Lake Whatcom Water and Sewer District is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise, and further, are responsible for respecting the rights of their co-workers and others, including the citizens they serve.

If you have a harassment complaint, see section 2.09 for reporting procedure.

Workplace Harassment and Bullying Policy: Workplace Harassment and Bullying is conduct of an employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse; nonverbal or physical behavior that threatens intimidates or humiliates or conduct which undermines a person's work performance. Conduct prohibited by this section also includes, but is not limited to hostile, inappropriate and unwanted conduct that affects an

employee's dignity, economic livelihood, and health – psychological or physical. Unacceptable conduct also includes one employee aiding, abetting, counseling, soliciting, or coercing another employee into behavior prohibited by this policy.

A single act normally will not constitute a violation of this section unless especially severe and egregious.

Harassment and Bullying Behavior Prohibited: Harassment and Bullying behaviors prohibited in this section are intended to protect all customers, members of the general public, employees, contractors and Commissioners.

The following specific examples of Workplace Harassment and Bullying are provided for your guidance. This conduct, if engaged in, would be detrimental to the District's objectives and could lead to disciplinary action, up to and including discharge. It should be understood that the examples are meant to be illustrative, not comprehensive.

1. **Written or Verbal Abuse:** Words or phrases expressed through spoken, written or electronic communication. Examples include:
 - Sexual innuendoes, teasing and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and sexist put-downs;
 - Slurs, jokes, or any derogatory remarks about a person's race, color, sex, national origin, religion, age, disability, sexual orientation, language, or accent, disparaging or disrespectful comments even if unrelated to a person's race, color, sex, national origin, religion, age, disability or sexual orientation
 - Loud, angry outbursts or obscenities
 - Name calling
 - Public or private humiliation
 - Yelling and screaming
 - Ridicule
 - Profanity
 - Belittling
 - Condescension
 - Stereotyping
 - Insults
 - Devaluing
 - Taunting
 - Character assassination
 - Making rude, degrading or offensive remarks
 - Threatening or intimidating another person by stating or implying that bad events are going to happen to them, regardless of whether specifics are described.
2. **Nonverbal and Physically Abusive Behaviors:** All aspects of communication and body language except the actual words themselves. Examples include:

- Display of explicit or offensive calendars, posters, pictures, drawings or cartoons which reflect disparagingly upon a class of persons or a particular person
 - Invading personal space
 - Aggressive or intimidating finger pointing
 - Hostile glaring or staring
 - Making gestures that seek to intimidate
 - In the case of physical contact, refer to Workplace Violence or Sexual Harassment policies
 - Creating a hostile work environment through an angry demeanor
 - Throwing instruments or equipment
3. **Undermining an Individual's Ability to Work:** Any behavior or action that disrupts, prevents, alters, undermines or interferes with an individual's ability to perform their duties. Examples include:
- Hazing (torment based on group membership)
 - Engaging in reprisals for the reporting of alleged violations
 - Withholding requisite information or resources
 - Intentional alteration of equipment or supplies
 - Misrepresentation, including rumors or gossip about an individual's performance or capability
 - Creating a hostile work environment through an angry demeanor
 - Unwarranted criticism that adversely impacts
 - Isolating, excluding or shunning from the team
 - Oppression or abuse of perceived or actual power
 - Throwing instruments or equipment
 - Coercing staff to violate standards of practice
 - Sabotage of reputation, performance or job status
 - Any fear-instilling conduct that causes distress
 - Taking credit for work not personally accomplished
 - Constantly interrupting others
 - Prohibiting individuals from speaking to other individuals
 - Assigning hazardous work without protection
 - Detrimental changes to duties and responsibilities

All such harassment will not be tolerated. The District is committed to taking all reasonable steps to preventing harassment and bullying from occurring.

Resolution Process: For the purposes of resolving Section 2.07 concerns, employees are encouraged to bring their complaints to the General Manager. Complaints may be handled on an informal level. This process provides an opportunity to seek information and to discuss with an employee or employees the personal or organizational consequences stemming from unacceptable conduct defined in this section. No formal investigation will be engaged in at this level and the General Manager is not required to initiate the District Reporting Procedure and an investigation.

Should an aggrieved employee wish to file a formal complaint, it is their responsibility to initiate the complaint in writing to the General Manager stating the incident, witnesses, and any other applicable information the aggrieved employee feels is pertinent to the complaint.

If the complaint involves potential acts of discrimination prohibited by law and by other sections of Chapter 2 of the Personnel Policies, the General Manager reserves the right to implement the procedures outlined in Section 2.09.

Nothing in this section shall prohibit the General Manager from initiating a formal process of investigation should he/she believe that harassment or bullying is taking place in the workplace.

Timeliness of Formal Complaints: Individuals who wish to file a formal complaint must do so within six (6) months from the date of the most recent alleged violation of Section 2.07. The investigation will begin within ten (10) normal business days of receipt of a formal complaint by the General Manager, if not absent from the workplace. Barring extraordinary circumstances, the General Manager will strive to complete the investigation, determine remedies and communicate the results within ten (10) days of the start of the investigation.

Corrective Action: Remedies may be determined partly by weighing the severity and frequency of the violations. Greater weight may be assigned when there is a documented pattern of misconduct. The goal of any chosen remedy is to reverse the negative impact on the complainant; affected co-workers and to restore workplace productivity. Remedies may include, but not be limited to:

- Apology by the offender
- Skills training to overcome identified deficiencies
- Mandatory intervention: personal assessment, evaluation by employees, remedial training/coaching and a performance improvement plan
- Mandatory mental health counseling for the offender
- Demotion or termination of the offender consistent with Chapter 10 in the Personnel Policies Manual

Preserving Process Integrity: The purpose of this Section is to correct and prevent threats to workplace health and productivity. Individuals are discouraged from filing frivolous complaints.

In the event that three (3) consecutive complaints filed by an individual against the same person in a 12 month period fail to result in at least one confirmed Section 2.07 Policy violation, the complainant will be counseled against abusing, and therefore, undermining the spirit of the Policy. Complainant may be subject to corrective action.

Management Rights: The District's right to assign tasks, reprimand, or impose disciplinary sanctions should not be confused with workplace harassment and bullying.

In particular the District's right to assign tasks and its right to reprimand or impose disciplinary sanctions is not considered harassment or bullying under this section.

2.08 Sexual Harassment Prohibited

Sexual harassment will not be tolerated at Lake Whatcom Water and Sewer District. Prompt disciplinary action will be taken against any employee who commits or participates in any form of sexual harassment.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of their position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual favors.
- Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, and sexually explicit jokes and/or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, impeding or blocking movements.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves harassment by coworkers, by a supervisor or manager, or by persons doing business with or for the District.

If you have a sexual harassment complaint, please follow the steps below in section 2.09, Reporting Procedure.

2.09 **The District's Harassment** Reporting Procedure

Procedure: Our reporting procedure provides for an immediate, thorough and objective investigation of any harassment claim, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies to any employee subject to harassment. An employee may have a claim of harassment even if he or she has not lost a job or some economic benefit.

If any employee believes he/she has been harassed on the job, or is aware of the harassment of others, the employee should provide a written or verbal report to his/her supervisor, to any manager or to the General Manager as soon as possible. If the employee believes the harassment involves the General Manager, the employee may raise the issue directly with the District's attorney. The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.). All incidents of harassment that are reported will be promptly investigated. The District will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation.

If the District determines that harassment has occurred, it will take remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

Protection Against Retaliation: Applicable law also prohibits retaliation against any employee by another employee or by the District for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding, or hearing conducted by the District or a federal or state enforcement agency. Employees should report any retaliation to a supervisor, any manager or to the General Manager. Any complaint will be immediately, objectively and thoroughly investigated in accordance with the investigation procedure outlined above. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

Liability for Harassment: Any employee, including any supervisor or manager, who is found to have engaged in unlawful harassment is subject to disciplinary action up to and including discharge from employment. An employee who engages in harassment may be held personally liable for monetary damages, should a lawsuit be filed.

2.10 **Workplace Violence Prevention Policy**

The Lake Whatcom Water and Sewer District shall not tolerate workplace violence by or against its employees, its customers or clients, or visitors to its workplaces. Employees who violate this policy shall be subject to prompt and appropriate disciplinary action, up to and including termination, and may be subject to additional penalties under applicable local and state laws. In addition, any employee who commits or threatens to commit acts of workplace violence may be required to undergo a fit for duty medical examination to

determine if the employee is fit to work or presents a safety risk to him or herself or to others.

The possession or use of dangerous weapons by employees, customers, clients, or visitors on District property, conducting District business, or while in a District vehicle, is prohibited.

1. Employees who carry dangerous weapons in their personal vehicles are prohibited from bringing or leaving those vehicles on District property or using those vehicles in the conduct of official District business.
2. Employees may carry mace or pepper spray for their personal use onto District property, except where specifically prohibited, as long as those devices are concealed from sight and stored in a secured compartment.
 - a. Utility Systems Support Specialists, or other employees assigned duties associated with water meter reading and/or maintenance, are allowed to carry mace or pepper spray during the performance of District business for use solely in the protection of themselves, other District employees, or the public.

Employees should promptly report workplace violence whether or not any physical injury has occurred. Such reports shall be taken seriously, dealt with appropriately, and, except as required by law, treated as confidential to the extent that it does not hinder the investigation or resolution of the report.

The District prohibits and shall not tolerate retaliation against an employee who in good faith files a complaint of workplace violence. Employees should report any retaliation to a supervisor, any manager, or to the General Manager, as soon as possible. If the retaliation involves the General Manager, the employee may raise the issue directly with the District's attorney.

2.110 Employee Personnel Records

General: Access to an employee's personnel file is limited to the General Manager, the Board of Commissioners and the employee. Supervisory staff may have limited access to prior performance evaluations of employees within their department. The personnel file contains such items as the employee's job application, job description, benefit enrollments, emergency numbers and contacts, salary information, performance evaluations, disciplinary actions, and letters of commendation. Medical information about employees will be kept in a separate and confidential file.

Keeping your personnel file up-to date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Administrative Assistant or the Accounts Payable/Payroll Technician as soon as possible:

- Legal name

- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record or status of driver's license, if you operate any District vehicles
- Military or draft status
- Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under the District's benefit package could be negatively affected if the information in your personnel file is incorrect.

Since the District refers to your personnel file when decisions are made in connection with promotions, transfers, layoffs, and recalls, it is to your benefit to be sure your personnel file includes information about completion of educational, certification or training courses, outside activities, and areas of interest and skills that may not be part of your current position with the District.

Employees are encouraged to provide relevant medical information for the separate Emergency Medical File that is accessible to the staff in case of an emergency. This file can contain information such as known allergies, prescription medications, contact persons etc. that may be of help if you are ever injured on the job or otherwise involved in an emergency situation.

Personnel files are confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be made available to the public.

Employee's Right to Inspect File: Each employee shall have the right to inspect their personnel file at least annually, if they make the request to do so. Medical information about employees is contained in a separate confidential file. Access to and maintenance of all official personnel records shall be limited to the General Manager and, with the authorization of the General Manager, those managers whose job responsibilities require them to have access to those files or knowledge of specific information contained in them. ~~(See Article 4 Rights of Employees 2016-2018 AFSCME Union Contract).~~

An Employee may make a written request to remove irrelevant or erroneous information in their personnel file. If the District denies the employee's request to remove the information, the employee may submit a written statement of explanation to be placed in their file. If you wish to see your personnel file, please make your request to the General Manager. You have the right to a copy of any information in your file.

Any performance evaluation or disciplinary notice or commendation that is inserted into the employee's personnel file shall be brought to the attention of the employee within ten

(10) Normal District Business Days. If requested, the employee should acknowledge receipt of any document that is placed in the personnel file by signing and dating the document. In the event the employee refuses to sign the document, the Union President shall sign an acknowledgment that a copy was made available to the employee and that the employee refused to acknowledge receipt. The employee shall have an opportunity to insert into her/his District personnel file whatever documentation the employee believes necessary to challenge contentions made in the material.

Records of oral warnings and written reprimands shall be removed from the employee's personnel file after 24 months if no related violations have occurred. Any discipline relating to sexual harassment and/or unlawful discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, physical, sensory or mental disability, or age will stay in the employee's personnel file permanently.

Any complaint by any person or from any source which has the potential to be used in a disciplinary matter of an employee shall be reduced to writing within ten (10) Normal District Business Days of the event triggering the complaint and shown to the employee as soon as practicable. Any complaint not reduced to writing and shown to the employee will not be used in any disciplinary matter concerning that employee. ~~(See Article 4 Rights of Employees 2016-2018 AFSCME Union Contract).~~

2.121 Employment References

Only the General Manager will provide employment references on current or former District employees. References will be limited to verification of employment and salary unless the employee has completed a written waiver and release.

CHAPTER 3

EMPLOYMENT PRACTICES

3.01 Merit Employment

Consideration in the selection, placement and retention of employees shall be based solely on merit. Merit is defined as the match between the knowledge, abilities, skills, and interests of the individual and the work and/or position assigned and how well the employee performs those duties. Selection processes will be job related, and will attempt to measure a candidate's knowledge, abilities, skills, and interests as they relate to the duties of the position.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the District's application.

Any applicant supplying false or misleading information is subject to immediate termination if hired.

3.02 Appointing Authority

The General Manager is the appointing authority of the District with the power of appointment and removal of all employees. Department managers shall make recommendations to the General Manager regarding the appointment and removal of their employees.

3.03 Hiring Procedures

When a position becomes vacant and needs to be filled, the position will be posted and/or advertised upon authorization of the General Manager.

Job-related tests may be given to help determine an employee's aptitude or ability to perform a specific job. Such tests may be given to candidates for job changes and promotions, as well as to new applicants. Test results will be confidential. The District may also conduct certain background verifications, procedures as required by law. An example of such is requiring applicants/employees to show proof they are authorized to work in the United States.

Driving Record/License: Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least eighteen (18) years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Applicants must provide an abstract of their driving record. Abstracts are available from the Department of Licensing. Applicants with poor driving records, as determined by the District, may be disqualified for employment with the District in positions that require driving.

Medical Examination: After an offer of employment has been made and prior to commencement of employment, the District may require persons selected for employment to successfully pass a medical examination which will be paid for by the District. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination, which may include testing for alcohol and controlled substances.

A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the work place); (2) the candidate refuses to submit to a medical examination or complete medical history forms.

Offers of Employment: After a candidate's selection or promotion has been approved by the General Manager, the Manager will notify the candidate in writing to officially extend an offer of employment or promotion, including compensation levels and conditions of employment. The candidate must be made aware that employment and compensation is always subject to budget availability and continued satisfactory performance. Only the General Manager or Board of Commissioners has the authority to offer employment.

3.04 Temporary Employees

The General Manager may use temporary employees if authorized in the budget to temporarily replace regular employees who are on vacation or other leave, to meet peak work load needs, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees normally do not receive District benefits. The General Manager may negotiate District benefits for temporary employees on a case by case basis, considering the District's need for the employee, the employee's skills and abilities, and the estimated length of temporary employment with the District.

Temporary employees pay contributions to the social security system, as does the District on their behalf. Temporary employees will normally not be placed on the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

3.05 Trial Period

Upon employment, all employees enter a trial period that is considered an integral part of the selection and evaluation process. The trial service period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the

match between the employee and the job is appropriate. If during this period, the employee's attitude, work habits, attendance, or performance prove unsatisfactory, the employee may be released at the General Manager's discretion. Trial employee's separations from employment are not subject to the grievance process.

The trial period is twelve (12) months from the employee's date of employment or reemployment. ~~(See Article 10 Trial Period 2016-2018 AFSCME Union Contract).~~ Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the District for a specified duration.

In lieu of immediate discharge of an employee for unsatisfactory performance, the District may extend an employee's trial service period for a period not to exceed three (3) months. ~~(See Article 10 Trial Period 2016-2018 AFSCME Union Contract).~~

Performance Reviews During Trial Period: During the trial period, the employee's performance will be formally evaluated in writing every three (3) months. These evaluations will either demonstrate that the employee has successfully completed the probationary period, or will provide a written plan of improvement that includes what is needed for the employee to gain regular employment status.

Once the trial period is successfully completed, the employee will be certified to regular employment status. Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the District for a specified duration. Supervisors shall complete a Performance Evaluation prior to the end of the trial period. (See also Chapter 10 ~~Discipline and Termination Procedure of the Personnel Policies Manual~~ of this manual).

Use of Sick Leave/Vacation: Trial employees are granted vacation leave and sick leave as described in Chapter 7 of this manual.

3.06 Employment of Relatives (Nepotism)

It is District policy that ~~immediate-a~~ family member of current District employees, the District Board of Commissioners, and District consultants will not be employed by the District.

Change in Circumstances: If two employees marry, become related, or begin sharing living quarters with one another, and in the District's judgment, the potential problems exist or reasonably could exist, only one of the employees will be permitted to stay with the District; unless reasonable accommodations, as determined by the General Manager can be made to eliminate the potential problem. The decision to which employee will remain with the District must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision is made during this time, the District reserves the right to terminate either employee. Potential problems could be one of the following:

- One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
- One party would handle confidential material that creates improper or inappropriate access to that material by the other;
- One party is responsible for auditing the work of the other; or
- Other circumstances exist that might lead to potential conflict among parties or conflict between the interest of one or both parties and the best interests of the District.

3.07 Promotions

The District's policy is to encourage promotion from within the organization whenever possible. All openings will be posted so employees may become aware of opportunities and apply for positions in which they are interested and qualified.

Before advertising a position to the general public, the General Manager may choose to circulate a promotional opportunity within the District.

The District reserves the right to seek qualified applicants outside of the organization at its discretion. Current employees applying for positions will be given preference when qualifications are equal to or exceed those of outside candidates.

All openings for the District will be posted on the District bulletin board. To be considered for promotion, an employee must be employed in their position for at least twelve (12) months and meet the qualifications for the vacant position, unless such requirements are waived by the General Manager in the best interests of the District.

New Trial Period: After promotion to a new position, a new trial period of three (3) months must be completed, unless waived or reduced by the General Manager. In the case of unsatisfactory performance in a promotional situation, the employee may be considered for transfer back to the previous position held by the employee.

