



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

March 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. Amendment No. 01 to the 2019 Budget
 - B. Staff Presentation – Sewer Lateral Failure and Planned Repair Approach
 - C. Commissioner Protocol Manual Review
6. OTHER BUSINESS
7. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



**AGENDA
BILL
Item 5.A**

**Amendment No. 01
to the 2019 Budget**

DATE SUBMITTED:	March 20, 2019	MEETING DATE:	March 27, 2019
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the March 13, 2019 board meeting, the Board of Commissioners awarded the Country Club HDD 8" Gravity Main Sewer Project to the low bidder. Bid prices were significantly more than engineering estimates and funds allocated in the 2019 Budget.

Additional funds need to be allocated to fully fund the construction contract amount.

FISCAL IMPACT

The construction contract awarded at the March 13, 2019 Board meeting totaled \$760,585.00 including 8.5% sales tax. The approved 2019 Budget includes \$450,000.00 for this project. Staff recommends allocating supplemental funds as follows:

\$450,000.00	Funds Approved in 2019 Budget (Fund 420)
<i>Proposed Supplemental Funding Sources</i>	
\$93,390.00	Unallocated 2016 Bond Funds (Fund 431)
\$217,195.00	Sewer/Storm Contingency Fund (Fund 425)
\$760,585.00	Total

Fund 431 includes \$93,390 of unallocated funds from the 2016 Bond. The proposed allocation would utilize all remaining available funds from the 2016 Bond.

Fund 425 currently has a balance of \$659,996.83 and was created to ensure that unanticipated projects related to sewer system and stormwater system expenses be funded in a timely manner. Note that the balance reflects the approved fund transfer of \$127,213.17 to supplement the Geneva Sewer Pump Station project funding at the March 13, 2019 Board Meeting. Fund 425 represents approximately 1% of the sewer utility infrastructure replacement cost. Staff recommends Fund 425 be replenished through future budget(s) to the full amount. This will be accomplished through prioritizing and scheduling capital improvement projects during the 2020 budgeting process that will begin fall 2019.

RECOMMENDED BOARD ACTION

Allocate supplemental funding as proposed above.

PROPOSED MOTION

Recommended motion is:

“I move to transfer \$93,390 from the 2016 Bond Fund, Fund 431, and \$217,195 from the Sewer/Stormwater Contingency Fund, Fund 425, to the System Reinvestment Fund (Fund 420) to fully fund the Country Club HDD 8” Gravity Main Sewer construction contract.”

LAKE WHATCOM WATER AND SEWER EXPENDITURES			BUDGET 2019	2/28/2019
	Description			
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19	DEA Permits		-	
420-397-10-00	Transfers In from Operating Fund 401		1,600,000	
420-397-10-41	Transfer In From 2016 Bond Fund 431 for Country Club		93,390	
	Transfer In From Sewer Contingency Fund 425 for Geneva		127,213	
	Transfer In From Sewer Contingency Fund 425 for Country Club		217,195	
	TOTAL REVENUES		2,037,798	-
420-534-10-41	DEA Contracted Services		-	-
420-534-10-41-20	C1913 SVWTP Facility Plan		50,000	
420-534-90-61	DEA Refunds		-	-
420-535-10-41-20	C 1904 Sewer Comp Plan Update		85,000	
	Active Projects to be completed in 2019			-
C 15-04	Reservoir Security			6,871
C16-11	Country Club Pump Station - Construction		760,585	
C16-11	Country Club Pump Station - BHC		113,647	7,866
C17-05	Geneva Sewer Pump Station - Construction		717,836	
C17-05	Geneva Sewer Pump Station - RH2		70,000	
C17-16A	Dead End Blowoffs		8,842	
C17-16B	Geneva Booster Station PRVs, Backflow, Roof		40,000	
1801C	Shake Alert (Div 22)		5,000	837
1802C	Edgewater/Dellesta Pump Station Predesign and Permitting		357,126	33,918
1803C	Camp Firwood ATS and Replace Fence		2,000	
1809C	Backhoe/Trailer		105,000	
1810C	Airport Pump Station Stationary Generator		35,000	1,667
1811M	North Shore FM Stream Crossing Protection		75,000	2,933
1813C	WA State Emergency Mgmt (Div 7 Shake Alert and Retrofits)		4,852	
1814C	Agate Heights Water System Upgrade		22,046	8,016
	New Projects for 2019			
M1915	Replace Tires on Dump Truck		3,600	
M1916	Flat Car Sewer PS Repairs		28,000	
M1917	AB PLC - 5 Replacements		100,000	
C1903	District Office Irrigation, Etc.		60,000	2,718
C1802	Edgewater Pump Station RH2 Design and Bidding		100,000	