CHAPTER 4

HOURS AND ATTENDANCE

4.01 Working Hours

A normal working schedule for regular, full-time employees consists of a five (5) day, forty (40) hour work week during Normal District Business Hours. Alternate work schedules may be established by mutual agreement or assignment by the General Manager. Alternate work schedules include:

Nine (9) day – Eighty (80) hour or Four (4) day – Forty (40) hour

The Four (4) day – Forty (40) hour work schedule begins on President's Day holiday in February and continues through the ~~end of October~~ Veteran's Day holiday in November.

Each employee's supervisor will advise employees of their specific working hours. Part-time and temporary employees will work hours as specified by their supervisor.

4.02 Overtime/Compensatory Time

All District positions are designated as either "Non - Exempt" or "Exempt" according to the Fair Labor Standards Act (FLSA) regulations. See Appendix D for a listing of exempt and non-exempt positions.

Non – Exempt Employees: Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than forty (40) hours during a work week. The employee's supervisor must authorize in advance all overtime for non-exempt employees. The District shall apply the appropriate premium rate of pay per the premium rate table as found in the labor contract to the employee's current straight time pay rate for overtime.

Non-exempt employees entitled to overtime pay may request in writing compensatory time off instead of cash payment. The General Manager approves compensatory time off on a case-by-case basis. The District is not required to grant comp time instead of overtime or premium pay. If the compensatory time option is exercised, the employee is credited with the appropriate premium rate of pay for hours worked as overtime. Maximum accruals of compensatory time shall be limited to 80 hours. After maximum accrual, overtime or premium compensation shall be paid. At the end of each calendar year any compensatory time in excess of 40 hours shall be cashed out.

See ~~Article 8 Pay 2016-2018~~ the current AFSCME Union Contract for Premium Rate of Pay for Non-Exempt Employees.

Out Of Class Pay For Non-Exempt Employees: An employee who is temporarily assigned to do the work of an employee in a position where the corresponding maximum pay rate is greater than the maximum pay rate of the occupied positions and, in fact, performs the full scope of work of the temporarily assigned position on a full-time basis for a period of three (3) consecutive shifts or more, shall be paid for all hours actually worked at 5% over the rate of pay which the employee is normally paid, or at the entry level of the new pay range, whichever is greater. Any such temporary assignment must be in writing. ~~(See Article 8 Pay 2016-2018 AFSCME Union Contract).~~

Exempt Employees: Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay. An exempt employee is paid to perform a job that may not necessarily be completed in a normal work-week. In recognition of the extra time demands of certain exempt positions, limited informal paid leave may be taken, as mutually agreed upon by the employee and the General Manager.

4.03 Absence or Lateness

Employees are expected to report for work on time and maintain good attendance. From time to time, it may be necessary for employees to be absent from work. The District is aware that emergencies, illness or pressing personal business that cannot be scheduled outside employee work hours may arise. If you are unable to report to work, or if you will arrive late, you should notify your supervisor before the work day begins or within thirty (30) minutes of your usual starting time. If an absence continues beyond one day, you should call in to your supervisor each day. If your supervisor is unavailable, leave a message with the main receptionist or voice mail.

For late arrivals, indicate when you expect to arrive for work. Notifying a fellow employee is not sufficient. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. He or she may determine the most suitable time for you to be absent from work. An employee who is absent without authorization or notification is subject to disciplinary action up to and including termination.

When work takes an employee away from the District offices or normal work areas please notify your supervisor or District office staff.

4.04 Excessive Absenteeism and Lateness

In general, five (5) unexcused absences in a ninety (90) day period, or a consistent pattern of absence will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to the District as an absence. Three (3) such incidents in a ninety (90) day period will be considered a tardiness pattern and will carry the same weight as an absence. Other factors, like the degree of lateness,

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

4.05 Record of Absence or Lateness

Your supervisor will make a note of any absence or lateness and the reason in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and time off, as well as scheduling layoffs. For absences exceeding three (3) successive days, see Chapter 7, Section 7.02, Written Verification, of ~~the Personnel Policies~~this Manual.

4.06 Unusual Weather Conditions

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

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

4.07 Breaks and Meal Periods

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

The meal period is normally thirty (30) minutes in length, unless otherwise agreed to by the employee and his/her supervisor. ~~(See Article 7 Hours of Work, Breaks and Meal Periods 2016-2018 AFSCME Union Contract).~~

4.08 Call Back

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

4.09 On-Call

Certain employees of the District are required to be on-call during weekends. On-call duties are rotated among District employees on a regular rotation. Holidays will be considered to be part of the weekend on-call duty if adjacent to the weekend and part of

the weekday if not. The primary on-call person may call for additional support if the situation cannot be handled by one person.

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

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

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

4.10 Standby Pay

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

Non-Exempt Employees: See ~~Article 7 Hours of Work, Breaks and Meal Periods 2016-2018~~ the current AFSCME Union Contract).

CHAPTER 5 COMPENSATION

5.01 Salary and Pay Plan

The District's pay plan for non-exempt represented employees is developed through the recognized labor negotiations process and is set forth in the annual budget as approved by the Board of Commissioners.

Exempt and non-represented employee salary schedules are approved through the budget process and the Board of Commissioners. The General Manager or his/her designee is responsible for preparing a salary schedule that establishes pay ranges for each job classification. This pay plan is in effect only with the approval of the Board of Commissioners and any subsequent changes in the pay plan must be approved by the Board of Commissioners.

Resources permitting, an annual cost of living adjustment (**COLA**) may be applied to salary ranges by the Board of Commissioners. Staff salary COLA compensation package calculations include wage and health insurance premium costs only.

It is the intent of the District to attract and retain quality employees. Within budget limitations, the District endeavors to pay salaries competitive with those of other employers in the applicable labor market. As the District wishes to plan for its labor related financial requirements through prudent salary and compensation administration practices, salary and compensation studies ~~shall~~may be conducted on a regular basis of at least every four years. Following the results of any ~~S~~study conducted, if any employee's existing pay rate is found to be above the top step as established by the study, said employee's pay will be "frozen" until the pay range maximum increases and the employee's pay falls within the range.

5.02 General Salary Practices

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

Attached as Appendix F is a seven (7) step squared pay schedule pay program- with a 4% spread between each step and nineteen (19) pay grades with 5% between each grade.

Once the employee reaches the top step the employee's wages are frozen at that level with only a yearly COLA being applied to the steps.

~~Union-represented employees having more than ten (10) years of continuous service with the District will receive an additional twenty dollars (\$20.00) per month. (See Article 8 Pay Plan 2016-2018 may be eligible for longevity pay, as defined within the current AFSCME Union Contract).~~

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

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

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

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

New Position Descriptions/Review: New position descriptions may be established by the District from time to time with proposed rates of pay attached. The new descriptions and proposed rate of pay will be sent to the Union, which must give the District written notice of any disagreement within ten (10) normal District business days from receipt of the information. In the event of such disagreement, the parties shall commence negotiations as soon as possible in order to arrive at an agreed-to rate of pay. Should substantive changes to existing position descriptions support a rate of pay adjustment, the same notice and negotiation procedures will apply.

If a position description review as defined in Article 13 of the Union Contract concludes that the employee's position should be reclassified, the re-description and consequent pay adjustments will be retroactive to the date of the employee's written request, or

management's initiation, provided the employee was performing the full range of duties of the re-described position at the time of the re-description request or initiation.

When a position is re-described to a higher salary range as the result of a change in duties of the position, the incumbent employee shall retain the position at the higher description level. ~~(See Article 8 Pay 2016-2018 AFSCME Union Contract).~~

5.03 Paydays

Employees are paid bi-weekly.

Payroll Deductions: The District will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, by applicable union contract, or statute.

Payroll Records/Time Clock: The official payroll records are kept by the employee responsible for payroll preparation. Each employee shall turn in a work record on a weekly basis, noting hours worked type of leave taken and overtime worked. The General Manager and appropriate supervisors shall review and authorize all work records. Work records illustrating time worked, vacation, sick leave, overtime and other categories will be recorded on the District's electronic time clock. Employees are responsible for entering all appropriate hours worked.

5.04 Reimbursement for Travel

Except for local travel, all travel away from the District must be approved in advance by the General Manager or his/her designee. Employees will be reimbursed at the current Internal Revenue Service rate for vehicle mileage reimbursement for the use of a personal vehicle. Employees will also be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the District including lodging, meal costs, and travel expenses while away, but excluding any expenses for alcoholic beverages. Tips are not to exceed 15% for meals, taxis, or baggage handling and are reimbursable. As approved by the General Manager, a District owned credit card may be used for official District travel and related expenses. Records and receipts must be submitted to the Finance Manager upon the employee's return. For unusual circumstances, the General Manager may authorize individual variances from the travel policies for District employees.

5.05 Reimbursement for Emergency Overtime Meals

Employees working emergency overtime hours may be reimbursed for the cost of meals consumed while working. Approval is required by the General Manager or his/her designee and may be allowed on a case-by-case basis. As approved by a supervisor, a District owned credit card may also be utilized to pay for such meals. As in all circumstances when using a District credit card, proper receipts and records must be submitted to the Finance Manager.

5.06 Garnishment

A garnishment or mandatory wage assignment is a legal stoppage of a specified amount from wages to satisfy a creditor. The payroll staff will make the necessary changes to the employee's wages, and a check for the garnishment or assigned amount will be forwarded to the creditor as directed. The employee will be notified that the garnishment or wage assignment is being processed and that if three (3) garnishments or wage assignments are received within a period of twelve (12) consecutive months, disciplinary action, up to and including termination, may result.

5.07 Compensation upon Termination

Upon an employee's separation from District employment, the employee will receive regular wages for all hours that have not been paid; any overtime or holiday pay due, and payment of any accrued but unused vacation and prior approved compensatory time. A percentage of the employee's unused accrued paid sick leave balance may also be received. Temporary employees are not reimbursed for unused accrued paid sick leave as described in Chapter 7, Section 7.02 of this manual.

5.08 Reimbursement for Coffee and Light Refreshments Served at Meetings

For purposes of this policy, the term "coffee" includes without limitation any non-alcoholic beverage such as coffee, tea, soft drinks, juice or milk. The term "light refreshment" includes without limitation an edible item or items that may typically be served in a business meeting setting. Coffee and light refreshments may be served at a meeting where the purpose of the meeting is to conduct District business; and the coffee and light refreshment is an integral part of the meeting or training session. Employees must obtain a receipt for the actual costs of the coffee and/or light refreshments in order to be reimbursed for this expense.

The authority to serve coffee and light refreshments is not intended for use in the normal daily business of the District, but rather for special situations, meetings, or occasions, as approved in advance when possible by the General Manager or the Board of Commissioners per Resolution 790.

5.09 Reimbursement for Continuing Education

The District's Continuing Education Program covers payment for job-related educational programs, college level course work at a regionally accredited college, university or vocational training institution to encourage employees to pursue job-related education during non-work hours. The District will pay reasonable tuition costs for regular full-time employees, subject to the following conditions and requirements:

Employee Eligibility: All regular, full-time employees are eligible to apply for educational assistance provided that they have been employed by the District for a period

of six months or longer. The education must be related to the employee's current position or to a position which is within a reasonable line of professional progression for the employee within the District.

Pre-approval Required: The General Manager shall pre-approve all education requests and have sole discretion in determining whether the education is job-related and/or appropriate. The employee shall present to the General Manager a written plan outlining the proposed education program leading to a certificated degree. This plan shall include a proposed time frame to complete the program, and a schedule of course work required to finish the program. The proposed program must be taken through a regionally accredited college or vocational school. Graduate level programs shall not be eligible for consideration unless such program is to fulfill a specific employment need of the District as determined by the Board.

Criteria: The maximum financial assistance to any individual employee will be \$2,000.00 per calendar year. The District will provide reimbursement for tuition, books, and lab fees associated with the education, but will not reimburse employees for any specific supplies, mileage, meals or lodging. Tuition payments shall be made only with funds budgeted and available for such purpose by the District. The District reserves the right to deny any request for payment of tuition at any time.

If an employee is receiving tuition reimbursement from any other source, the District's participation shall be second in line and limited to the balance of one hundred percent (100%) subject to the restrictions above.

Employees desiring to participate in this program are required to complete an Employee Request for Enrollment Approval form. Employees must submit the completed form to the General Manager at least thirty (30) days prior to course or program registration. Following review and endorsement, a copy of the processed form will be returned to the employee.

The quarter/semester of tuition is to be paid for by the employee. The District will reimburse the employee upon completion of the education, provided that the employee presents proof of a grade "C" or better; or verification of a passing grade in the event that the course is graded upon a "pass/fail" basis. After successful completion of an approved course the employee is required to complete and submit to the General Manager an Employee Request for Education Assistance Payment form. Upon approval, payment will be made directly to the employee.

While successful completion of a course of study improves an employee's educational background, such accomplishment does not obligate the District to reward participants with promotion, reassignment, compensation increase, or other employment-related benefits.

Employees who use this benefit must commit to a minimum of one year of employment upon completion of course work. Reimbursements will be withheld from the employee's final paycheck if the employee separates from the District (voluntarily or involuntarily) sooner than one-year after the completion of the coursework. See Resolution 791.

CHAPTER 6

BENEFITS

6.01 Retirement Benefits

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

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

6.02 Deferred Compensation

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

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

Years of Service	Match up to
Less than 5 th	None
Beginning the 5 th -2 nd year through 9 years	1.0% of base pay
Beginning the 10 th year through 14 years	1.5% of base pay
Beginning the 15 th year through 19 years	2.0% of base pay
More than 20 years	2.5% of base pay

6.03 Disability Benefits (Workers Compensation)

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

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

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

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

6.04 Health Insurance

The District will make available to employees and their eligible dependents the medical, dental, life, and vision insurance plans as presently administered through the Washington State Health Care Authority Public Employees Benefits Board (PEBB). (See ~~Article 9: Fringe Benefits 2016—2018~~the current AFSCME Union Contract). Contract negotiations or other unforeseen events or conditions may require the District to change or modify health care providers.

Regular full-time and part-time employees and their dependents are eligible to participate in the District's various insurance programs on the first day of the month following employment. The programs and criteria for eligibility will be explained upon hire. The District contributes towards the cost of premiums in the amounts authorized by the Board of Commissioners. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. The District reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to the affected employees. Specifics pertaining to represented employees and contractual terms can be found in ~~Article 9 Fringe Benefits 2016-2018~~the current AFSCME Union Contract.

6.05 VEBA Contributions

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

6.06 Continuation of Insurance Coverage

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

Workers Compensation Leave: An employee receiving workers compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The District

also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their share of premiums, if any. After six (6) months, the employee's benefits shall cease, unless the General Manager makes an exception based on unique criteria or conditions which do not conflict with any other existing policies. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives workers compensation benefits to the extent allowed by the District's insurance providers.

Retired Employees: Upon a vested* employee's termination from District employment or upon an unpaid leave of absence, at the employee's option and expense, the employee may continue District health insurance benefits until the first day of the month in which Medicare coverage becomes effective, to the extent allowed by the District's insurance providers. To receive continuing coverage the employee must retire for reasons other than disability, remain unemployed and pay the monthly premium to the District on or before the first day of each calendar month. Coverage may extend to dependents as long as they are eligible. An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents that elect to continue coverage.

(*NOTE: A vested employee is an individual who has established at least five (5) years or more of service credit within the Washington State Public Employees Retirement System (PERS) and has not withdrawn contributions. A vested member is eligible to receive a retirement allowance when qualified for retirement.)

COBRA Rights: At this time the District qualifies as a COBRA eligible employer under the District's health insurance program (PEBB). Upon an employee's termination from District employment or upon an unpaid leave of absence, at the employee's written request and expense, the employee may be eligible to continue District health insurance benefits to the extent allowed by the District's current insurance providers. An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents that elect to exercise their option to continue their insurance benefit.

Termination, Retirement, Leave of Absence: For eligible employees who terminate, retire or are on an approved leave of absence, the District will pay the premium for the month the employee is leaving, provided the employee is on paid status for the first ten (10) days of the month.

6.07 Unemployment Compensation

District employees may qualify for Unemployment Compensation after termination from District employment depending on the reason for termination and if certain qualifications are met.

6.08 Benefits Upon Hire and Termination

Upon hire or return from unpaid leave, an employee's benefits, leave accruals and insurance coverage, will commence on the first of the month following the date of hire or return from leave.

Upon separation from District employment, the employee will continue to receive benefits through the last day of the month of separation, provided he or she has worked the first ten (10) days of the month. The employee must be on paid status on the day before and after a holiday, to qualify for a paid holiday.

If an employee is rehired within 12 months of separation, as required by state law, unreimbursed unused accrued paid sick leave is reinstated, and their previous calendar days of employment are counted for purposes of determining eligibility to use paid sick leave. If the employee has reinstated unused accrued paid sick leave, the employee may use the available paid sick leave beginning on the 90th calendar day after the start of their employment as defined by state law and per the provisions in Section 7.02 above.

6.09 Benefits for Part Time and Temporary Employees

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:

Regular Part Time Employees: All leaves, including holidays, and insurance premiums are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and forty (40) hours per week.

Temporary Employees: Temporary employees normally are not eligible to receive benefits, including leaves, holidays and insurance, except Paid Sick leave as indicated in Section 7.02. The General Manager, however, may negotiate benefit packages with individuals at his/her discretion.

6.108 Boot Allowance and Coats

The District shall make available to each employee required to purchase steel-toed boots for safety reasons access to an allowance of four hundred fifty dollars (\$450.00) for use over the 3-year life of the Union Contract.

The District will provide an outdoor work coat clearly marked with the District logo with appropriate reflective markings. Coats will be provided as needed, but not more than one every three years. The District will also provide various clothing, raingear, and personal protective equipment items on an as needed basis; such items will be replaced at a reasonable frequency defined by the District. Coats and other District-provided clothing will be maintained and kept in a clean condition by the employee. (See Article 9—Fringe Benefits 2016-2018 AFSCME Union Contract).