	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2019	2/28/2019
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-397-10-00-10	Transfers In from Operating Fund 401	15,000	15,000
	TOTAL REVENUES	15,000	15,000
425-597-10-00-10	Transfer Out To Geneva Pump Station (Fund 420)	127,213	-
	Transfer Out To Country Club Pump Station (Fund 420)	217,195	-
	TOTAL EXPENDITURES	344,408	-
SEWER/STORM WATER CONTINGENCY FUND			
	REVENUES	15,000	15,000
	EXPENDITURES	(344,408)	-
	2018 BALANCE CARRYOVER	770,000	772,210
			787,210
WATER CONTINGENCY FUND 426			
426-397-10-00-26	Transfers In from Operating Fund 401	20,000	20,000
	TOTAL REVENUES	20,000	20,000
426-594-38-63-26	Water Tank Stabilization Grant Matching	-	
	TOTAL EXPENDITURES	-	-
WATER CONTINGENCY FUND			
	REVENUES	20,000	20,000
	EXPENDITURES	-	-
	2018 BALANCE CARRYOVER	440,000	440,000
			460,000

	LAKE WHATCOM WATER AND SEWER EXPENDITURES	BUDGET 2019	2/28/2019
	Description		
	2016 BOND CAPITAL PROJECTS FUND 431		
	TOTAL REVENUES	-	-
431-594-38-63-31	Geneva and Par Pump Station (Construction) C 17-05	-	506
431-597-10-00-20	Transfer Out To Fund 420 for Country Club Pump Station Construction C16-11	93,390	93,390
	TOTAL EXPENDITURES	93,390	93,896
2016 BOND CAPITAL PROJECTS FUND	REVENUES	-	-
	EXPENDITURES	(93,390)	(93,896)
	2018 BALANCE CARRYOVER	128,985	114,092
			20,196



**AGENDA
BILL
Item 5.B**

**Staff Presentation
Sewer Lateral Failure**

DATE SUBMITTED:	March 21, 2019	MEETING DATE:	March 27, 2019
TO: BOARD OF COMMISSIONERS	FROM: Brent Winters		
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

This is a placeholder for an operations staff presentation regarding a recent sewer lateral failure and planned repair approach.

FISCAL IMPACT

Not applicable.

RECOMMENDED BOARD ACTION

No action.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 5.C**

**Commissioner Protocol Manual
Review and Revision**

DATE SUBMITTED:	February 28, 2019	MEETING DATE:	March 27, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Commissioner Protocol Manual (revised)		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Originally adopted by the Board of Commissioners in 2011, the Commissioner Protocol Manual has undergone one revision (within approximately four months of its adoption). The manual documents accepted practices and clarifies expectations of the Board, both holistically and as individual Commissioners.

Review of the manual is one of the Board-approved staff initiatives for 2019. Both the management team and legal counsel have reviewed the manual, and propose revisions to the manual to: align it with current laws and regulations; refine it to provide consistency of references and term uses; improve its readability; and expand it to include pertinent topics identified by staff/counsel.

FISCAL IMPACT

There is no fiscal impact associated with revision of the manual.

RECOMMENDED BOARD ACTION

Staff recommends revision of the Commissioner Protocol Manual as presented.

PROPOSED MOTION

A recommended motion is:

"I move to approve the Lake Whatcom Water and Sewer District Commissioner Protocol Manual, as [presented] or [as revised]."



COMMISSIONER PROTOCOL MANUAL

LAKE WHATCOM WATER & SEWER DISTRICT

Adopted September 14, 2011

[Revised January 11, 2012](#)

[Revised March 27, 2019](#)

FOREWORD

In the course of serving as a public official, there are a myriad of issues with which you will become involved. This protocol manual attempts to centralize information on common issues related to your role as a member of the Board of Commissioners.

The issues that are addressed in this publication are often complex and subjective. This manual is intended to be a guide and is not a substitute for the counsel, guidance, or opinion of the District's legal counsel.

The Board of Commissioners has formally adopted the protocols included in this reference document. Provisions contained herein will be reviewed as needed. The Board, by majority vote, in its sole discretion, reserves the right to revise this protocol manual at any time, without notice.

Chapter 1—Introduction and Overview

As a member of the Board of Commissioners (Commissioner), you not only establish important and often critical policies for the Lake Whatcom Water and Sewer District (District), you are also a board member of a municipal corporation having an annual operating budget of over four several million dollars. The scope of services and issues ~~and problems~~ that you will deal with as a Commissioner will go beyond that which is reported publicly. Your service will likely have long term impact on the operations of the District for some time into the future. This document is intended to help you in understanding your role as a steward of the District and its resources.

1.01 Purpose of the Protocol Manual

~~Lake Whatcom Water and Sewer~~ The District has ~~modified~~ developed this protocol manual to assist the Board of Commissioners (Board) by documenting accepted practices and clarifying expectations. Administration of District affairs is greatly enhanced by the agreement of the ~~Commissioners~~ Board and staff to be bound by these practices. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Commissioners in their actions. This protocol manual does not restrict or expand Board authority from the authority granted in state or local law or District resolution.

1.02 Overview of Basic District Documents

This protocol manual provides a summary of important aspects of Board ~~of Commissioner~~ activities. However, it cannot incorporate all material and information necessary for undertaking the business of the District. Many other laws, plans, and documents exist which bind the Commissioners to certain courses of action and practices. The following is a summary of the most notable documents, which establish ~~the Board of Commissioner's~~ direction.

A. Mission and Goals

Our mission is to provide the best possible water and sewer services to District customers in a cost efficient manner, 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.

B. District Administrative Code

The Aadministrative cCode contains District regulations adopted by rResolution. In addition to those administrative matters, the administrative code contains a variety of regulations including, but not limited to, health and safety issues and development-related standards.

C. Personnel Policies Manual

It is the policy of the District to uphold, promote, and demand the highest standards of ethics from all of its elected officials and staff. Accordingly, District employees are expected to maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their District position or powers for personal gain. The Personnel Policies Manual serves as an overall guideline for staff conduct.

D. Revised Code of Washington

Numerous state statutes and administrative regulations govern the operation of all local governments, including the District. The District is a special purpose district that is vested with all of the powers set forth in Title 57 Revised Code of Washington (RCW).

~~D.E.~~ Annual Budget

The annual budget is the primary tool and road map for accomplishing the goals of the District. The budget document is the result of one of the most important processes the District undertakes. By adopting the annual budget, the District makes policy decisions, sets priorities, allocates resources, and provides the framework for District operations. The District's financial year runs from January 1 through December 31. The budget should be prepared and adopted by no later than December 31 of the preceding year.

~~E.F.~~ Financial Reports

Periodic financial reports include the financial condition of the District as reflected in the balance sheet, the results of operations as reflected in income statements, and related cash and investment reports. The annual financial report includes the financial statements of the District for a calendar year. It includes the financial condition of the District as reflected in the balance sheet, the results of operations as reflected in income statements and related footnotes.

~~F.G.~~ Comprehensive Plans

Pursuant to Chapter 57.16 RCW, the water and sewer comprehensive plans addresses the District's long-range planning needs relative to the operation and maintenance of water and sewer infrastructure of the District. The eComprehensive plans are is reviewed on an ongoing basis, and revised as required by State law.

~~G.H.~~ Ten-Six-year Capital Improvement Plan

The TenSix-year Capital Improvement Plan serves as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support, or improve the physical infrastructure, capital assets, or productive capacity of the District. The Capital Improvement Plan also serves as the basis for the District's long-range planning and Ecomprehensive Pplans.

1.03 Orientation of New Commissioners

It is important for Commissioners to gain an understanding of the full range of services and programs provided by the District. As new members join the Board, the General Manager will host an orientation program that provides an opportunity for Commissioners to tour District facilities and meet with key staff within the first quarter of taking office. Training opportunities for new

Commissioners include the Washington Association of Water and Sewer Districts-sponsored annual Commissioner Workshop (typically offered each January) and Open Public Meetings Act training available online (see section 7.09.D). At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations and opportunities.