CHAPTER 7

LEAVES

7.01 Vacation

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

In table below, N = Current year – employment year

N	Calendar days from date of hire to December 31	Total vacation leave hours accrual ⁽²⁾	Date to credit accrued leave to employee's vacation leave account ⁽³⁾
0	1 - 30	0	First day of each month after the month of date of hire
	31 - 60	8	
	61 - 91	16	
	92 - 121	24	
	122 - 152	32	
	153 - 183	40	
	184 - 213	48	
	214 - 244	56	
	245 - 274	64	
	275 - 305	72	
	306 - 365	80	
1	N/A	88	January 1 of current year
2	N/A	96	
3	N/A	104	
4	N/A	120	
5	N/A	128	
6	N/A	136	
7	N/A	144	
8	N/A	152	
9	N/A	160	
10	N/A	168	
11	N/A	176	
12	N/A	184	
13	N/A	192	
14+	N/A	200	

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

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

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

- 1.2. **Vacation Accrual:** All regular full time employees earn vacation leave on an accrual basis. Vacation accrual begins on the first day of the month following date of hire for all new employees. All employees are eligible to use earned vacation after six (6) months of employment. Regular part-time employees working in excess of twenty (20) hours per week earn vacation on a pro-rated basis.
- 1.3. **Temporary Employees** are not eligible for vacation leave. Current employees are credited vacation days at the beginning of each year prior to the employee's actual anniversary date. Upon separation of employment vacation will be pro-rated and adjusted to the last day of employment. The employee's last paycheck will reflect any adjustment. In no case will the District pay for unearned vacation hours. Members of Local 114WD (and all other non-represented employees) will be notified the beginning of each year their actual earned vacation balance in addition to the credited amount. The vacation schedule adopted by the District and included in the LWUSD Personnel Manual will be used for the purpose of this article.
- 1.4. **Initial Scheduling:** Although employees are not required to request vacation time by January 31st, those who do apply for and are granted vacation shall be given preference over subsequent conflicting requests, notwithstanding the normal conflict procedures in this section. In doing so, maximum management and employee flexibility is preserved while simultaneously optimizing the accomplishment of the District's missions, visions and goals. In any event, and regardless of the time of submission, each employee must submit a written request for vacation time and sick leave if known in advance to his/her supervisor. The supervisor will review and approve or deny each request and forward it to the General Manager.
- 1.5. **Scheduling Conflicts:** The General Manager will approve or deny each request. The supervisor is responsible for scheduling employee vacations without disrupting department and District operations while preserving minimum staffing levels. Conflicting requests for leave that cannot be resolved by negotiation will be awarded or denied after the supervisor has taken into consideration the circumstances of the parties involved, including but not limited to the following and in no particular preference; historical vacation patterns (subordinate preference to those with a demonstrated pattern of routine vacation periods), unusual circumstances, financial impacts and flexibility of the parties involved. If, after considering the above, a conflict still exists, the General Manager will award vacation leave based on service time seniority with the District.
- 1.6. **Schedule Changes:** Proposed changes to the approved vacation schedules, or requests for compensatory time require a written request and approval by the employee's supervisor and the General Manager. All such requests must be made in advance of the desired use date by a minimum equal in length to the absence requested. Any changes in the approved vacation calendar will be subject to

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

- 1.7. **Vacation Carryover:** Employees are encouraged to use vacation in the year it is earned. The maximum number of vacation hours that may be carried over at the end of the calendar year is eighty (80) hours. Where District operations make it impractical for an employee to use their vacation time, the General Manager may authorize additional accruals. Employees will be paid for unused vacation time upon separation from employment.
- 1.8. **Vacation Credit:** Vacation credit does not accrue during leave without pay. Vacation accrual begins on the first day of the month following date of hire. ~~(See Article 9 Fringe Benefits 2016-2018 AFSCME Union Contract).~~
- 1.9. **Mandatory Vacation:** For internal control purposes, employees whose duties include handling financial transactions shall be required to take a minimum of five consecutive workdays off per year.

7.02 Sick Leave

- 1.1. **New Employees:** New employees accrue sick leave during their trial service period.
- 1.2. **Accrual:** Sick leave shall accrue to each regular employee at the rate of four (4) hours per 80 hour pay period which is earned after the completion of the pay period of continuous employment with the District. The total accumulation of unused sick leave shall not exceed one thousand (1000) hours during the period of employment. No employee shall accrue sick leave benefits during periods of leave without pay.
- 1.3. **Temporary Employees:** Temporary employees accrue one (1) hour of sick leave for every 40 hours worked. A temporary employee is eligible to use their accrued paid sick leave beginning on the 90th calendar day of their employment. A temporary employee may carry over up to 40 hours of paid sick leave into the following year. Upon separation, temporary employees are not reimbursed for unused accrued paid sick leave. If rehired within 12 months of separation, as required by state law, a temporary employee is eligible for reinstatement of unused accrued paid sick leave and their previous calendar days of employment are counted for purposes of determining eligibility to use paid sick leave.
- 1.4. **Reasons for Sick Leave:** Sick leave may be used for the following:
 - The employee’s mental or physical illness, injury, or health condition, including medical diagnosis, care, or treatment of the same.

- Care of the employee's family member with a mental or physical illness, injury, or health condition, including medical diagnosis, care, or treatment of the same.
- The employee's, or care of the employee's family member who needs, preventive medical care such as medical, dental or optical appointments. Employees should try their best to schedule such appointments at times that interfere the least with the work day.
- Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons.
- Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others.
- Use of a prescription drug which impairs job performance or safety.
- To address issues related to domestic violence, sexual assault, or stalking
 - Employees may use their accrued unused paid sick leave to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: Preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
 - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
 - Attend health care treatment for a victim who is the employee's family member.
 - Obtain, or assist the employee's family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
 - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
 - Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.
 - For purposes of leave related to domestic violence, sexual assault, or stalking, **family member** has the following definition:
 - Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

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

- 1.6. **Written Verification:** At the discretion of the General Manager, written verification may be required when an employee has used paid sick leave for more than three (3) successive days.

For care of the employee or the employee's family member, acceptable verification is a doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose. You will be responsible for any charges made by your doctor or health care provider. The District may also request the opinion of a second doctor at the District's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job.

For addressing issues related to domestic violence, acceptable verification is the employee's choice of:

- A written statement that the employee or an employee's member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues;
- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;
- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- A court order of protection;
- Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim:
 - An advocate for victims of domestic violence, sexual assault, or stalking;
 - An attorney;
 - A member of the clergy; or
 - A medical professional.

If an employee believes that obtaining verification would result in an unreasonable burden or expense on the employee, the employee must contact the General Manager and indicate orally or in writing that the use of sick leave was for an authorized purpose and how the verification requirement creates an unreasonable burden or expense. The verification or any unreasonable burden or expense explanation does not need to include information explaining the nature of the condition. The General Manager will work with the employee to identify an alternative to the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense. The District may choose not to pay an employee for paid sick leave taken for such absences until verification is provided. If an employee is not satisfied with the proposed alternatives, they may consult with the Washington State Department of Labor & Industries.

- 1.7. **Sick Leave Buyback:** The District will pay into a MSA VEBA account a sum of money equal to 25% of the balance of the employee's unused sick leave on the effective day of his/her resignation or retirement, provided that the employee's total District service time is at least ten (10) years on his/her effective day of resignation or retirement. If an employee separates from employment and is rehired within 12 months of separation, unreimbursed unused accrued sick leave is reinstated.
- 1.8. **Sick Leave Converted to Standard Pay:** Employees with at least 240 banked sick leave hours on November 1 may request up to 16 hours to be converted to standard pay. A request can be made once per year between November 1 and December 31.

7.03 Family Leave

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

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

Care for New Baby: In order to care for a newborn or newly adopted child, both male and female employees may take up to eighty (80) hours of accrued sick leave for the care of a newborn or newly adopted child, to be taken immediately after the birth or adoption of the child. This leave is in addition to sick leave taken by the mother for a medical disability related to pregnancy or childbirth.

Care for a Child or Spouse: A regular employee may use any or all accrued sick leave while caring for a dependent child under the age of eighteen years who has a health condition that requires treatment or supervision. This provision also applies to the care of an employee's spouse or domestic partner.

7.04 Paid Family & Medical Leave Act

Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, which begins January 1, 2020, is established by Washington law. Premiums for benefits are established by law and for the period ending December 31, 2020, will total four-tenths of one percent (0.4%) of employees' wages (unless otherwise limited by action of the State). Employees will pay through payroll deduction the full cost of the premiums associated with family leave

benefits and forty-five percent (45%) of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.04.115.

7.054 Extended Leaves

In addition to paid leaves, a regular employee may request leave without pay for up to twelve (12) weeks for the following reasons:

- To care for a newborn or newly adopted child,
- To care for a spouse, domestic partner, child or parent who has a serious health condition,
- To care for self, if the employee has a serious health condition that makes the employee unable to perform the functions of the position.

Additional Unpaid leave will be granted at the discretion of the General Manager.

Continuation of Benefits: During all leaves noted above, the District will continue to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their share of insurance premiums, if any. Vacation and sick leave will continue to accrue during paid leave, but not during unpaid leave. An employee may be required to use any accrued paid leaves before a leave without pay commences.

Any employee who fails to return from any of the above leaves for reasons other than circumstances beyond the employee's control may need to reimburse the District for medical insurance premium costs paid during the period of the leave. Alternatively, if the District determines compensation is also due to the employee, such as unused vacation time, the District may subtract medical insurance premium costs the employee owes the District from any compensation the District owes the employee. ~~(See Article 9 Fringe Benefits 2016-2018 AFSCME Union Contract).~~

Notification and Return to Work: Employees who anticipate the need for any of the above leaves should inform their supervisor of their plans to take leave as soon as they can so that arrangements for staffing and workloads can be made. They should also provide the supervisor with their intended date of return.

Upon return from leave, an employee shall be entitled to return to his/her position, unless the District Board of Commissioners abolishes the position. If the employee chooses not to return to work for any reason, he/she should notify the District as soon as possible. ~~(See Article 9 Fringe Benefits 2016-2018 AFSCME Contract).~~

7.065 Bereavement Leave

Any regular employee who suffers a death ~~in the immediate~~ of a family member shall receive up to three (3) days leave with pay. If additional time is needed, the General Manager may authorize use of accrued sick leave or the employee may use vacation leave or comprehensive time. ~~(See Article 9 Fringe Benefits 2016-2018 AFSCME Union~~

~~Contract~~). Additional leave beyond bereavement leave for a death in the ~~immediate~~ family ~~member~~ must be authorized by the General Manager.

7.076 Other Leaves of Absence Without Pay

The General Manager may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of absences that may qualify include, but are not limited to:

- Personal reasons.
- Prolonged illness or medical condition.
- Parenting.
- Caring for an ill relative.
- Pursuing an education.
- Fulfilling a military obligation in excess of fifteen (15) days per year.

Leave without pay will generally be limited to a minimum of three (3) days and a maximum determined at the discretion of the General Manager.

During an approved leave of absence without pay, the employee may continue membership in the health insurance program by paying each month's premium costs in advance, as long as this is permitted under the insurance policy in effect at the time.

Upon returning from an approved leave of absence an employee shall resume the same job or a similar job with at least the same pay if the employee can perform, in the exclusive opinion of the General Manager, the full scope of duties.

An employee may be required to use any accrued paid leaves before a leave without pay begins.

If an employee is on unpaid status for more than thirty (30) days, his or her anniversary date and time in service will be changed to reflect the period of absence.

7.087 Shared Leave Program

The General Manager may authorize employees to donate their accrued vacation and/or sick leave to another District employee who is suffering from or who has a family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

To be eligible to donate vacation or sick leave, the employee who donates leave must have at least ~~eighteen (18)~~ one hundred forty-four (144) hours-days accrued sick leave to donate sick leave and ~~fourteen (14)~~ one hundred twelve (112) hours-days of accrued vacation leave to donate vacation leave. In no event shall a leave transfer result in the

donor employee reducing their vacation and sick leave balances to a combined total of less than ~~eighteen (18) days~~ one hundred forty-four (144) hours. Transfer of leave will be in increments of whole days. All donations of leave are strictly voluntary.

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

While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave, or compensatory time. ~~(See Article 9 Fringe Benefits 2016-2018 AFSCME Union Contract).~~

7.098 Jury and Witness Service

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

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

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

Witness Service: The District will grant time off (in vacation leave or leave without pay status) to an employee to serve as a court witness when witness service is for purposes other than directly related to District business. ~~(See Article 9 Fringe Benefits 2016-2018 AFSCME Union Contract).~~

7.109 Military Leave

Military Training Leave: Employees who are members of the National Guard or federal reserve military units are entitled to paid leave for a period of up to ~~fifteen-twenty-one (215)~~ calendar days per year, or any greater period required by law, for performing ordered active duty training. If the active duty exceeds ~~fifteen-twenty-one (215)~~ calendar days, the employee will take comp time, vacation, and then leave without pay.

Leave for Active Duty Military Service: Regular employees who are called to, or volunteer for active duty military service, will be placed on an indefinite unpaid leave of absence during the time the employee is in an active duty status with any branch of the United States Armed Forces or state militia. The employee may, at his/her option, use any or all of accrued vacation leave prior to moving to the unpaid status. Any unused leave accruals remaining at the time the unpaid leave begins will be held until the

employee returns to active employment with the District. The employee will not earn additional vacation or sick leave during the time of the unpaid leave, nor will he/she be entitled to health insurance benefits. Reinstatement following active duty will be in compliance with state and federal laws at the time of the return to work.

Position Vacancy: An employee promoted to fill a vacancy created by a person serving in the armed forces shall hold such position subject to the return of the veteran. The employee affected by the return shall be restored to the position he or she had held previously or any other equivalent position.

New Employee: A new employee hired to fill a vacancy created by a person serving in the armed forces shall, upon the return to work of the service member, be placed in an equivalent position that is vacant or, if no vacancy exists, may be subject to permanent discontinued employment as defined in Chapter 11 of ~~the District's Personnel Policies~~ this Manual. ~~(See Article 9 Fringe Benefits 2016-2018 AFSCME Union Contract).~~

7.110 Holidays

The following are recognized as paid holidays for all regular employees:

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Day before or after Christmas	Dec. 24 th or 26 th (Employee vote)
Christmas Day	December 25 th

Any paid holiday falling on Saturday will be observed on the preceding Friday. Any paid holiday falling on Sunday will be observed on the following Monday.

Any paid holiday falling on Saturday will be celebrated on the preceding Friday. Any paid holiday falling on Sunday will be celebrated on the following Monday. ~~(See Article 9 Fringe Benefits 2016-2018 AFSCME Union Contract).~~

A Holiday is worth one (1) full day's work regardless of which work schedule the employee is on. ~~(See Article 9 Fringe Benefits 2016-2018 AFSCME Union Contract).~~

Unpaid Religious Holidays: Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two unpaid

holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management. If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of five days prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" developed by rule of the office of Financial Management. The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

~~7.11—Benefits Upon Hire and Termination~~

~~Upon hire or return from unpaid leave, an employee's benefits, leave accruals and insurance coverage, will commence on the first of the month following the date of hire or return from leave.~~

~~Upon separation from District employment, the employee will continue to receive benefits through the last day of the month of separation, provided he or she has worked the first ten (10) days of the month. The employee must be on paid status on the day before and after a holiday, to qualify for a paid holiday.~~

~~If an employee is rehired within 12 months of separation, as required by state law, unreimbursed unused accrued paid sick leave is reinstated, and their previous calendar days of employment are counted for purposes of determining eligibility to use paid sick leave. If the employee has reinstated unused accrued paid sick leave, the employee may use the available paid sick leave beginning on the 90th calendar day after the start of their employment as defined by state law and per the provisions in Section 7.02 above.~~

~~7.12—Benefits for Part Time and Temporary Employees~~

~~Unless noted otherwise in these policies, benefits for regular part time and temporary employees are as follows:~~

~~**Regular Part Time Employees:** All leaves, including holidays, and insurance premiums are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and forty (40) hours per week.~~

~~**Temporary Employees:** Temporary employees normally are not eligible to receive benefits, including leaves, holidays and insurance, except Paid Sick leave as indicated in~~

~~Section 7.02 above. The General Manager, however, may negotiate benefit packages with individuals at his/her discretion.~~

CHAPTER 8

EMPLOYEE PERFORMANCE EVALUATION SYSTEM AND TRAINING

8.01 Employee Performance Evaluation System

To ensure that all employees perform their jobs to the best of their ability, it is important that you and your supervisor communicate openly and frequently about your job and any problems you may be having. To accomplish this, the District shall develop an Employee Performance Evaluation System (EPES) based on an Outstanding, Superior, Proficient or Marginal/Unsatisfactory performance premise.

Annual Reviews: The EPES will require minimum annual performance evaluations of each District employee, at a time that is announced by the General Manager. The District shall ensure that complete and approved employee evaluations are on file before the employee's anniversary date. While written evaluations are an annual event, supervisors and employees are expected, throughout the year, to discuss any problems or progress on goals that are set. Supervisors will prepare the primary performance evaluation and the General Manager will review and sign all performance reviews.

Intent of Annual Review: The primary reason for reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and document how your job performance compares to the goals and descriptions of your job. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals. He or she can recommend further training or additional opportunities for you.

Probationary-Trial Period: During the trial period, the supervisor and employee will meet to discuss how things are going. The supervisor will prepare a written evaluation to document job performance, either satisfactory or unsatisfactory. A plan for improvement will be included if performance problems are noted. All employees who have successfully completed their trial period will receive a written evaluation at the end of one year.

8.02 Training Policy

The District seeks, within the limits of available resources, to develop its staff by offering training opportunities that will increase employee job knowledge and skills.

Opportunities may include, but are not limited to: on-the-job training, in-house workshops, seminars sponsored by other organizations, and programmed learning courses. As part of the performance review process, the employee and his/her supervisor may set employee development goals that identify training priorities for the next review period. All training should be job related and within budget allocations. All training must be approved by the General Manager.

CHAPTER 9

EMPLOYEE RESPONSIBILITIES AND CONDUCT

All District employees are expected to represent the District to the public in a professional manner, which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and the General Manager.