Chapter 2—Board of Commissioners General Powers and Responsibilities

2.01 Board of Commissioners

Fundamentally, the powers of the Board ~~of Commissioners~~ are to be utilized for the good of the District's ratepayers. The Board ~~of Commissioners~~ is the policy making body of the District. ~~Most notably, s~~State law, ~~and in particular, Title 57 RCW, as well as~~and District ~~approved R~~esolutions ~~grant establish~~ the powers and responsibilities of the Board.

It is important to note that the Board acts as a body. No member has any extraordinary powers beyond those of other members. When it comes to establishing policies, voting, and in other significant areas, all members are equal. It is also important to note that policy is established by a majority vote of the Board. While individual members may disagree with decisions of the majority, a decision of the majority ~~does binds~~ the Board ~~and District~~ to a course of action. ~~Members Commissioners must~~~~should~~ respect adopted Board policy. In turn, it is staff's responsibility to ensure the policy of the Board is upheld and carried out.

Actions of staff to pursue the policy direction established by a majority of the Board do not reflect any bias against ~~Board Members~~Commissioners who held a minority opinion on an issue.

In order to uphold the integrity of the Board ~~of Commissioners~~, and to provide proper checks and balances, ~~members of the Board~~Commissioners must refrain from becoming directly involved in the administrative affairs of the District. As the Board is the policy making body and the ~~maker adopter~~ of ~~District R~~esolutions, its involvement in the day to day operations of the District or the enforcement of ~~R~~esolutions through other than legislative means would only damage the credibility of the system.

The Board and its members shall not give orders to any subordinate of the General Manager and will deal with the staff through the General Manager or his/her designee. ~~Subject to and the~~While it may holding of executive sessions to discuss and review certain personnel matters, the Board is not prohibited, ~~during while in~~ open session, from fully and freely discussing with the General Manager anything pertaining to appointments and removals of District employees. See also Chapter 5, below.

2.02 Role of ~~Board Members~~Commissioners

~~Members of the Board of~~ Commissioners are collectively responsible for establishing policy, adopting an annual budget, and providing vision and goals to the General Manager. The following outline is a brief description of the various duties of ~~Board Members~~Commissioners. The description is not intended to be comprehensive, but rather it is an effort to summarize the primary responsibilities of the Board.

Summary of Board Duties and Responsibilities

1. Establish Policy
 - a) Adopt goals and objectives

- b) Establish priorities
 - c) Approve/amend the operating and capital budgets
 - d) Approve contracts
 - e) Adopt resolutions
2. Supervision of General Manager
 - a) ~~Hire~~ Appoint the General Manager
 - b) Evaluate the performance of the General Manager
 3. Provide Public Leadership
 - a) Promote representative governance
 - b) Mediate conflicting interests while building a consensus
 - c) Communicate the District's vision and goals to ratepayers
 - d) Represent the District's interest at regional, county, state, and federal levels
 4. Decision-Making
 - a) Study problems
 - b) Review alternatives
 - c) Determine best course of public policy

2.03 Organization of the Board

Each year at the first meeting in January, the Board shall select ~~from its members~~, one ~~member~~ Commissioner to serve as the President of the Board ~~and one Commissioner to serve as~~. ~~The Board will also select a~~ Secretary of the Board ~~from its members~~. The President of the Board serves as the presiding officer and acts as chair at all meetings of the Board ~~of Commissioners~~. The President of the Board may participate in all deliberations of the Board in the same manner as any other member and may vote unless a conflict of interest exists. The President of the Board does not possess any power of veto. ~~When three or more members of the Board of Commissioners are present, the~~ President of the Board may not move an action, but may second a motion where it could affect the outcome of the proceedings.

2.04 Absence of ~~Board Members~~ Commissioners

In the absence of the President of the Board, the Secretary of the Board shall perform the duties of the President of the Board. If any ~~Board Members~~ Commissioners are absent from the District for more than 15 days, they shall notify the other ~~Board Members~~ Commissioners and the General Manager. See also section 65.09, below.

2.05 Resignation of a ~~Board Member~~ Commissioner

If a ~~Board Member~~ Commissioner resigns from the Board ~~of Commissioners~~ before his/her term of office is up, a new ~~Board Member~~ Commissioner will be appointed to fill the vacated position as provided by law Section 57.12.020 RCW, as amended.

2.06 Emergency Response

In the event of an emergency major disaster, the Board ~~of Commissioners~~, under advisement of the General Manager and when practically possible, shall sign the declaration of emergency by Rresolution. ~~(This allows staff to waive or bypass bidding requirements).~~ An "emergency" occurs when the public health, safety, or welfare is being immediately affected.

2.07 Appointment of General Manager

The Board ~~of Commissioners~~ is responsible for appointing one position within the District organization, which is the General Manager. The General Manager serves at the pleasure of the Board. The General Manager is responsible for all personnel within the District organization.

Chapter 3—Financial Matters

3.01 Board Compensation

~~Board members~~ Commissioners are compensated per ~~state law (RCW 57.12.010)~~ and ~~per Board meeting attended.~~ Board compensation is either increased or decreased per ~~State law that statute as amended.~~ Compensation is given for each day or portion of a day spent in attendance at a Board meeting or in performance of other official duties. The maximum annual compensation for a Commissioner shall be the maximum annual compensation allowed by state law. See Resolution No. 725.

~~However, the~~ The Board, through the adoption of a ~~R~~resolution, may set the compensation below the level set by the state if desired. RCW 57.12.010 also permits individual ~~board members~~ Commissioners to waive all or any portion of their compensation, and provides a procedure for doing so.

~~A district commissioner shall be compensated at the maximum rate allowed by state law for each day or portion thereof spent in actual attendance at official meetings of the district board, or in performance of other official services or duties on behalf of the district. The maximum annual compensation for a district commissioner shall be the maximum annual compensation allowed by state law. (reference: Resolution No. 725)~~

3.02 Financial Disclosure

Pursuant to Chapter 42.17A RCW, candidates for the office of District Commissioner are required to file a financial disclosure statement with the State Public Disclosure Commission within two weeks of filing a nomination paper. When appointed to fill a vacancy on the Board, the appointee is required to file a financial disclosure statement with the State Public Disclosure Commission, covering the preceding 12-month period, within two weeks of being so appointed. ~~Board Members~~ Current Commissioners are required to file a financial disclosure statement with the State Public Disclosure Commission on an annual basis after January 1 and before April 15 of each year covering the previous calendar year. ~~Board Members~~ Current Commissioners whose terms expire on December 31 shall file the statement for the year that ended on that December 31. Statements filed in any of the above cases will be available for public inspection.

The filing of such disclosure statements is the responsibility of each individual Commissioner, not the District. ~~(See) Failure to file a disclosure statement or filing incorrect information in the disclosure statement may result in a civil penalty or criminal prosecution.~~

3.03 Travel Policy

~~Members of the Board of~~ Commissioners are subject to the following travel policy:

A. Approved Travel

The General Manager must approval all travel expenditures a Commissioner seeks to have reimbursed. The General Manager shall only authorize reimbursement of travel expenses for matters related directly to the Commissioner's official duties as a Commissioner for the District.

~~A.B.~~ *Travel Involving an Overnight Stay*

All reasonable transportation expenses for approved travel ~~(as defined in the following paragraphs)~~ will be reimbursed. Any travel involving an overnight stay should have the prior approval of the General Manager. ~~Board Members~~Commissioners should endeavor to attend training and conferences in the state whenever possible; if such training or conference is of comparable value to that offered out of state.

~~B.C.~~ *Reimbursement of Travel Expenses*

A fully itemized claim for expense reimbursement must be submitted to the ~~Finance General~~ Manager, or his or her designee, within 15 calendar days of return from travel along with documentation of attendance in the form of a copy of the cover sheet of the program or agenda for the event attended.

~~C.D.~~ *Individual Meals*

Reasonable costs of necessary meals while conducting District business are reimbursable.

1. Detailed receipts must accompany all reimbursement claims.
2. Reimbursement will not be paid for alcoholic beverages.
3. Reimbursement will not be paid for expenses for spouses, guests, non-employees, or other persons not authorized to receive reimbursement under this policy or State regulations.
4. One person may claim reimbursement for several employees or officials eating together, as long as all the names are listed on the reimbursement claim.
5. All out of town lodging arrangements should be charged to the District credit card whenever possible.