The District is committed to providing service to the public in an efficient, friendly and professional manner. Customers frequenting the office are best served by employees who appear professional, both in their demeanor and their attire. Employees are required to dress in a manner that reflects this level of professionalism. The following shall apply to the attire of employees working in the office:

1. Appropriate clothing shall be defined as; neat, clean and professional in appearance and may include dresses, suits, skirts and blouses, jeans, shirts and slacks.
2. In compliance with this policy, the following are examples of unacceptable office attire:
 - Torn, patched or faded clothing
 - Halter, tank or tube tops
 - Gym attire
 - Cutoffs
 - Clothing that displays inappropriate advertising or language.

Since the proper working relationship between employees and the District depends on each employee's on-going job performance, professional conduct and behavior, the District has established certain minimum standards of personal conduct. Among the District's expectations are: basic tact and courtesy towards the public and fellow employees; adherence to District policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the District's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its customers.

The District is a relatively small organization. To function as efficiently as possible, we may ask you to perform duties that are outside your regular assignments. This is no reflection on your worth to the District, but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the District also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

9.01 Outside Employment, Conflicts of Interest, and Pecuniary Interests

Outside Employment: Employees shall not directly or indirectly engage in any outside employment or financial interest which may conflict in the District's opinion, with the best interests of the District or interfere with the employee's ability to perform his/her assigned job. Examples include, but are not limited to, outside employment that:

1. Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
2. Is conducted during the employee's regular working hours;
3. Utilizes District telephones, computers, supplies, or any other resources, facilities or equipment;
4. Is employed with a firm that has contracts with or does business with the District;
5. Involves service in a decision making or recommending capacity with a public, private, or non-profit agency that solicits funds from the District and where the employee has a role in the District to influence such actions; or
6. May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

An employee who chooses to have an additional job, contractual commitment or self-employment, may do so only after obtaining prior approval from the General Manager subject to the criteria applied to outside employment.

Conflicts of Interest: No employee of Lake Whatcom Water and Sewer District shall use his/her position for personal gain and shall avoid conflicts of interest or the appearance of conflicts of interest. (RCW 42.22.040 also applies)

Pecuniary Interests: No employee shall accept for his or her own benefit any services, benefits, rewards, or concessions from any person or company offered as an inducement to perform his or her duties in a manner sought by the grantor. Any employee who violates the provision of this section shall be subject to disciplinary action.

Any employee of the District engaged in additional employment outside of his or her established hours of duty shall be subject to disciplinary action or dismissal, if, in the opinion of the General Manager or the Board, that employee is not fully performing his or her duties.

9.02 Political Activities

District employees may participate in political or partisan activities of their choosing provided that District resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employee in his/her position.

Employees may not campaign on District time or in a District uniform or while representing the District in any way. Employees may not allow others to use District facilities or funds for political activities.

Any District employee who meets with or may be observed by the public or otherwise represent the District to the public, while performing his/her regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on District property or District time, for a contribution for a partisan political cause.

An employee shall not hold an elected public office position of the District

Except as noted in this policy, District employees are otherwise free to fully exercise their constitutional rights.

9.03 Reporting Improper Governmental Action (Whistleblower Protection Act)

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, this policy is created to encourage employees to disclose any improper governmental action taken by District officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the District with a process provided for speedy dispute resolution.

Key Definitions: Improper Governmental Action is any action by a District officer or employee that is:

1. Undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment, and
2. In violation of any federal, state or local law or rule, is an abuse of authority, is of substantial and specific danger to public health or safety or is a gross waste of public funds.
3. "Improper governmental action" does not include personnel actions (i.e. hiring, firing, complaints, promotions, or reassignment). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

Retaliatory Action means any material adverse change in the terms and conditions of an employee's employment.

Emergency means a circumstance that if not immediately changed may cause damage to persons or property.

Procedure for Reporting Improper Government Action: Lake Whatcom Water and Sewer District employees who become aware of improper governmental action should follow the procedure below:

1. Bring the matter to the attention of the General Manager, if non-involved, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
2. Where the employee believes the improper action involves the General Manager, the employee may raise the issue directly with the District's attorney.
3. The General Manager, District's Attorney, or their designee, as the case may be, shall promptly investigate the report of improper government action. After the investigation is completed (within thirty (30) days of the employee's report), the employee shall be advised of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating the improper action.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action was taken by the District to address the improper action or that for other reasons the improper action is likely to recur.

Protection Against Retaliation: It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Employees who believe they have been retaliated against for reporting an improper governmental action should follow the procedure below:

Procedure for Seeking Relief Against Retaliation:

1. Employees must provide a written complaint to the General Manager within thirty (30) days of the occurrence of the alleged retaliatory action. If the General Manager is involved, the notice should go to the District's attorney. The complaint shall specify the alleged retaliatory action and relief requested.
2. The General Manager or District's attorney, as the case may be, shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge.
3. After receiving the District's response, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either fifteen (15) days of receipt of the District's response to the charge of retaliatory action or forty five (45) days of receipt of the charge of retaliation to the General Manager or District's attorney for response.
4. Within five (5) working days of receipt of a request for hearing the District shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The ALJ will issue a final decision not later than forty-five (45) days after the date of the request for hearing, unless an extension is granted.

Policy Implementation: The General Manager (or designee) is responsible for implementing these policies and procedures. This includes posting the policy on the District bulletin board, making the policy available to any employee upon request, and providing the policy to all newly hired employees. Officers, managers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

9.04 No Smoking Policy

The District prohibits smoking by employees in all District facilities; District-owned buildings and individual employee offices, vehicles, or facilities rented or leased by the District.

9.05 Use of District Vehicles and Equipment

Use of District telephones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Other District equipment, including vehicles, should be used by employees for District business only. For guidelines on vehicle use when an employee is on-call, see the On-Call Policy, section 4.09. Any misuse of

District services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

9.06 Seat Belt Policy

Pursuant to Washington law, anyone operating or riding in District vehicles must wear seat belts at all times.

9.07 Motor Vehicle and Self Propelled Equipment Operating Requirements

District personnel routinely operate a variety of motor vehicles and self-propelled equipment to perform the District's missions effectively and efficiently. The safe and legally compliant operation of vehicles and equipment not only benefits the operator, any vehicle occupants, and any people in the vicinity, but also benefits the District through the building and preservation of public trust and confidence.

The State of Washington requires that all motor vehicle operators possess valid driver's licenses that are endorsed for the type(s) of motor vehicle(s) operated. Several District positions specifically require the ability to operate selected motor vehicles that require special license endorsements. Incumbents in these positions are required to possess valid and appropriately endorsed licenses as a condition of their employment.

Accordingly, if any employee who is normally required to possess a State of Washington motor vehicle operator's license as a condition of employment fails to maintain and preserve his/her driver's license, then said employee, by definition, is interfering with or adversely affecting the District's ability to perform its missions effectively and efficiently. Also, if any one reports observing any employee operating District vehicles or equipment unsafely or negligently, and the report is reasonably confirmed, regardless of licensing requirements, then said employee, by definition, is eroding public trust and confidence, which also adversely affects the District's ability to perform its missions effectively and efficiently. In either situation, said employee is subject to disciplinary action under the following conditions:

VIOLATION	DISCIPLINARY ACTION
ANY license suspension for a moving violation which occurs while operating a District vehicle	Removal
CDL exclusively suspended, other than moving violation	5% reduction in gross pay for the duration of the suspension
First license suspension which results from operation of other than a District vehicle	5% reduction in gross pay for the duration of the suspension
Any two (2) suspensions which result from operation of other than a District vehicle within five (5) years of each other	Removal
1st and 2nd general convictions against license	Filed in employee's Permanent Personnel record
3rd conviction against license	Removal

Supervisor Investigated Reports of Unsafe, Reckless, or Negligent Operation of District Equipment		
REPORT	QUALIFIER	DISCIPLINARY ACTION
1	N/A	Letter of warning to official personnel file (purged at 36 months from incident) + remedial training
2	if < 6 months from 1st report	Formal letter of reprimand to official personnel file (permanent record) + \$100 reduction in gross pay for one pay period
	if 6-24 months from 1st report	Formal letter of reprimand to official personnel file (permanent record)+ \$50 reduction in gross pay for one pay period
	if >24 months from 1st report	Same as for 1st report
3	N/A	Removal

9.08 Safety

To protect the safety of every employee while at work, the District places a high priority on safety practices. Every employee is responsible for maintaining a safe work environment and following the District's safety policies. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her supervisor. Prompt disciplinary action, up to and including termination, will be taken against any employee who willfully or repeatedly violates the District's safety policies. These policies can be found as referred to in the District's Administrative Code. In the case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their supervisor or the General Manager.

9.09 Telephone Policy

This policy provides information specific to the appropriate use of telephones by employees in the performance of their duties.

District-Provided Telephones: Where job or business needs demand immediate access to an employee, the District may issue a telephone to an employee for local and long-distance work-related communications and information gathering purposes only.

Personal use of District provided cell phones shall be held to infrequent use or emergency events. Infrequent use should not exceed five (5) minutes on an occasional basis. All other personal use is considered taxable by the IRS. The District may monitor that this policy is being followed by conducting periodic audits of phone bills.

All data on a District-owned device is deemed a public record. There is no expectation of privacy with information on District provided cell phones. Personal call records and other information (e.g. personal data, photos, text messages, etc.) may be subject to review or audit in the event of a public disclosure request.

In general, the District expects employees to use common sense and sound judgment when utilizing a District-provided telephone. Because telephone transmissions may be accessible by individuals outside of the District, employees should not transmit sensitive or confidential information via telephones. The confidentiality of conversations, e-mail or text messages conducted on a telephone or in voicemail should not be assumed. Employees in possession of District equipment such as telephones are expected to protect the equipment from loss, damage or theft.

Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the telephone for return, replacement, or inspection. Employees unable to present the telephone in good working condition within the time period requested may be required to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges and who do not provide repayment or replacement will be considered to have left employment on unsatisfactory terms, as well as subject to legal action for recovery of the loss.

Personal Telephone Use: If an employee brings a personal telephone onto District property, the phone should remain on the “off” or “silent/vibrate” mode during business hours. Employees are to make all personal calls during non-work time (rest or meal periods) and are asked to ensure that any persons who may call you while at work are aware of the District policy. Flexibility will be provided in circumstances demanding immediate attention to emergencies

Safety Issues for Telephone and Texting Users: Employees who are assigned a District telephone, or who have a personal telephone are prohibited from using their telephones while driving a District vehicle. This includes texting or emailing or any other activities. Employees are expected to follow the motor vehicle laws regarding the use of telephones while driving a District vehicle. If an employee needs to communicate via telephone while driving a District vehicle, they must use a hands-free device that meets all requirements of the applicable laws. The District will not be liable for the loss of personal telephones brought into the workplace.

Employees who are charged with traffic violations resulting from the use of a telephone while driving will be solely responsible for all liabilities, fines, and other adverse consequences that result from the traffic violation.

Special Responsibilities of Management Staff: As with any policy, management staff is expected to serve as appropriate role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

9.10 Substance Abuse

The District's philosophy on substance abuse is a primary concern with the well-being of the employee. As part of our employee wellness program, we encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment and rehabilitation.

The District is subject to the federal Drug-Free Workplace Act, under which the use of marijuana, in any amount, is still considered illegal. Marijuana will result in a positive drug test for a significant period of time after use.

Testing Requirements—Commercial Driver License (CDL) –required Employees:

District employees who hold ~~commercial driver's licenses (a CDL)~~ and who operate commercial motor vehicles while employed by the District are subject to additional rules and regulations imposed by the federal and state government. These regulations require urine drug testing and alcohol breath testing in the following circumstances: pre-employment; reasonable suspicion; post-accident; return to duty testing, random testing. CDL holders who test positive must be removed from service and are subject to discipline, up to and including termination.

Testing Requirements-All Employees: District employees may be required from time-to-time to drive a District-owned vehicle. Any employee involved in an accident while driving a District-owned vehicle may be required to submit to drug or alcohol testing, which shall occur as soon as possible following the accident. Employees subject to post-accident drug or alcohol testing must remain nearby and available for such testing and may not take any action to delay taking their test or to interfere with testing or the results of testing. Refusal to comply with post-accident testing protocol will be treated as a positive test result. Testing is mandatory when the accident results in serious injury, fatality, or significant property damage. Employees who test positive must be removed from service and are subject to discipline, up to and including termination.

District Resources Available: Although the decision to seek diagnosis and accept treatment is completely voluntary, the District is fully committed to helping employees overcome substance abuse through its available resources. In most cases, the expense of treatment may be fully or partially covered by the District's benefits program. Please see the General Manager or Administrative Assistant for more information on available benefits. In recognition of the sensitive nature of these matters, all discussions will be kept confidential. Employees who seek advice or treatment will not be subject to retaliation or discrimination.

When Job Performance is Effected: Although the District's emphasis is on rehabilitation, it must be understood that disciplinary action may be taken when employees continue to demonstrate problems in job performance or are involved with or under the influence of drugs or alcohol on the job or while on-call. The District shall terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs, or other controlled substances during work hours or while on-call. The District

may also discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the District's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the District or others.

Drug-Free Workplace: To comply with the requirements of the federal Drug-Free Workplace Act, the District adopts the following policies:

1. The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on District premises or during work hours by District employees are strictly prohibited. **Under federal law, Marijuana, in any amount, is still considered illegal.**
2. Employees must notify the District within five (5) days of any conviction for a drug violation in the workplace.
3. Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete a rehabilitation program is grounds for termination.

9.11 Informal Complaint Procedure/Problem Solving Process

The District recognizes that sometimes situations arise in which an employee feels that he or she has not been treated fairly or in accordance with District policies and procedures. For this reason, a number of steps are outlined below to address problems and complaints.

A "complaint" is defined as an action by an employee alleging that he/she has not been treated justly concerning the administration of these personnel policies or other administrative policies of the District. This complaint procedure does not apply to claims of harassment, sexual harassment, or reports of improper governmental action. Separate procedures apply to these types of complaints; see Complaint Procedure, section 2.096 and Reporting Improper Government Action, Section 9.03. No punitive action shall be carried out against the employee for using this procedure.

Complaint Procedure:

1. Discuss your problem or complaint with your supervisor within two (2) working days of the occurrence. He or she shall give you a reply within two (2) working days, unless additional time is needed.
2. If you feel the problem is not solved to your satisfaction with your supervisor, or you disagree with how District policies have been applied, you should submit the problem, in writing, to the General Manager. The written complaint should include a description of the problem and the remedy you seek. It shall be filed within ten (10)

working days of the occurrence leading to your complaint. The Manager will respond to your complaint within ten (10) working days after receiving the complaint.

3. The General Manager's response and decision can be appealed to the Board of Commissioners, by filing a written complaint with the Administrative Assistant within ten (10) working days of the issuance of the Manager's written decision. In the event of a complaint against the Manager, the complaint shall be filed with the District's Legal Counsel within ten (10) working days of the occurrence that gives rise to your complaint. The Board will review the matter in executive session or at an open public meeting, consistent with the open public meetings act, and issue a written decision within thirty (10) days of the appeal. The Board's decision shall constitute final agency action. The Informal Complaint Procedure/Problem Solving Process does not replace the Grievance Procedures contained in the Union Contract. It is a means available to resolve issues and concerns at the lowest level when possible.

9.12 Open Communication Policy for Lake Whatcom Water and Sewer District Operations

It is the policy of the Board of Commissioners that ideas for improving the operations of the District are freely and openly communicated between and among the Commissioners and District employees and consultants, without fear of formal or informal retribution, and that these ideas or issues raised are addressed in a timely manner. These issues must fall outside the scope of the District-Union Contract Grievance Procedure. In support of this policy the following are established:

1. Any employee or consultant desiring to make a suggestion or raise an issue related to the effective conduct of District operations may do so in writing, submitted to the General Manager. The General Manager must respond to the proposal in writing within 10 working days.
2. If the employee or consultant believes that the General Manager's response to the suggestion or issue does not adequately address the suggestion or issue, the employee or consultant may submit the idea or issue, along with all previous correspondence between the submitter and the General Manager to the Board of Commissioners via the Recording Secretary.
3. Within five working days of receipt of the written communication the Recording Secretary shall distribute copies to each Commissioner, the General Manager, and relevant supervisors whose responsibilities would be affected by the suggestion/issue.
4. Within thirty days after receipt of the communication from the Recording Secretary, the Board of Commissioners will consider the issues raised therein as an agenda item at a regular or special meeting. The submitter of the suggestion or issue shall be

asked to attend the meeting. The Board of Commissioners will make a decision regarding the idea or issue.

9.13 Use of Technology E-Mail/Internet Policy

Background: The District's technical resources, including desktop and portable computer systems and voicemail enable employees to quickly and efficiently access and exchange information throughout the District. When used properly, we believe these resources greatly enhance employee productivity and knowledge. In many respects, these tools are similar to other District tools, such as stationary, file cabinets, photocopiers, and telephones. Because these technologies are both new and rapidly changing, it is important to explain how they fit within the District and within your responsibilities as an employee.

This policy applies to all technical resources that are owned or leased by the District, that are used on or accessed from District premises, or that are used on District business. This policy also applies to all activities using any District-paid accounts, subscriptions, or other technical services, such as voicemail, e-mail, etc., whether or not the activities are conducted from the District's premises.

Note: As you use the District's technical resources, it is important to remember the nature of the information created and stored there. Because they seem informal, e-mails are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail or other computer information can later be used to indicate what an employee knew or felt. You should keep this in mind when creating e-mails and other documents. Even after you delete an e-mail or close a computer session, it may still be recoverable and may even remain on the system.

Acceptable Uses: The District's technical resources are provided for the benefit of the District and its clients, vendors, and suppliers. These resources are provided for use in the pursuit of District business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy.

Employees are otherwise permitted to use the District's technical resources for occasional, non-work purposes with permission from the General Manager. Nevertheless, employees have no right of privacy as to any information or file maintained in or on the District's property or transmitted or stored through the District's computer, voicemail, or telephone systems.