~~D.E.~~ *Use of Personal Vehicles*

Mileage for the use of personal vehicles will be reimbursed at the current IRS allowable mileage rate. Reimbursement shall only be made to the owner of the vehicle.

~~F.~~ *Cancellation*

Commissioners shall adhere to cancelation deadlines when canceling training, conferences, and related travel. Except in the case of a personal or family emergency or in the event the cancelation was a District business decision, a Commissioner may not be reimbursed for expenses relating to a training, conference, or other event he/she did not attend and shall reimburse the District for any pre-paid expenses.

Chapter 4—Communications

4.01 Communication from Commissioners

The President of the Board is generally responsible for communicating the Board's position on policy matters to entities outside of the District on the Board's behalf, provided that the Board may in its discretion direct that another Commissioner handle communication on its behalf on particular a matter. The General Manager may assist the President of the Board or such other Commissioner as needed. The Board may also request the assistance of the District's legal counsel in preparing such communication.

On occasion, one or more Commissioners may wish to correspond on an issue on which the Board has yet to take a position or, has no position. In these circumstances, Commissioners should clearly indicate that they are not speaking for the Board as a whole, but for themselves as one member of the Board.

District letterhead and staff support may not be used for personal or political purposes.

34.042 State Public ~~Disclosure Records~~ Act and Open ~~Public~~ Meetings Act

To ensure that business communications submitted to and by ~~Board members~~ Commissioners comply with the State Public ~~Disclosure Records~~ Act, RCW 42.56, and the State Open ~~Public~~ Meetings Act, RCW 42.30, the following is set forth:

A. General Communications

All writings including without limitation letters, memoranda, ~~and~~ interactive computer communications, and phone text messages, involving ~~Board Members~~ Commissioners, the subject of which relates to the conduct of the Board or the performance of any District function, with few exceptions as stated by the Public ~~Disclosure Records~~ Act, are public records. ~~Copies of such letters, memoranda, and interactive computer communication may not be provided to the public or news media without the filing of a public disclosure request with the District. Records stored on a personal computer or cell phone may also be public records subject to public disclosure.~~ All requests for District records by the public should be directed to the General Manager, or his or her designee.

B. Written Communications

Written letters and memoranda received by the District and, addressed to a ~~Board Member~~ Commissioner or the Board as a body, will be photocopied and provided to all ~~Board Members~~ Commissioners; ~~and a~~ copy shall be kept according to the District's Records Retention Schedule.

C. Electronic Communications

~~Informal messages with no retention value and that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes ordinarily do not constitute a public record. Board members~~ Commissioners are strongly encouraged to use the District's e-mail system and District-provided equipment when conducting District business.

E-mail communications that are intended for review by all ~~Board Members~~ Commissioners, whether concurrently or serially must be considered in light of the Open Public Meetings Act. If the intended purpose of the e-mail is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. The use of e-mail communication to form a collective decision of the Board is inappropriate and could be a violation of the Open Public Meetings Act.

E-mail should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" District business. In general, e-mail is discoverable in litigation, and even deleted e-mail is not necessarily removed from the system. Confidential e-mail communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

E-mail between ~~Board Members~~ Commissioners and between ~~Board Members~~ Commissioners and staff shall not be transmitted to the public or news media without the filing of a public disclosure request with the General Manager.

No e-mail address with the District's website, lwwsd.org, as the domain may be used for personal use.

All of the foregoing information applicable to e-mails is also applicable to text messages sent by cell phone.

4.03 Electronic Devices

To enhance Commissioners' service to the ratepayers and their ability to communicate with staff and the public, the District provides electronic devices, such as tablets, for official District business. The District information technology service provider will ensure that all appropriate software/ applications are installed and up to date and will provide an orientation in the use of the device and related software/applications. Commissioners shall not install additional software on their District-issued devices. Should a Commissioner desire a particular software program or application, the Commissioner shall request that the General Manager as the District's information technology service provider to install it if appropriate.

Commissioners must adhere to all policies under the District's security policies.

Virus protection software and other security protocols must never be disabled or weakened at any time for any reason.

Personal media and programs may not be stored on District-owned devices. Non-District-issued programs or media found during audits will be removed.

When individual Commissioners have completed their term of office, District-owned equipment will be returned upon leaving office.

District-owned equipment is subject to audit at any time. A violation of the policies described in this

Chapter 45—Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials

45.01 Conflicts of Interest

The conflict of interest law is one of the most complicated laws on the books. To understand its effect on a Commissioner's actions, it is suggested that members discuss the law and potential conflicts with a private attorney or the District's legal counsel. It is imperative that ~~Board Members~~ Commissioners identify in advance ~~what~~ their conflicts ~~are~~ and potential conflicts.

It is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on issues or contracts where such an interest exists. Violations of the conflict of interest law may result in significant penalties, including criminal prosecution and forfeiture of office.

In circumstances where only a "remote interest" (see below) exists, after disclosure of the interest to other ~~Board Members~~ Commissioners and in the meeting minutes, the Board ~~of Commissioners~~ may approve the contract to which a ~~Board member~~ Commissioner has a remote interest, absent participation in the deliberation and voting process by the ~~Board Member~~ Commissioner with the remote interest, but only if the ~~Board Member~~ Commissioner refrains from any attempt to influence other members to approve the contract.

A. Applicability

All District officers, elected and appointed, are subject to the conflict of interest law in RCW Chapter 42.23 RCW.

B. Definition Remote Interests

Remote Interests are so minor that they do not constitute illegal conflicts of interest. Remote interests exist when a District official is:

- A non-salaried officer or member of a nonprofit corporation doing business or requesting money from the District. Therefore, being such an officer or member would not constitute a conflict.
- An employee or agent of a contracting party, where the compensation of such employee or agent consists entirely of fixed wages or salary (e.g., the Commissioner does not receive commissions or a year-end bonus).
- The landlord or tenant of a contracting party. For instance, a ~~Board Member~~ Commissioner may lease office space to a party that has a private interest in a public matter without it resulting in a conflict of interest.
- The owner of less than one percent of the shares of corporation or a cooperative doing business with the District.
- Being reimbursed only for actual and necessary expenses incurred in performance of official duties.

C. Acts Not Constituting a Conflict of Interest

- Receiving District services on the same terms and conditions as if not a District official. Thus, when a ~~Board Member~~ Commissioner who owns a business within the District votes for or against an increase in the District's general permit fees or user rates, a conflict would not exist because this action would apply to all businesses within the District's boundaries.
- An officer or employee of another political subdivision or public agency unless it is the same governmental entity being served who is voting on a contract or decision which would not confer a direct economic benefit or detriment upon the officer. For example, a ~~Board Member~~ Commissioner who is a school- teacher may vote to enter into an intergovernmental agreement with the school district, unless such agreement would confer some direct economic benefit, such as a salary or benefit increase, upon the ~~Board Member~~ Commissioner.
- A member of a trade, business, occupation, profession, or class of persons and has no greater interest than the other members of that trade, business, occupation, or class of persons. A class must consist of at least ten members to qualify the interest as remote.

D. Declaration of a Conflict

When a conflict of interest exists, a District official must declare that a conflict of interest exists and make it known in the official records of the District and refrain from voting or in any way influencing a decision of the Board ~~of Commissioners and declare that a conflict of interest exists and make it known in the official records of the District~~. Should a situation arise wherein a majority of ~~the Board Members~~ or a majority of a quorum of those present at a Board meeting have a ~~substantial~~ conflict of interest, state law provides that if the conflict of interest statutes prevent the Board ~~of Commissioners~~ from acting as required by law in its official capacity, such action shall be allowed if the ~~members of the Board~~ Commissioners with the apparent conflicts of interest make them known.

E. District Legal Counsel Opinions

A ~~Board Member's~~Commissioner's request for an opinion from the District's legal counsel concerning conflict of interest is confidential. However, formal final legal opinions on conflicts of interest may be a matter of public record and must be filed with the General Manager. This filing requirement does not apply to verbal communications between ~~Board Members~~Commissioners and the District's legal counsel.

~~Board Members~~Commissioners may seek advice from a private attorney, at their own expense, concerning potential conflicts. In such cases, no disclosure policy would apply.