Unacceptable Uses: The District's technical resources should not be used for personal gain or the advancement of individual views. Solicitation for any non-District business or activities using District resources is strictly prohibited. Your use of the District's technical resources must not interfere with your productivity, the productivity of any other employee, or the operation of the District's technical resources.

No employee may use the District's networked/work station internet access to post a message on work time to an Internet message board, social media (e.g. Facebook, My space, Twitter, etc.) or other Internet communication facility, except in the conduct of official District business.

Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voicemail, or telephone systems must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin or ancestry, physical or mental disability, as well as any category protected by applicable federal, state, or local laws. Any use of the District's technical resources to harass or discriminate is unlawful and strictly prohibited by the District. Violators will be subject to discipline, up to and including discharge.

The District does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the District reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

Access to Information: The District asks you to keep in mind that when you are using the District's computers you are creating District documents using a District asset. The District respects the individual privacy of its employees. However, that privacy does not extend to an employee's work-related conduct or to the use of District-provided technical resources or supplies.

The District's computer and telephone systems and the data stored on them are and remain at all times the property of the District. As a result, computer data, voicemail messages, and other data are readily available to numerous persons. If, during the course of your employment, you perform or transmit work on the District's computer system and other technical resources, your work may be subject to the investigation, search, and review of others in accordance with this policy.

All information that is created, sent, or retrieved over the District's technical resources is the property of the District, and should not be considered private or confidential. Employees have no right to privacy as to any information or file transmitted or stored through the District's computer, voicemail, or telephone systems. Any electronically stored information that you create, send to, or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the District. Employees should also be aware that, even when a file or message is erased, it is still possible to recreate the message. The District reserves the right to monitor your use of its technical resources at any time. All information including text and images may be

disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

Security Information: Although you may have passwords to access computer and voicemail systems, these technical resources belong to the District, are to be accessible at all times by the District, and are subject to inspections by the District with or without notice. The District may override any applicable passwords or codes to inspect, investigate, or search an employee's files and messages. All passwords must be made available to the General Manager upon request.

Your Responsibility: Each employee is responsible for the content of all text, audio, or images that they place or send over the District's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.

Violations of any guidelines in this policy may result in disciplinary action up to and including termination. In addition, the District may advise appropriate legal officials of any illegal violations.

Public Records: Under some circumstances, communications sent by computer or telephone may be subject to public disclosure under state or federal law. It is best to always consider such communications available for public discovery.

The District's e-mail system will periodically and routinely purge (delete) communications from the system without further necessary action by the sender or recipient. Therefore, e-mail is not to be used by any District official or employee as the exclusive means to memorialize information where it is either necessary or intended that the information content be preserved for future use or reference.

Except as set forth below, e-mails should be deleted by the user on a regular basis:

An electronic communication must be preserved in, or transferred to, Archival Form by an employee when either (1) a law expressly requires such communication be kept; or (2) preservation of such communication is necessary or convenient to the discharge of the public officer's and employee's duties, and the communication was made or retained for the purpose of preserving its informational content for future District use or reference. "Archival Form" shall mean either (1) the transcription or printing of an electronic communication or computer data in a readable hard copy form, or (2) the transmission, conversion, recording, storing or other preservation of an electronic communication or computer data in an electronic data processing or computer system by means of any computer hard drive, disk or diskette, magnetic tape, film, optical disk or CD ROM or any other electronic format by which the informational content of the electronic communication computer data is capable of being permanently or indefinitely preserved and thereafter retrieved in a readable and comprehensible form.

Once in Archival Form the communication shall be preserved in accordance with the approved retention period. Any electronic communication so preserved in Archival Form shall be deemed a District record for purposes of the District's practices and policies and a public record for purposes of applicable state or federal public disclosure laws.

In the event that a request for inspection is made pursuant to the Freedom of Information Act or the Washington State Public Records Act (RCW 42.17), or a demand by subpoena or court order is received by the District, for any E-mail or other electronic communication that is in existence at the time such request or demand is received, the District official or employee having control of the electronic communication shall use his or her best efforts, by any reasonable means available, to temporarily preserve the communication until it is determined whether such communication is subject to preservation, or public inspection or production. The General Manager shall immediately be contacted regarding any such inspection request or production demand. The General Manager will, in turn, notify the District counsel who will advise the District personnel as to the District's preservation, inspection and production obligations. If it is determined that the District is obligated to permit inspection or produce the communication, the person in control of it shall thereafter preserve the communication in an Archival Form for the applicable retention schedule period.

9.14 Office Pet Policy

Lake Whatcom Water and Sewer District is responsible for assuring the health and safety of all employees as well as customers while on the premises. In keeping with this objective, Lake Whatcom Water and Sewer District does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees or customers. Some employees may feel threatened or be distracted by the presence of animals. In addition, Lake Whatcom Water and Sewer District wishes to prevent pets from damaging District property.

An employee who requires the help of a service animal will be permitted to bring a service animal to the office pursuant to the approval of the General Manager, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the company.

CHAPTER 10

DISCIPLINE AND TERMINATION

10.01 Guidelines for Appropriate Conduct

In pursuing Lake Whatcom Water and Sewer District's goal of excellence in service, we expect excellence from each of our employees, while striving to make this an enjoyable and rewarding place to work. The District's success in providing excellent service to our customers and maintaining good relationships with the community depends upon our employees. We therefore provided for your guidance certain conduct, which if engaged in, would be detrimental to our objective and could lead to disciplinary action up to and including discharge. The following specified conduct is illustrative and not comprehensive:

1. Violation of duties or rules in these personnel policies, or any other District rule or administrative order.
2. Any violation of the policies adopted by the District in compliance with the Federal Drug-Free Workplace Act, as stated in Chapter 9, section 9.10, of the District's Personnel Policies Manual.
3. Being in possession of, intoxicated or under the influence of alcohol, narcotics or other controlled substance drugs on the job; use, possession or sale of controlled substance drugs in any quantity while on District premises except medications prescribed by a physician which do not impair work performance.
4. Willful violation of security or safety rules or failure to observe safety rules or District safety practices; failure to wear required safety equipment; tampering with District safety equipment. Negligence or any careless action which endangers the life or safety of another person.
5. Violation of a lawful duty or falsification of records.
6. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
7. Sexual harassment or other unlawful harassment of another employee or member of the public.
8. Habitual lateness for work. Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism. Loitering, goofing off, failing to assist others in a work situation.
9. Unsatisfactory job performance, incompetence, inefficiency, inattention, or dereliction.

10. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on District premises or when representing the District, fighting, horseplay, or provoking a fight on District property, or negligent damage of District property. Threatening, intimidating or coercing fellow employees on or off District premises, at any time, for any purpose.
11. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of District property, or the property of fellow employees, customers, suppliers or visitors in any manner.
12. Theft of District property or the property of fellow employees; unauthorized possession or removal of any District property, including documents, from the premises or job site without prior permission from management; unauthorized use of District equipment or property for personal gain or advantage, using District equipment for profit.
13. Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the District; alteration of company records or other company documents.
14. Giving confidential information without authorization.
15. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty.
16. Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the District.
17. Lying, malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee while on the job; willfully restricting work output or encouraging others to do the same.
18. Failure to report an occurrence causing damage to the District's, customers, or public property. Failure to properly secure District facilities or property.
19. Smoking in any unauthorized posted area or creating a fire hazard in any area.
20. Conviction of a gross misdemeanor or felony.

This list contains examples only, and is not exhaustive. The District may discipline or terminate employees for other reasons not stated above.

10.02 Discipline and Termination Procedure

The District's discipline procedure, as follows, is intended to give employees advance notice, whenever possible, of problems with their conduct or performance so that they have an opportunity to improve. Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the offense. Exceptions from the normal procedure may occur whenever the District determines this to be appropriate or when provided for in the Union Contract. Immediate termination may occur in some cases where the offense is serious.

Oral Warning: With the exception of offenses requiring more stringent action, or as otherwise provided for in the Union Contract and in this manual, the supervisor will discuss behavior and performance problems with the employee on an informal basis. This gives the employee the opportunity to make changes and avoid proceeding to the formal discipline steps below. Repeated counseling will result in a written warning.

Written Warning: This is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written warnings are placed in the employee's personnel file. The written warning shall include the nature of the infraction, what the employee needs to do to correct the conduct or improve performance, and make clear what further disciplinary action would follow if the incident happens again or improvement does not occur. The employee will have an opportunity to defend their actions and rebut the opinion of their supervisor or the General Manager at the time the warning is issued in writing to accompany the complaint in the file. (See Article 4 2016-2018 AFSCME Union Contract).

Suspension: A temporary unpaid absence from duty that may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action that is made part of the employee's permanent record.

Suspensions with pay, where the employee is placed on paid leave, may be utilized by the General Manager pending the results of an investigation or disciplinary action where it is determined that factors such as public confidence, the safety of the employee or the efficient functioning of the District call for such a suspension.

Discharge: An employee may be removed from District employment for a serious offense or when the progressive steps above do not result in corrected behavior or improved work performance.

Pre-Discharge Meeting: In the event a supervisor or the General Manager desires to discharge an employee, the employee shall be provided with a written notice that includes an explanation of the reasons and the time of the meeting. The meeting will be presided over by the General Manager or a designated representative. The employee may bring one person to the meeting as an observer who may not interfere with the orderly process of the meeting.

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

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

10.02 Grievance Procedure for Non-Exempt Employees

The District retains the right to discipline, suspend or discharge employees for cause, subject to the grievance procedure in the Union Contract (see also Section 10.02.7 herein). ~~(See Article 12- Discipline and Termination 2016-2018 AFSCME Union Contract).~~

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

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

Steps in the grievance procedure:

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

Business Days of the grievance discussion, the General Manager, if not absent from the workplace, shall give the employee a written answer to the grievance.

4. Within ten (10) Normal District Business Days of the receipt of the General Manager's answer, , the grievant may appeal the grievance to the Joint Labor/Management Committee. Within ten (10) Normal District Business Days after receiving the grievance, the Joint Labor/Management Committee shall convene a settlement conference with the grievant present. The written answer of the Joint Labor/Management Committee shall be given to the grievant and to the Union within ten (10) Normal District Business Days of the conclusion of the appeal meeting.
5. Within five (5) Normal District Business Days of receiving the Joint Labor/Management Committee's answer, , the grievant may appeal the grievance to the Board of Commissioners. Within ten (10) Normal District Business Days after receiving the grievance, the Board shall hold a grievance meeting with the employee and the Union. The written answer of the Board shall be given to the employee and to the Union within ten (10) Normal Business Days of the conclusion of the appeal meeting.
6. Within ten (10) Normal Business Days the written answer referred to in Step 4, the Union may submit the grievance to arbitration in accordance with the following procedures. The referral to arbitration may be made only by the parties to this agreement (Union and District), and must be in writing and presented to the other party within ten (10) Normal District Business Days of the written answer referred to in Step 4.

In the event the grievance is referred to arbitration, the parties shall attempt to designate a single arbitrator. In the event an arbitrator is not agreed upon within ten (10) Normal District Business Days, the parties shall jointly request the American Arbitration Association to submit a list of nine arbitrators. The arbitrator shall be chosen from the list by alternate striking of arbitrator names. When each party has stricken four (4) names, the remaining arbitrator shall be the appointed arbitrator. The order of who is first to strike names from the list shall be determined by the flip of a coin.

The arbitrator shall investigate the grievance, hear testimony from both sides and render a decision.

All meetings and hearings under this procedure shall be kept informal and private, and shall include only such parties in interest and/or their designated representatives; however, if the grievant does not designate the Union as his or her representative, the Union reserves the right to appoint a representative to attend for the sole purpose of discharging its duty to represent the bargaining unit. The arbitrator shall render a decision within thirty (30) calendar days from the date of the conclusion of the formal hearing. The power of the arbitrator shall be limited to interpreting this Contract and determining if the disputed Article or portion thereof has been violated. The arbitrator shall have no authority to add to, alter, modify, vacate or amend any terms of this Contract or to substitute his/her or their judgment on a matter or condition for that of the

District where the District has not negotiated and limited its authority on the matter or condition. The decision of the arbitrator within these stated limits shall be final and binding on the parties.

No issue whatsoever shall be arbitrated or subject to arbitration unless such issue results from an action or occurrence which takes place following the execution date of this Contract.

Expenses for the arbitrator's services and the proceedings shall be paid equally by both parties. However, each party shall be completely responsible for all costs of preparing and presenting its own case, including compensating its own representatives and witnesses. If either party desires a record of the proceedings, it shall solely bear the cost of such record.

In the event the arbitrator finds that he/she has no authority or power to rule in the case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.

Any and all time limits specified in the grievance procedure may be waived by mutual agreement of the parties. Failure by the employee to submit the grievance in accordance with these time limits without a mutual agreement shall constitute an abandonment of the grievance. Upon failure by the District to submit a reply within the specified time limits, the employee may advance the grievance to the next step. ~~(See Article 11 Grievance Procedure 2016-2018 AFSCME Union Contract).~~

CHAPTER 11

DISCONTINUED EMPLOYMENT

11.01 Definition of Terms

Discontinued employment: Anytime District pay and leave accrual stops.

Permanent: Intended to be forever.

Temporary: Not permanent.

Voluntary: Chosen by the employee of his/her own free will.

Involuntary: Imposed by the District.

Retirement: A voluntary act of the employee to permanently discontinue employment and draw retirement benefit annuities.

Resignation: A voluntary act of the employee to permanently discontinue employment prior to qualifying for retirement benefits.

Removal: An involuntary act to permanently discontinue employment because of serious and/or repeated misconduct, uncorrectable unsatisfactory performance, or physical or mental impairment or incapacity that cannot be accommodated by the District.

Misconduct: Failure to comply with rules of conduct.

Uncorrectable unsatisfactory performance: Performance that fails to meet minimum critical performance criteria.

Un-accommodating physical or mental impairment or incapacity: A condition that renders the employee incapable of meeting at least one of the position's minimum critical performance elements, and cannot be accommodated by the District through position reassignment and/or downgrade.

Reduction in force: An involuntary act to permanently discontinue employment due to other than misconduct, uncorrectable unsatisfactory performance, or physical or mental impairment or incapacity that cannot be accommodated by the District. ~~(See Article 14—Reduction in Force 2016-2018 AFSCME Union Contract).~~

Leave without pay: A voluntary act to temporarily discontinue employment for a variety of reasons.

Suspension: An involuntary act to temporarily discontinue employment due to misconduct.

Lay off: An involuntary act to temporarily discontinue employment due to other than misconduct, uncorrectable unsatisfactory performance, or physical or mental impairment or incapacity that cannot be accommodated by the District.

11.02 Non-Exempt Employees

The General Manager may discontinue the employment of any non-exempt employee for any of the reasons listed below:

1. During or at the end of the employee's probationary period, with or without cause.
2. As a result of disciplinary action.
3. Unsatisfactory job performance.
4. Due to loss of skills, certifications or other conditions which would make the employee unfit for service.
5. When the Board of Commissioners has made a determination that a lack of work or funding exists with respect to the employee's position. The Board of Commissioners has sole discretion to make determinations of lack of work or lack of funding.
6. If the employee has a physical or mental impairment that prevents them from performing the required duties of the employee's position and the employee cannot be reasonably accommodated. The District may require an examination at its expense performed by a physician of its choice. Failure to submit to such request may result in removal.

11.03 Exempt Employees

The General Manager may discontinue the employment of all exempt employees at his/her discretion, which effective date is also his/her discretion.

11.04 All Employees

No one shall involuntarily discontinue another's employment, either permanently or temporarily, because of the employee's religious affiliation or conviction, race, color, national origin, gender, or sexual proclivity.

11.05 Lay-Off Sequencing

If a lay off(s) becomes necessary, the District will subscribe to the following general sequence of personnel category:

1. Temporary employees.
2. Trial employees.
3. Regular employees.

In addition to first in/last out for regular employees, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.

Employees who are laid off will be placed on a re-employment list for up to 2 years. Persons on this list will be given first right of refusal over outside candidates if they qualify for the particular open position.

11.06 Resignation/Retirement Notification

The District encourages all employees to provide at least thirty (30) days-notice of their intended resignation or retirement to enable position re-advertising.

CHAPTER 12

OTHER POLICIES

12.01 Recycling

Lake Whatcom Water and Sewer District recycles as many materials as possible. Acceptable materials for recycling (please place these in the proper recycling bins):

- Aluminum
- Mixed paper
- Newspapers
- Shipping cartons & packing materials
- Cardboard

Unacceptable (please keep these contaminants out of the recycling bins)

- Carbons
- Wrapping paper
- Food
- Paper Towels & Napkins

Solid waste: It has been estimated that each man, woman and child produces an average of four pounds of trash every day, almost 1,500 pounds a year. Most of this garbage gets buried in a landfill and we are running out of landfill space at an alarming rate. Paper makes up about 25% of many cities' garbage, much of which could be diverted through office paper recycling programs.

Paper production: As many as seventeen small trees are required to make one ton of paper. Recycling slows the demand for virgin timber fibers and lessens the strain on our forest resources.

Energy conservation: Up to 64% less energy is required to produce paper from waste paper instead of from virgin pulp wood. In the case of office paper, the equivalent of almost three barrels of oil is saved for every ton of paper recycled.

Air and water pollution: The manufacturing of paper from used paper instead of from trees produces almost 60% less pollution of air and water.

Water conservation: The manufacturing of paper uses only half of the water that is required in the manufacturing of virgin paper.

APPENDIX A

ORGANIZATION CHART

APPENDIX B

POSITION DESCRIPTIONS

APPENDIX C
RECORD OF CHANGES

Effective Date	Section Changed	Change Made
February 25, 1998	4.09	District vehicle use changed to reflect Board approved policy
March 25, 1998	4.02 and Appendices	Added Appendix D, Listing of Exempt & Non-Exempt Positions
March 25, 1998	4.02	Added language regarding comp time worked on Sundays or holidays.
March 25, 1998	5.05	Inserted section regarding reimbursement for meals consumed by employees during emergency overtime (ref Resolution #487).
March 25, 1998	6.08	Added approved longevity pay chart to text.
March 25, 1998	7.01	Revised chart to accurately reflect vacation accrual.
March 25, 1998	7.09	Deleted paragraph titled "Holidays Worked" because it duplicated language in section 4.02.
March 25, 1998	Appendix A	Organization chart revised to reflect change to five commissioners.
April 2, 1999	7.01	Revised chart to accurately reflect vacation accrual
April 2, 1999	Appendix A	Organization chart revised to reflect change to eliminate the District Engineer Position, and add Meter Reader.
April 2, 1999	Appendix D	Delete Engineering Technician, add Meter Reader
April 2, 1999	Appendix E	Add Appendix E - Union & Non Union Positions
Nov 16, 2000	Appendix A	Revised Organization Chart to change Meter Reader position title to Utility Systems Support Specialist and change Maintenance Planning Technician position title to Operations Coordinator
Nov 16, 2000	Appendix B Position Descriptions	Added Utility Systems Support Specialist position description. Deleted Maintenance Planning Technician position description. Added Operations Coordinator position description.
Nov 16, 2000	Appendix D	Changed Meter Reader Position title to Utility Systems Support Specialist. Changed Maintenance Planning Technician position title to Operations Coordinator
Nov 16, 2000	Appendix E	Changed Meter Reader position title to Utility Systems Support Specialist Changed Maintenance Planning Technician position title to Operations Coordinator
Dec 7, 2000	4.09	Changed language of On-Call policy to reflect correct standby compensation rate for non-exempt employees
June 13, 2001	Table of Contents	Reprinted entire table - page number changes due to insertion of new section 4.02
June 13, 2001	1.07	Changed Office Administrator title in text to Administrative Assistant
June 13, 2001	2.07	Changed Office Administrator title in text to Administrative Assistant
June 13, 2001	Chapter 4	Changed Overtime/Comp Time to match District: Union Contract, new page numbers for entire chapter
June 13, 2001	Chapter 5	Change Office Administrator to Administrative Assistant

Effective Date	Section Changed	Change Made
June 13, 2001	Chapters 6, 7, 8	New page numbers
June 13, 2001	Section 9.09 and 9.10	Changed Office Administrator position title in text to Administrative Assistant
June 13, 2001	Appendix A Organization Chart	Receptionist changed to Accounts Payable, Accounting Assistant to Accounts Receivable, and Office Administrator to Administrative Assistant. Supervisor of Accounts Payable - Accounting Manager
June 13, 2001	Appendix B Position Descriptions	Receptionist - changed to Accounts Payable Accounting Assistant - changed to Accounts Receivable Office Administrator - changed to Administrative Assistant
June 13, 2001	Salary Schedule	Change in three position titles
June 13, 2001	Appendix C	Added June 13, 2001 changes to list
June 13, 2001	Appendix D & E	Changed Position Titles
Sep 12, 2001	Section 5.04	Added 13¢ per mile to personal vehicle reimbursement rate
Sep 12, 2001	Appendix C	Added change to Section 5.04
June 12, 2002	Chapter 9	Added Open Communication Policy
June 12, 2002	Appendix C	Noted changes to Chapter 9 and Table of Contents
July 10, 2002	5.01 Salary Plan	Added language re Union employee COLA calculations
Nov 27, 2002	General Manager Job Description	Amended by the Board
Nov 27, 2002	Appendix C	Added new General Manager Job Description
2003	Page i Receipt & Acknowledgement	Added statement "I agree to abide by the procedures and policies in the Personnel Policies Manual" also added signature blocks on same page.
2003	Chapter 2	Numerous changes and additions to entire chapter
2003	Chapter 6	Numerous changes and additions to entire chapter
2003	Chapter 9	Numerous changes and additions to entire chapter
May 2004	All	Reviewed, edited, redistributed entire Personnel Manual
January 12, 2005	Chapter 2	Add Workplace Bullying Policy
May 11, 2005	All	Reformatted Receipt and Acknowledgement form and other related language. Rewrote Use of Technology Policy.
June 9, 2010	Chapter 7	Add Sick Leave buy-back policy
January 12, 2011	Chapter 6	Section 6.04 Continuation of Insurance Coverage – added the phrase "to the extent allowed by the District's insurance providers" to the end of the first sentence
April 5, 2011	All	Corrections to punctuation, page numbering, etc.
May 25, 2011	Appendix B	Updated all Position Descriptions.
May 25, 2011	Appendix B Position Title Changes	Accounting Mgr/Treasurer = Finance Manager/Treasurer Accounts Payable = Accounts Payable/Payroll Technician Accounts Receivable = Accounts Receivable Technician Maintenance Worker 3 = Maintenance Electrician Maintenance Worker = Maintenance Worker 2 Utility Worker = Maintenance Worker 1
May 25, 2011	Appendix D & E	Updated Position Titles
July 27, 2011	Pages 4,5,6,12	Minor wording changes
July 27, 2011	Section 2.10	Changes payroll preparer to Accounts Payable/Payroll Tech
July 27, 2011	Section 4.01	Adds language pertaining to the nine and/or ten hour work

Effective Date	Section Changed	Change Made
	Work Hours	schedules
July 27, 2011	Section 5.01 Salary Plan	Adds language regarding regularly scheduled salary and compensation studies
July 27, 2011	Section 5.04 Travel Reimbursement	Adds language regarding the use of the District's credit card for travel expenses
July 27, 2011	Section 6.06 Boot Allowance	Adds language regarding Union Contract provisions
July 27, 2011	Section 6.07 Deleted	Eliminates Longevity Pay for non-union employees – Regularly scheduled salary surveys replace this provision
July 27, 2011	Chapter 9	Adds a dress code for office employees
July 27, 2011	Section 9.09 Cellular Phones	Amends language pertaining to cellular phone use while driving
July 27, 2011	Section 9.13 Internet Use	Adds language regarding the use of social networking sites using the District's internet access during work time
Sept. 14, 2011	Section 5.03 Paydays	Changed paydays from once per month to bi-weekly.
April 9, 2012	Section 5.08 Resolution 790	Add Section 5.08 Reimbursement for coffee and light refreshments served at District meetings
April 23, 2012	Section 5.09 Resolution 791	Add Section 5.09 Reimbursement for Continuing Education
July 11, 2012	Appendix B Position Descriptions	Change title of Senior Engineering Technician to Construction Engineer
November 13, 2013	All	Updated language to match the AFSCME Union Contract Added Section 9.14 Office Pet Policy
April 30, 2014	Section 9.0	Updated language for District-provided cell phone use
April 30, 2014	Position Description	Senior Engineering Technician Title changed to Construction Engineer
January 27, 2016	Vacation Accrual Table	Accrual table changed from days earned to hours earned
January 27, 2016	Vacation	Added mandatory five consecutive workdays off per year of Vacation for employees that handle financial transactions
January 27, 2016	Sick Leave	Changed requirement for doctor's certificate after four consecutive sick days are taken to after three consecutive sick days are taken
January 27, 2016	Sick Leave	Added Sick Leave Buyback
January 27, 2016	Sick Leave	Added Sick Leave Converted to Standard Pay
January 27, 2016	Shared Leave	Changed leave balance requirements
January 27, 2016	VEBA Contributions	Added the District's contribution of \$300.00 per year.
January 27, 2016	Longevity	Added Matching Deferred Compensation Based on Longevity
January 27, 2016	Salary Practices	Employees with more than 10 years service get \$20.00 extra per month
May 30, 2017	Appendix B Position	Amended Administrative Assistant Job Description

Effective Date	Section Changed	Change Made
	Descriptions	
May 30, 2017	Appendix B Salary Schedule	Amended Salary Range for Administrative Assistant
June 14, 2017	Appendix B Position Descriptions	Amended Accounting Clerk Job Description
June 13, 2018	Sick Leave: 1.05, 3.04, 3.05, 4.05, 5.07, 7.02, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 7.07, 7.11, 7.12	Amended District sick leave policies to WA State Initiative 1433, effective January 2018, including language updates for temporary employees, new employees, sick time accrual, family member definitions, usage guidelines, and guidelines for written verification of sick leave.

APPENDIX D**LISTING OF EXEMPT & NON-EXEMPT POSTIONS**

POSITION TITLE	FLSA DESIGNATION
Accounting Clerk	Non-Exempt
Accounts Payable/Payroll Technician	Non-Exempt
Accounts Receivable Technician	Non-Exempt
Administrative Assistant	Non-Exempt
Construction Engineer	Non-Exempt
District Engineer/Assistant General Manager	Exempt
Engineering Technician/Safety Officer	Non-Exempt
Finance Manager/Treasurer	Exempt
General Manager	Exempt
Maintenance Electrician	Non-Exempt
Maintenance Supervisor	Exempt
Maintenance Worker 1	Non-Exempt
Maintenance Worker 2	Non-Exempt
Operations and Maintenance Manager	Exempt
Utility Systems Support Specialist	Non-Exempt
Water Treatment Plant Operator	Non-Exempt

APPENDIX E**LISTING OF UNION AND NON-UNION POSITIONS**

POSITION TITLE	UNION DESIGNATION
Accounting Clerk	Union Member
Accounts Payable/Payroll Technician	Union Member
Accounts Receivable Technician	Union Member
Administrative Assistant	Non-union
Construction Engineer	Union Member
Engineer/Assistant General Manager	Non-union
Engineering Technician/Safety Officer	Union Member
Finance Manager/Treasurer	Non-union
General Manager	Non-union
Maintenance Electrician	Union Member
Maintenance Supervisor	Non-union
Maintenance Worker 1	Union Member
Maintenance Worker 2	Union Member
Operations and Maintenance Manager	Non-union
Utility Systems Support Specialist	Union Member
Water Treatment Plant Operator	Union Member

Union members belong to American Federation of State, County and Municipal Employees AFL-CIO (AFSCME). Dues are deducted directly from payroll.


APPENDIX F

Seven (7) Step Squared Pay Schedule



**AGENDA
BILL
Item 5.F**

Boom Lift Purchase

DATE SUBMITTED:	February 20, 2019	MEETING DATE:	February 27, 2019
TO: BOARD OF COMMISSIONERS		FROM: Brent Winter, O&M Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. None	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

During development of the 2019 Budget, District operations staff identified a safety concern associated with the transition from the top of the ladder system to the fall protection railing on the top of District reservoirs. To address this concern, included within the Board-approved 2019 Budget is \$25,000 for installation of permanent fall protection railing. However, since budget approval, vendor-provided cost estimate for such a system at two reservoirs was approximately \$80,000. At such a significant cost, staff began considering other options. The preferred option is to purchase a boom or scissor lift that would allow staff to access the fall protection system at the top of reservoirs. This approach would provide an added benefit by providing flexibility of use (for example, it could be used for cleaning and inspecting the sides of each reservoir, as well as providing safe access to a number of other elevated, District-owned structures). In an attempt to adhere to the current budget, staff identified two different, used lifts with relatively similar costs (both through rental agencies, ensuring that the equipment has been well-maintained). District staff plans to purchase the slightly more expensive of the two due to its lower total operations hours and physical appearance of maintenance relative to the lower cost lift. This equipment will be purchased utilizing the \$25,000.00 line item, with the remainder of the purchase (\$4,512.05) covered by the approved operations budget. As this piece of equipment is being purchased within the currently approved budget, no Board action is necessary (the purpose presenting this as a Specific Item of Business is solely to apprise the Board of the shift in the use of budget-allocated funds).

FISCAL IMPACT

Total projected cost of \$29,512.05 is within the Board-approved 2019 budget.

RECOMMENDED BOARD ACTION

No action is necessary.


PROPOSED MOTION

No action is necessary.



**AGENDA
BILL
Item 7.A.**

General Manager's Report

DATE SUBMITTED:	February 21, 2019	MEETING DATE:	February 27, 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 <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, February 27, 2019 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Mar 13, 2019	6:30 p.m.	Board Room
Employee Staff Meeting	Thu Mar 14, 2019	8:00 a.m.	Board Room Commissioner Citron 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 Mar 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 Mar 20, 2019	1:00 p.m.	Board Room
Lake Whatcom Stormwater Utility Advisory Com Meeting	Wed Mar 20, 2019	5:00 p.m.	Bloedel Donovan Park Beach Pavilion 2214 Electric Avenue
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:

- Committee met on February 11
- Finance and Admin staff safety/emergency response training held on February 6
- Training for Trenching & Shoring and Fall Protection scheduled for February 12 was cancelled due to adverse weather, in the process of being rescheduled
- Training for Rigging & Signal Person and Confined Space/Rescue scheduled for March 12
- Emergency response exercise (with Whatcom County, South Whatcom Fire Authority, and Sudden Valley Community Association) scheduled for March 14
- Annual employee-specific on-line safety training underway; each employee required to complete training by May 31

Investment Committee:

- No meetings held since last Board meeting

Upcoming Important Agenda Topics and Meetings

- Construction contract award for lift station-related projects anticipated for Board consideration in March
- Agate Heights water treatment plant upgrade presentation in March
- Review of the commissioner protocol manual in March

2019 Initiatives Status

Administration and Organizational Document Review/Revision

Personnel Policies Manual

- Workplace Violence Policy Update
Scheduled for Board consideration during February 27 meeting.
- Drug Testing Policy Update
Scheduled for Board consideration during February 27 meeting.
- Paid Family & Medical Leave Act Policy Addition
Scheduled for 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 March 13 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 and Confined Space SOPs.

File Management System

- Electronic file management structure revision
Revised structure has been developed by R. Hope is in the process of being implemented.
- 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 attended the Whatcom Utility Coordinating Committee meeting on February 8.
- J. Clary contacted Whatcom County Planning and Development Services staff on February 19 regarding the status of creation of a programmatic approach to permitting District lift station renovation projects.

Social Media Program

- Develop/implement social media program
Program implemented February 14.
- 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
Working with NextDoor to create an agency account; NextDoor is currently limiting to emergency response agencies.

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
Jackets will be distributed to staff during March 14 staff meeting.
- 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 met 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.
J. Clary attended the Data Group meeting on February 14.

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
Notice of requirement to connect to District sewer system sent to three property owners on February 21.
- Complete conversion
To be initiated; complete by December 31.

Watershed Stormwater Utility

- Participate in utility development process
J. Clary attended February 20 meeting of the stormwater utility advisory committee.

Board Technology Upgrades

Board-issued Tablets

- Identify/implement appropriate systems to board
Staff received a proposal from our IT provider for tablet configuration; 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 in April.



**AGENDA
BILL
Item 7.B**

**Engineering Department
Report**

DATE SUBMITTED:	February 21, 2019	MEETING DATE:	February 27, 2019
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Summary of Existing District Projects		
	2. District Projects Staff Report		
	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 presentation of Summary of Existing District Projects and priorities

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

Not applicable at this time.

State Required Report Status														
Monthly Reports														
Name Of Report		Completed												
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	Jan x	Feb x	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	Jan x	Feb x	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Department of Revenue Prepared by: Debi	Due end of following month	Jan x	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Community Right to Know (Hazardous Materials) Prepared by: Rich	March 31													
Annual Reports														
Name Of Report	Deadline	Completed												
WA State Cross Connection Report Prepared by: Rich	May													
OSHA 300 Log Prepared by: Rich	February 1	January 28, 2019												
Water Use Efficiency Performance Report Prepared by: Kevin	July 1													
Consumer Confidence Reports Prepared by: Kevin	May	Geneva		SV		EagleR		Agate Ht						
Report Number of Sewer ERUs to City of Bellingham Prepared by:	January 15	February 20, 2019												
Other Reports														
Name Of Report	Deadline	Completed												
Water Right Permit No. G1-22681 Development Extension	Due Every 5 Years Next Due Feb 15, 2023	March 20, 2018												
Water Right Permit No. S1-25121 Development Extension	Due Every 5 Years Next Due March 30, 2023	March 20, 2018												
CPR/First Aid Training Coordinated by: Rich	Due Biennially Next Due 2019													
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2019													

Safety Program Summary
Completed by Rich Munson

Summary of Annual Safety Training
2019 Testing Period - Jan 1, 2019 to May 30, 2019

	Enrollments	Completions	% Complete
Engineering - Managers	52	47	90%
Engineering - Staff	23	23	100%
Field Crew	224	118	53%
Office - Managers	16	2	13%
Office - Staff	48	35	73%
Overall	363	225	62%

Safety meetings for the field crew take place every Friday at 7 a.m.

Dates of Completed Safety Committee Meetings

Wednesday, January 19, 2019		
Monday, February 11, 2019		

Summary of Work-Related Injuries & Illnesses

	2019	2018	2017	2016	2015
Total Number of Work Related Injuries Defined as a work related injury or illness that results in: • 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	0	1	0	1
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	0	13	0	0
Total Number of Days Away from Work (at home, in hospital, not at work)	0	0	4	0	0
Near Misses	0	2	1		

Developer Extension Agreements			
D1801	Sudden Valley Community Association - Area Z Fire Hydrant		
Scope	Installation of Fire Hydrant		
Sign Date	8/16/2018	Expiration Date	8/16/2021 (3 years)
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 checked="" type="checkbox"/> 3. Copy of insurance policy <input checked="" type="checkbox"/> 4. Copies of recorded easement <i>n/a: to be recorded prior to final acceptance, property owned by Sudden Valley Community Association</i> <input type="checkbox"/> 5. Copies of permits <input checked="" type="checkbox"/> 6. Pay Developer Conformance Deposit <i>Receipt #16291 8/14/18</i> <input checked="" type="checkbox"/> 7. Developer delivers performance bond <i>Assignment of savings account received in the amount of \$135,798 and dated 8/14/2018. This will cover up to \$90,532 of constructed facilities</i> <input checked="" type="checkbox"/> 8. Pays 25% of total amount of general facilities connection fees due to District <i>n/a: no new connection</i> <input checked="" type="checkbox"/> 9. Pays District Administration, Legal Services, and Inspection Deposit <i>Receipt #16291 8/14/18</i> <input type="checkbox"/> 10. District Issues Notice to Proceed w/Construction		<input type="checkbox"/> 1. District inspects & approves facilities as complete <input type="checkbox"/> 2. District receives water meters for each service <input type="checkbox"/> 3. District accepts record drawings <input type="checkbox"/> 4. District accepts easements & title insurance <input type="checkbox"/> 5. District receives warranty bond or like security <input type="checkbox"/> 6. District receives maintenance bond <input type="checkbox"/> 7. District receives and approves Bill of Sale <input type="checkbox"/> 8. District receives a copy of recorded plat or legal description <input type="checkbox"/> 9. District receives legal description of property <input type="checkbox"/> 10. District receives Latecomers Reimbursement fees due to other Developers (if applicable) <input type="checkbox"/> 11. Developer pays any applicable Supplemental DEA Processing/General Administrative fees <input type="checkbox"/> 12. District receives signed and notarized Latecomers Reimbursement Agreement (when applicable) <input type="checkbox"/> 13. Developer has reimbursed the District for all incurred costs associated with DEA <input type="checkbox"/> 14. Developer has met and completed all local, state, and federal permit requirements <input type="checkbox"/> 15. Copies of recorded easement on file with District	
Tasks/Notes			
<ul style="list-style-type: none"> 7/3/2018 DEA Application Received 7/25/2018 Board Authorizes DEA with Conditions 8/7/2018 SVCA Submits Hydraulic Analysis 8/14/2018 SVCA submits drawings, DEA, assignment of savings, insurance certificate, check for \$6,750 (\$5,000 deposit for review & inspection, \$1,000 conformance deposit, and \$750 for processing fee), and shallow pipe depth memo. 9/5/2018 District completes review of hydraulic analysis. 1,250 GPM for 90 minutes is available. 9/5/2018 SVCA submits revised plans. Review on hold until SVCA makes another deposit of \$5,329.66 to cover legal and engineering review. 12/17/2018 Deposit of \$5,329.66 received 1/23/2019 Meeting with SVCA to review revised plans received 1/9/2019 			



District Projects

Staff Report

2/20/2019

A1901 Whatcom County Region GIS Imagery Partnership 2019 Flight

An inter-local agreement with Whatcom County and a sub-agency license agreement with vendor, Pictometry International Corporation, in order to take receipt of the entire western Whatcom County imagery dataset and issuance of a Pictometry Connect license.

A1902 Compulsory Sewer Connections

Compel property owners on private septic systems to connect to adjacent public sewer mains.

01 Administration

- 2/19/2019 Staff is looking at properties on Lake Louise Road and Older Lane that are on septic and are in nearby proximity to a public sewer. This group of properties have topographic, environmental or property ownership/easement barriers that block access to nearby public sewer. Staff is working on draft policies to present to the board for consideration and discussion.
- 2/21/2019 Staff identified 3 properties where sewer is readily available adjacent to the property. Sites include 1313 Oriental Ave, 1125 Geneva St, and 2326 Northshore Rd. Notifications are being mailed via certified mail to these properties, requiring connection within 18-month.

C1504 Reservoir Site Security

Install site security system at 1 reservoir site. Pilot project to evaluate equipment, configuration, and telemetry options.

01 Administration

- 5/4/2015 District staff have done initial research on available security camera systems and motion detection. List of equipment and options is in development. Initial pilot site will be the SVWTP.
- 12/21/2016 Staff ordered equipment. Should arrive soon. Equipment will be installed at SVWTP. Motion detection from camera system will be integrated into SCADA system for alarm monitoring by District crews.
- 1/19/2017 Equipment has been received. District staff will begin installation soon.
- 11/20/2017 Staff working to contract with electrician to install conduit and cabling at SVWTP.
- 1/25/2018 Quote from electrician is larger than expected. Staff re-evaluating wiring schematic and conduit run options.
- 10/23/2018 Staff obtaining updated quote from electrical contractor with option to route conduit on outside of building.
- 11/20/2018 Electrical contractor scheduled to start work on 11/26/2018.
- 12/18/2018 Electrical contractor finished installing conduit. District crews working on installing camera system and integrating with SCADA.
- 1/23/2019 District crews mounting equipment and making final wiring connections.
- 2/19/2019 Cameras are installed and operational. Staff is working to make the video stream available remotely on District iPads and integrating the alarms into SCADA.

C1611 Country Club Sewer Pump Station

Rehabilitation of Country Club Sewer Pump Station.

01 Administration

- 4/6/2016 Selection of consultant is in conjunction with general engineering services RFQ.
- 8/9/2016 Staff working with BHC to develop scope of work
- 9/8/2016 AE agreement finalized and being routed for execution. Scope/fee was approved by board on 8/31/2016. Work to begin as soon as agreement is executed.
- 11/2/2016 District attended Center Condo Owner's Association board meeting to present and coordinate the project. Association gave District needed letter of authorization to pursue Whatcom County permits for construction - of either option (pump station or directional drill).
- 12/21/2016 AE Agreement Amendment being routed for execution that includes scope for geotech test borings to determine directional drilling feasibility. BHC and GeoEngineers are scheduling work and preparing permit applications.
- 8/30/2017 Board authorizes Amendment 2 to AE Agreement. This work includes detailed geotechnical design for horizontal directional drilling.
- 9/13/2017 Board authorizes Amendment 3 to AE Agreement. This work include additional permitting and detailed design thru bidding.
- 11/8/2017 Staff attended Center Condo Owner's Association board meeting to brief board of progress and to coordinate future work.

02 Predesign

- 10/11/2016 Held predesign meeting with BHC and District staff. BHC beginning preliminary design.
- 11/21/2016 Staff and BHC working on scope amendment to investigate horizontal direction drilling as the primary option. This option has the potential to eliminate the need for the pump station.
- 3/21/2017 Consultant completed 3 test bores to determine feasibility of horizontal direction drilling. They did not encounter any hard rock. One bore had sandstone the last 5 feet.
- 4/19/2017 District received copy of Geotechnical Data Report that documents soil conditions found during exploratory boring. Geotechnical engineers are working on a 2nd report that will discuss and recommend horizontal drilling methodology for construction and bid documents.
- 5/17/2017 District received copy of draft geotech report regarding Trenchless (HDD) Alternative Evaluation. BHC also reviewing report and coordinating with subconsultant.
- 6/22/2017 Geotechnical subconsultant addressing District and BHC review comments and will be including a discussion on auger drilling in addition to the horizontal drilling method.
- 7/12/2017 Consultants presented horizontal direction drilling and conventional auger bore alternates to Board. Staff will make a recommendation a next Board meeting on the preferred alternative.

03 Permitting

- 10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements.
- 11/7/2016 District and GeoEngineers met with Whatcom County Critical Areas Biologist to review potential critical areas.
- 12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County.
- 11/16/2017 Held 2nd pre-application meeting with County staff. 2nd meeting was necessary due to scope change from replacement of pump station to horizontal directional drilling. Consultants are preparing permit applications for project to be submitted early December.
- 1/25/2018 Consultants are still preparing permit applications. Draft applications are expected any day for District review. Staff has rescheduled construction from summer 2018 to summer 2019. A revised CIP plan will be presented to board for approval on 1/31/2018.
- 2/12/2018 Staff have reviewed draft permit application package and is coordinating with consultant to address minor comments.

- 3/8/2018 District received permit application materials from consultant. Staff working to obtain Center Condo and SVCA notarized signatures.
- 4/13/2018 Permit applications submitted to Whatcom County.
- 4/17/2018 Corps and JARPA documents sent to agencies.
- 5/10/2018 County issued SEPA notice to agencies and property owners within 1000-feet of project for comment period. Written comments are due by June 10, 2018.
- 5/11/2018 District received Nationwide Permit12 (Utility Line Activities) from Army Corps of Engineers.
- 6/10/2018 Written SEPA comments to County due.
- 6/18/2018 As of today the shorelines administrator said he is still waiting on comments from critical areas staff, and that he'd check-in with those staff tomorrow.
- 7/5/2018 County in process of reviewing permit applications.
- 9/19/2018 County critical areas staff still reviewing details proposed plan. BHC and GeoEngineers are in contact with County staff to make sure they have everything they need to complete application processing and to schedule a shoreline hearing date.
- 10/18/2018 All additional information requested by County critical areas has been submitted. Waiting for shorelines hearing date.
- 11/28/2018 DOE issued conditional approval for Geneva Sewer Pump Station Improvements Project. There is a 21-day public comment period that ends 12/19/2019.
- 1/9/2019 Public Hearing at 125pm in the County Council Chambers for the shoreline substantial development permit.
- 1/11/2019 Received shoreline substantial development permit from hearing examiner's office.

05 Design

- 10/18/2017 BHC and Geoengineers working on detailed design and permit application submittal for HDD.
- 12/6/2017 District received Wetland Delineation Report, HDD Design Report, and Design Report from BHC. Staff is reviewing and coordinating with consultant.
- 2/12/2018 Staff received 30% complete plans for review and comment.

06 Bidding

- 2/4/2019 Advertisement for Bids published in Bellingham Herald and Seattle Daily Journal of Commerce.
- 2/21/2019 Non-mandatory prebid meeting at 1pm.
- 3/5/2019 Bid opening at 105pm.

C1705-G Geneva Sewer Pump Station - Construction

Construction of Geneva Sewer Pump Station Improvements project.

06 Bidding

- 1/29/2019 Advertisement for Bids published in Bellingham Herald and Seattle Daily Journal of Commerce.
- 2/19/2019 Non-mandatory prebid meeting at 2pm.
- 2/27/2019 Bid opening at 205pm.

C1708 Ball Check Valves at Airport and Beaver Sewer Pump Stations.

Install 2 ball check valves at Airport and 1 ball check valve at Beaver.

- 1/18/2017 District crew verified measurements of existing swing check valves. Proposed ball check valves will fit. Staff will order new ball check valves.

01 Administration

- 6/22/2017 District solicited quotes from 3 vendors. A purchase order has been issued for the ball check valves. They should arrive soon.
- 7/20/2017 District received ball check valves. District crews to install valves.
- 10/23/2018 Check valve position switches have been ordered that were needed. Valves will be installed and in service by end of 2018.

C1716A Dead End Blowoffs

Installing new blowoffs on dead end mains

01 Administration

1/19/2017 Staff researching each site to determine detailed scope of work for each location.
5/25/2017 Crews continue to pick away at blow-off installation. 8 of 41 done.
6/22/2017 Crews installed a few more. 12 of 41 done.
7/20/2017 14 done.
11/20/2017 15 of 41 done.
12/18/2017 16 done.
3/21/2018 19 done.
4/19/2018 22 done.
5/21/2018 25 done.
6/19/2018 32 done.
7/17/2018 32 done.
9/19/2018 33 done.
2/19/2019 34 done.

C1716B Geneva Booster Station - PRV's and Backflow Assembly

Replace pumps at Geneva Booster Station at Scenic Ave with pressure reducing valves following hydraulic modeling verification. Replace old backflow assembly at City intertie.

01 Administration

2/27/2017 Wilson prepared engineer's brief sheet that includes details PRV sizing and configuration. Staff will begin preparing a bill of materials and order parts. It is anticipated District crews will perform the work.
6/22/2017 Staff coordinating with City on what they need for a backflow assembly.
7/20/2017 Staff considering COB suggestion to move intertie to top of ridge on Parkstone at COB/District boundary.
9/20/2017 District considered moving PRV station per City suggestion. There are more benefits to the District to keep the Geneva Booster building and infrastructure. District staff is preparing the design report and construction drawings for submittal to DOH for installation of a PRV. Project will be coordinated with the water comp plan update in progress. We still need to coordinate with the City before going too much further in design/planning.
10/23/2018 Staff asking Wilson for Task Order proposal to submit DOH design report for approval and to assist in coordination with COB.

C1801 Shake Alert Pilot Program

Integrate ShakeAlert earthquake early warning signal into SCADA system that will automatically close valve on new Division 22 Reservoir No. 2 and activate audible alarms at the Administrative Building, Shop, and Sudden Valley Water Treatment Plant.

01 Administration

1/25/2018 Staff reviewing USGS ShakeAlert License Agreement and Terms of Service and RH2 ShakeAlert Pilot Application scope of work.
5/14/2018 Staff reviewed scope of work and is working with RH2 to execute agreement.
5/30/2018 Agreement with RH2 executed.
6/18/2018 ShakeAlert application completed and submitted to USGS.
8/17/2018 USGS approved application. Staff coordinating with RH2 on installation and programming details.
9/19/2018 Staff putting together purchase order for ShakeAlert device.
9/27/2018 Order placed for ShakeAlert device.

- 12/18/2018 Device is ready for installation. Staff is working with RH2 to schedule installation and integration.
- 1/23/2019 Final device configuration delayed due to federal government shutdown - University of Washington has a skeleton crew operating the seismic department.

C1802 Edgewater, Dellesta, Euclid Sewer Pump Station Improvements

Replace/renew Edgewater and Dellesta sewer pump stations that were installed in the 1970's. Replace/renew electrical controls and install permanent standby generator at Euclid sewer pump station.

01 Administration

- 1/25/2018 Staff developing RFP for selection of engineering consultant. 1st phase will include predesign and shorelines permitting in 2018.
- 2/10/2018 Request for Proposals published Bellingham Herald.
- 3/7/2018 RFP submittals due at 1pm. Distribute RFP's to selection committee by end of week.
- 3/22/2018 Consultant selection committee meets to review and rank consultant proposals.
- 3/29/2018 Board selects RH2 as the most qualified consultant for projects to board. Staff will begin scope/fee negotiations with the consultant.
- 5/21/2018 Staff working with RH2 on initial scope of work. Intent is to have board authorize scope/fee at 5/30/2018 board meeting.
- 6/14/2018 Agreement executed with RH2.

02 Predesign

- 6/18/2018 Surveyors beginning site survey at Euclid.
- 7/17/2018 Survey of Euclid 80-percent complete. Flow testing of Dellesta and Edgewater complete.
- 8/20/2018 RH2 prepared 3 alternatives for generator and pump station control panel placement. Engineering staff is reviewing with District field crews.
- 9/19/2018 Staff reviewed conceptual design layouts for Edgewater and Dellesta stations. RH2 making a few minor revisions before preparing pre-application meeting packet for County. RH2 finalizing permit application package for Euclid sewer pump station.
- 10/24/2018 Dellesta & Edgewater PS. Design criteria review with District staff and RH2.

03 Permitting

- 10/25/2018 Euclid PS. Pre-application meeting scheduled with County, District staff, and RH2.
- 11/20/2018 RH2 preparing permit applications based on information from pre-application meeting with County.
- 12/18/2018 Euclid PS. Whatcom County is requiring an Environmental Site Assessment. Staff will be discussing options with RH2.
- 1/3/2019 Whatcom County pre-application meeting for both Dellesta and Edgewater pump stations.
- 2/19/2019 Shoreline development permit applications submitted to Whatcom County for Edgewater and Dellesta.
- 2/20/2019 Euclid PS. Staff and RH2 trying to setup meeting with County regarding critical areas assessment and mitigation options.

C1803 Camp Firwood Automatic Transfer Switch

Recent severe snow/ice/wind weather events have made the process of getting a portable generator to the station difficult. The access road is a long steep gravel road that can have deep snow, ice, and downed trees blocking access. This project includes installing an automatic transfer switch and replacing the wood security fence around the station. A portable generator will be parked and wired to the ATS to automatically start during fall, winter, and spring months and would be removed when the camp is active during summer.

01 Administration

- 1/3/2018 Staff met with Camp Firwood maintenance staff to discuss pump station generator options. The simplest solution is to install an automatic transfer switch (ATS) and hookup a portable generator when the camp is closed to campers (fall, winter, and spring). This would provide automatic emergency power when we need it during the wet season. We can try this for several seasons. If it works as we think, we will not need a permanent generator at the site.
- 9/12/2018 Staff obtained 3 quotes for transfer switch. GSA quote was low quote. Staff ordered switch through GSA. Staff ordered materials to replace wooden fence around pump station. Fence work will occur after camp season this fall.
- 10/23/2018 District staff begin rebuilding security fence around station.
- 12/18/2018 Fence rebuild is finished. The ATS has been delivered to the District. Staff is scheduling ATS installation using District forces this winter.

05 Design

- 2/27/2018 ATS sized by electrical engineer. Staff working procurement thru GSA.

C1809 Replace Backhoe

Replace backhoe

01 Administration

- 2/12/2018 Staff looking into equipment available on Washington State bid.
- 5/21/2018 Staff working with vendor on state bid to put together order.
- 9/13/2018 Staff issued purchase order for new backhoe using Washington State bid.

C1810 Airport PS Stationary Generator & Lakewood PS Access Easement

Install stationary generator at Airport Sewer Pump Station. Record easements for both stationary generator at Airport and new access easement to Lakewood Sewer Pump Station.

01 Administration

- 4/19/2018 Staff review GSA quote and will be placing order soon. This will also include the ATS for Camp Firwood.
- 5/21/2018 Staff reviewed potential generator locations on site. The best place for installation is next to the control/electrical panels. This location, however, is not in the County road right-of-way, but on WWU Lakewood Facility land. Staff plans to try working with WWU to obtain an easement for the generator. This will require survey and engineering support from Wilson. A task order will be developed for Wilson to assist District staff in this process. An access easement to the District's Lakewood Sewer Pump Station serving WWU will also be part of the discussions.
- 7/17/2018 Staff coordinating with WWU to obtain easement to place stationary generator.
- 8/1/2018 Staff met with WWU to discuss easement. Wilson is preparing easement documents for review and routing. We also brought up that the District need an access route/easement to get to the Lakewood pump station. WWU suggested to try and resolve both easements at once. Staff needs to meet with Wilson onsite to figure out the best access route to Lakewood pump station. Then, Wilson can prepare that easement document as well before routing the total package to WWU.
- 10/17/2018 Wilson Task Order issued to assist in preparing and recording new easements on WWU property.
- 11/8/2018 Staff met with WWU to review Airport and Lakewood proposed easements. WWU to process Airport easement. WWU requested District contact adjacent property owner to Lakewood Pump Station to open easement discussions with them before WWU will consider giving access easement for that location.
- 11/16/2018 Staff met with property owner adjacent to Lakewood Sewer Pump Station to discuss proposed access easement.
- 12/12/2018 Generator purchase order was issued using GSA.
- 12/18/2018 WWU and staff are in the process of negotiating easement language for the Airport PS site.
- 2/19/2019 WWU in process of executing easement document.

05 Design

2/27/2018 Generator sizing completed by electrical engineer. Staff now working on site plans and GSA procurement of generator.

C1813 Division 7 Reservoir FEMA Seismic and ShakeAlert Grant Application

Revise FEMA grant application to include ShakeAlert components. Total grant could be as high as \$1.1M

01 Administration

2/28/2018 Grant application submitted to FEMA.

4/19/2018 Staff heard that state level emergency management accepted the application and forwarded it on to the federal level.

C1814 Agate Heights WTP and Opal Booster Upgrades

Increase treatment and pumping capacity from 30gpm to 60 gpm.

01 Administration

2/12/2018 Staff asked Wilson to prepare Task Order to assist with preliminary design and permitting.

3/28/2018 Staff and Wilson toured two treatment plants that have "Atec" iron/manganese removal package treatment plant systems at Pole Road Water Association. Tour facilitated project scope development with staff and Wilson.

4/19/2018 Task order scope of work is being developed by staff and Wilson. Once a draft is complete it will be presented to the Board for authorization.

7/25/2018 Wilson task order reviewed and authorized by board.

7/26/2018 Task order executed. Wilson is beginning work.

02 Predesign

1/15/2019 District staff met with Wilson Engineering to review several different package treatment plant and package booster station vendors. Preliminary layouts indicate the existing building footprint is sufficient to install the larger capacity equipment - this significantly reduces the permitting requirements and overall project costs. Wilson will develop a pre-selection criteria to advertise, evaluate, and select specific equipment to be used to complete the design and reports to be submitted to DOH for review and approval. Selection criteria will be presented to the board for input prior to advertisement.

2/21/2019 Staff meeting with Wilson to explore and discuss new option of increasing capacity of existing Filtronics system.

04 Predesign and Permitting

9/19/2018 ATEC treatment system pilot testing scheduled for October 2018.

10/18/2018 Pilot testing of ATEC treatment system finished.

C1903 District Office Misc Facility Improvements

District administrative office facility repairs and improvements located at 1220 Lakeway Drive. Work includes: Installing an irrigation system, upper parking lot asphalt patching (approx. 16-ft x 75-ft = 1,200 sf area), front entrance parking lot surface drainage grading / asphalt patching (approx. 40-ft x 30-ft = 1,200 sf area), and replacing front entrance garden stepping pavers with concrete steps/walkway.

C1904 Comprehensive Sewer Plan Update

The current plan was approved by Washington State Department of Ecology on June 6, 2014. The District updates the plan every 6-years. The purpose of the sewer comprehensive plan is to provide an overview of the existing sewage installations and treatment facilities operated and maintained by Lake Whatcom Water and Sewer District. In addition, it addresses potential future facilities development and projected population growth.

C1905 Sewer Rehabilitation and Replacement Projects

Annual project to find and reduce inflow and infiltration (I&I) of surface and ground water entering the public sewer system. Work includes: sewer main slip lining (spot repairs and full lengths), pressure grouting service tees, pressure grouting manhole leaks/voids, rebuild/seal manholes, smoke testing, and other efforts to reduce I&I.

01 Administration

2/19/2019 District crews begin video inspection of sewer pipe and manholes in Flat Car sub-basin. Sections identified as high infiltration risk are being prioritized.

C1906 Water Meters and Replacement Registers

Procurement of approximately 40 new water meters and 200 meter registers.

C1907 Fire Flow Improvements - Remove FH #22-112

This project removes a fire hydrant identified in the 2018 Water System Plan as having deficient fire flow. It is the only hydrant where sufficient fire flow cannot be reasonably achieved, and it is not needed. The District standard spacing for hydrants is 600 feet, and all parcels in this vicinity are within 600 feet of other hydrants. Hydrant #22-112 is located at the upper end of Kinglet Court. Project is to remove the hydrant and install a blow-off assembly used for flushing the main.

C1908 Fire Flow Improvements - Hydraulic Model Calibration

Project includes additional field testing for hydraulic model calibration to determine the appropriate friction factor (C factor) to use in the model. The C factor was reduced globally based on limited field tests which had a significant negative impact on available fire flow in the higher elevation areas. If the current C factor is correct and these are "real" (not modeling) deficiencies, the District will explore options to eliminate the deficiencies. 4 to 8 areas will be analyzed in the water system.

C1910 SVWTP and AHWTP Misc Component Replacement

Replace worn out components at Sudden Valley Water Treatment Plant (SVWTP) and Agate Height Water Treatment Plant (AHWTP). Replacements include: SVWTP Raw Water pH Probe, SVWTP Transmission Pump Control Valves (4 valves), SVWTP Transmission Pipeline Surge Valves (2 valves), SVWTP Raw Water Flow Meter, SVWTP CL2 Contact Tank Pressure Transmitter (used to measure tank level), SVWTP Spare Transfer Pump, and AHWTP Finish Water Flow Meter.

01 Administration

2/20/2019 Staff is preparing bid/contract documents to procure SVWTP control valves.

C1911 Field CL2 Injection System

Procure chlorine injection system for use in the field to chlorinate water mains after depressurization.

C1912 Reservoir Ladder Cage and Railing Improvements

Safety cage / railing improvements be installed at the top of fixed ladders on several reservoirs (Division 7, Old Division 22, and Geneva). The project will improve fall protection safety for District staff as they routinely inspect and maintain the reservoirs.

01 Administration

- 1/4/2019 Received rough budget cost estimate from a steel reservoir fabricator to retrofit a ladder cage with District's safety goals. The cost is around \$86,000 to remove and replace ladders on the Division 7 and 22 reservoirs.
- 1/9/2019 Safety Committee discussed procuring/using a drone for inspection (would still need to access for cleaning), borrowing Sudden Valley Community Assoc.'s ladder truck (no mutual service agreement is currently in-place), or to rent/purchase a lift. Value of purchasing a lift using the currently-budgeted \$25,000 would provide flexibility for accessing other high places. Committee decided to investigate cost of procuring an adequately-sized used lift as the best use of resources and addresses the original safety goals of this project.
- 2/20/2019 Staff working on procuring lift in lieu of ladder cage modifications.

C1913 SVWTP 20-Year Facility Plan

The purpose of this project is to: Identify and document specific operational, maintenance, renewal, and replacement needs for the next 20-years which includes everything (concrete building structure, underground vaults, motors, pumps, piping, valves, electrical, controls, heating and ventilation, chemical handling, lab space, etc.), prioritize the improvements, analyze physical space requirements for identified improvements, develop several conceptual plans that could accommodate all the components (it is likely that additional floor space is needed).

01 Administration

- 2/20/2019 Staff pulling together background information in preparation for RFQ.

C1914 Water Rehabilitation and Replacement Projects

Miscellaneous water system rehab and replacement projects identified for 2019 include installing PRV vault drains at 5 PRV sites (Cascade, Rock Ridge, Hillside, Dutch Harbor, & Fremont).

01 Administration

- 1/3/2019 Slip lining Sanwick Court water main added to this project list. This will re-establish a looped system in this area. Recall that this water main had a break and that the main had to be shut down and is no longer looped. Wilson did a hydraulic analysis that indicates fire flows requirements are still met even when not looped. However, staff recommends that the loop be re-established to maintain system redundancy and resiliency.
- 1/16/2019 District staff is coordinating with SWFA on old hydrants in the Geneva area that have smaller 3.5", 4", or 4.5" threaded front ports, and several that have 4" stortz adapters. SWFA has standardized on the 5" stortz. These smaller front ports and 4" stortz adapters need to be fitted with 5" stortz. SWFA requested that the 4.5" National Hose thread (Dresser brand hydrants) and 4" stortz are the priority for conversion to 5" stortz.

M1811 North Shore Sewer Force Main Stream Crossing Protection

Ductile iron sewer force main pipe is exposed in stream bed on North Shore. Project scope includes permitting, design, and construction of pipe protection.

01 Administration

- 2/12/2018 Staff executed Wilson Task Order for per permitting and design phase.

M1916 Flat Car Impellers, Volutes, and Wear Rings

Replace worn volute, impeller, and wear rings on pumps #1 and #3 at Flat Car Sewer Pump Station. Parts will have a ceramic coating that should extend their service life compared to the originals. Note pump #2 had these parts replaced in 2018.

M1917 AB PLC-5 Replacements and UPS Improvements

The District has several sites that use these older style PLC's: Sudden Valley Sewer Pump Station, Flat Car Sewer Pump Station, Beaver Sewer Pump Station, and Division 30 Booster Station.

This project is intended to begin the replacement process of discontinued PLC's as well as make uninterruptable power supply (UPS) improvements for better facility reliability. The scope of work and budget to complete the project is not known at this time. A budget amount of \$100k was approved to select a general electrical/control engineering consultant through the Request for Qualifications (RFQ) selection process and to develop an initial scope to plan the migration at each site to the new PLC's and determine what UPS improvements can be made to increase facility reliability. With the remaining 2019 budget, prepare bid documents, bid the work, contract with a contractor to begin the migration, and lastly to develop future CIP budgets to finish the work.



**AGENDA
BILL
Item 7.C**

**Finance Department
Report**

DATE SUBMITTED:	February 21, 2019	MEETING DATE:	February 27, 2019
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Monthly Budget Summary ending 01/31/19	
		2. Monthly Utility Totals 01/01/19 – 01/31/19	
		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

N/A

PROPOSED MOTION

N/A



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2019

	401	420	425	426	431	450	460	
	OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND FUND	DEBT SERVICE	BOND RESERVE (RESTRICTED)	TOTAL
2019 REVENUES AND TRANSFERS IN	558,959	-	-	-	-	-	-	558,959
2019 EXPENDITURES AND TRANSFERS OUT	(589,851)	(36,769)	-	-	-	-	-	(626,620)
CASH/INVESTMENTS 2018 CARRYOVER	1,868,506	1,092,805	772,210	440,000	114,092	1,381	772,334	5,061,328
ALLOCATED TO OPERATING RESERVES	\$1,837,614 -\$800,000 \$1,037,614	\$1,056,036	\$772,210	\$440,000	\$114,092	\$1,381	\$772,334	\$4,993,667

LAKE WHATCOM WATER AND SEWER REVENUE

	Description	Budget 2019	ACTUAL 1/31/2019 8%
OPERATING FUND - 401			
REVENUES			
401-343-40-10	Water Sales Metered (4.0% base rate increase) *	2,526,043	209,687
401-343-41-10	Permits (10 new connection permits)	210,000	-
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	4,058,102	337,046
401-343-50-19	Sewer Service Other	4,000	209
401-343-50-80	Latecomer's Fees	-	-
401-343-81-10	Combined Fees	30,000	3,106
401-359-90-00	Late fees	50,000	4,122
401-361-11-00	Investment Interest	50,000	-
401-361-40-00-80	ULID 18 Interest/Penalties	5,000	2,129
401-368-10-00-80	ULID 18 Principal Payments	30,000	704
401-369-10-00	Sale of scrap metal and surplus	2,000	1,955
401-369-10-01	Miscellaneous	-	-
401-395-10-00	Sale of Capital Assets	-	-
401-398-20-00-01	Insurance recovery	-	0
TOTAL REVENUES		6,965,145	558,959 8.0%

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2019	1/31/2019 8%
OPERATING FUND - 401			
EXPENDITURES			
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2019)	674,270	73,590 11%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	284,390	33,391 12%
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	4,861 16%
401-53X-10-31-01	Meetings/Team building	3,000	1,931 64%
401-53X-10-40	Web pay/Bank Fees	40,000	3,104 8%
	Interlocal - Lake Whatcom Management Program (City)		
	Interlocal - Invasive Species (City)		
	Interlocal - Lake Whatcom Tributary Monitor (County)		
401-534-10-41	Water Quality Assurance Programs (TOTAL)	90,000	50,000
	Simplifile (County Auditor Filing Fees)	6,500	
	Data Bar (Statement processing)	25,000	
	Answering Service	2,000	
	Data Pro (Time clock system)	2,000	
	BIAS Financial Software Maintenance	10,000	
	Web Check services	5,000	
	CPA (Internal audit and Financial statements)	6,000	
	Docuware/Web site maintenance and upgrade	15,000	
	Legal Counsel	60,000	
	3D - Computer support	25,000	
	3D - Firewall renewal	15,000	
	3D - Anti virus subscription	1,000	
	Building security for offices	2,000	
	Building custodial	10,000	
	Pest control	500	
	Landscaping service	4,000	
	South Whatcom Fire (hydrant maintenance)	1,000	
	GE Scada System Software Maintenance - Operations	7,500	
	Wilson Engineering	20,000	
	Camera Van Software	1,500	
	SCADA/PLC Support - Engineering/Operations	5,000	
	Cartegraph - Engineering/Operations	30,000	
	Auto Desk - Engineering	1,000	
	GIS Partnership	1,000	
	Rockwell - Engineering/Operations	500	
	IT Pipes	1,500	

	LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2019	1/31/2019	
	ESRI - ARC GIS	1,500		
	Innovyze - Engineering	2,500		
	Master Meter	2,000		
	Cyberlock software	1,000		
	Whatcom County Emergency Management	20,000		
	Misc (Bid notices etc.)	5,000		
401-53X-10-41-01	Professional Services (TOTAL)	290,000	24,489	8%
401-53X-10-42	Communication	50,000	6,230	12%
401-53X-10-45	Admin Lease (new copy machines now leased)	7,000	912	13%
401-53X-10-46	Property Insurance	134,000	-	0%
401-53X-10-49	Admin Misc.	1,000	30	3%
401-53X-10-49-01	Memberships/Dues	17,000	11,971	70%
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	215,000	17,376	8%
401-53X-40-43	Training & Travel	35,000	2,486	7%
401-53X-40-43-01	Tuition reimbursement	1,000	-	0%
401-53X-50-31	Maintenance Supplies	280,000	27,073	10%
40153X-50-31-01	Small assets	20,000	1,107	6%
401-53X-50-48	Operations Repair/Maint	40,000	15,441	39%
401-53X-50-49	Insurance Claims	5,000	-	0%
401-53X-60-41	Operations Contracted	22,500	337	1%
401-534-60-47	Water City of Bellingham	45,000	-	0%
401-535-60-47	Sewer City of Bellingham Treatment Fee	650,000	137,815	21%
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2019)	1,066,380	111,770	10%
401-53x-80-10-01	Operations Capital Projects Payroll	-	-	-
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	503,000	44,483	9%
401-53X-80-32	Fuel	28,000	2,052	7%
401-53X-80-35	Safety Supplies	10,000	57	1%
401-53X-80-35-01	Safety Supplies Boots	2,500	-	0%
401-53X-80-35-02	Emergency Preparedness	10,000	-	0%
401-53X-80-47	General Utilities	230,000	18,977	8%
401-53X-80-49	Laundry	4,000	368	9%
	OPERATING EXPENDITURES	4,788,040	589,851	12%

Lake Whatcom W-S District
MCAG #: 2330
Bill Type: Late Credit
01/01/2019 To: 01/31/2019
Time: 09:06:10 Date: 02/13/2019
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Lake Whatcom W-S District
MCAG #: 2330
Bill Type: Late Credit
01/01/2019 To: 01/31/2019
Time: 09:06:10 Date: 02/13/2019
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Name	Base	Usage Surcharge	Other	Tax	Late Fees	Interest	Total
DEMPSEY, STEPHEN	040000376	4114 ORIENTAL LN	01/23/2019	Water:			-23.13
Acct #: 040000376	Cur:	Prv: Used:	Late Credit	Sewer:			0.00
Water:	1714		Misc:				-23.13
Electric:			Water 2:				
Memo:	Late Fee Reversed						
HUDSON, MIKE	020000458	1419 EUCLID AVE	01/03/2019	Water:			-23.13
Acct #: 020000458	Cur:	Prv: Used:	Late Credit	Sewer:			-26.05
Water:	61607		Misc:				0.00
Electric:			Water 2:				-26.05
Memo:	Reversed Late Fee						
JUSTICE-METOUR, CATHE	240009146	12 LOST LAKE LN	01/14/2019	Water:			560.19
Acct #: 240009146	Cur:	Prv: Used:	Late Credit	Sewer:			-13.62
Water:	2900		Misc:				0.00
Electric:			Water 2:				-13.62
Memo:	Late Charge Reversed						
LEWIS, KRIS	060000045	775 AUSTIN ST	01/29/2019	Water:			-16.14
Acct #: 060000045	Cur:	Prv: Used:	Late Credit	Sewer:			0.00
Water:	8592		Misc:				-16.14
Electric:			Water 2:				
Memo:	Late Fee Reversed						

MONTHLY UTILITY TOTALS

Lake Whatcom W-S District
MCAG #: 2330

Bill Type: Late Credit
01/01/2019 To: 01/31/2019

Time: 09:06:10 Date: 02/13/2019
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Name	Water		Sewer		Misc		Base	Usage Surcharge	Other	Tax	Late Fees	Interest	Total
	Total	Average	Total	Average	Total	Average							
Billed:	0		0		4				0				4
Units:	0		0		4				0				3
Usage:	0		0						0				0
Basic	0.00		0.00		0.00				0.00				0
Usage:	0.00		0.00		0.00				0.00				0
Surcharge:	0.00		0.00		0.00				0.00				0
Other:	0.00		0.00		0.00				0.00				0
Tax:	0.00		0.00		0.00				0.00				0
Late Fees:	0.00		0.00		-78.94				0.00				0.00
Interest:	0.00		0.00		0.00				0.00				0.00
	0.00	0.00	0.00	0.00	-78.94	-19.74			0.00	0.00			622.32

This report was reviewed by: _____

Date: _____

Supervisor review: _____


Date: _____

2/13/19



**AGENDA
BILL
Item 7.D**

**Operations Department
Report**

DATE SUBMITTED:	February 21, 2019	MEETING DATE:	February 27, 2019
TO: BOARD OF COMMISSIONERS		FROM: Brent Winters	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1.	
		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

Placeholder for the Operations & Maintenance manager to give a departmental update.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

Not applicable at this time.