F. Filing of Disclosures

The General Manager maintains a special file for all disclosures and legal opinions of conflicts of interest.

G. Prohibited Acts (RCW 42.23.070)

- No ~~Board Member~~Commissioner may use his or her position to secure special privileges or exemptions for himself, herself, or others.
- No ~~Board Member~~Commissioner may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.
- No ~~Board member~~Commissioner may accept employment or engage in business or professional activity that the ~~Board Member~~Commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- No ~~Board Member~~Commissioner may disclose confidential information gained by reason of the ~~Board Member's~~Commissioner's position, nor may the ~~Board Member~~Commissioner otherwise use such information for his or her personal gain or benefit.

H. Appearance of Fairness Doctrine

The appearance of fairness doctrine is set forth in Chapter 42.36 RCW and the common law of the State of Washington. To satisfy the appearance of fairness doctrine, the District proceeding or hearing must appear fair and impartial for all parties to a "reasonably prudent and disinterested observer." The appearance of fairness doctrine applies to quasi-judicial actions only.

A quasi-judicial matter is one in which the Board determines the legal rights, duties, or privileges of a specific party or parties in a hearing or contested case proceeding. Examples include a public hearing on the special benefit provided to property by a utility local improvement district (ULID), an appeal of a decision by the General Manager regarding "denial" of service, or a ratepayer request to the Board for a billing adjustment. The appearance of fairness doctrine does not apply to legislative matters, which would include actions like comprehensive water or sewer plan updates, administrative code amendments, or budgetary decisions.

Quasi-judicial proceedings must be conducted so as to give the appearance of fairness and impartiality by decision makers. A violation of the appearance of fairness doctrine may result in the hearing and decision being found void. Ex parte communications are prohibited in quasi-judicial proceedings. An ex parte communication occurs when one party to the hearing or contested case, or a supporter thereof, communicates with one or more Commissioners about the case outside of the hearing. If an ex parte communication between a Commissioner and a party to the contested case occurs outside the hearing, the Commissioner must excuse himself/herself unless said member:

1. Places on the record the substance of any written or oral ex parte communications concerning the decision to be made; and
2. Makes a public announcement of the content of the ex parte communication and provides for the parties' right to rebut the substance of the ex parte communication at each hearing where action is considered or taken on the subject to which the communication is related.

RCW 42.36.060. If the above steps are taken, the Commissioner may continue to hear the quasi-judicial matter.

In the event of a challenge to a Commissioner which would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged Commissioner shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision.

45.02 Liability

The District must always approach its responsibilities in a manner that reduces risk to all involved, but, Nevertheless, within public services risk cannot be eliminated. The District participates in the Water and Sewer Risk Management Pool to help manage risk.

It is important to note that violations of certain laws and regulations by individual ~~Board Members~~Commissioners may result in the member being personally liable for damages which would not be covered by the District's insurance. Examples may include intentional acts, discrimination, harassment, ~~or fraud, or criminal activity.~~

Chapter 56—Interaction with District Staff/Officials

56.01 Overview

Board ~~of Commissioners~~ policy is implemented ~~through by~~ dedicated and professional staff. ~~Therefore, it~~ It is critical that the relationship between the Board ~~of Commissioners~~ and staff be well understood by all parties so policies and programs may be implemented successfully. To support effective relationships, it is important that roles are clearly recognized.

56.02 General Manager

The Board ~~of Commissioner~~'s role is to establish District policies and priorities. The Board appoints a General Manager to implement those policies and undertake the administration of the organization.

The General Manager is appointed by the Board ~~of Commissioners~~ to enforce its resolutions and regulations, to direct the daily operations of the District, to prepare and monitor the budget, and to implement the policies and programs initiated by the Board ~~of Commissioners~~. The General Manager is responsible to the Board ~~of Commissioners~~, rather than to individual ~~Board members~~Commissioners, and directs and coordinates the various departments. The General Manager is responsible for appointing all department managers and authorizing the appointment of all other personnel positions. The Board ~~of Commissioners~~ authorizes positions through the budget process; based upon that authorization, the General Manager makes the appointments. The powers and duties of the General Manager include but are not limited to the following:

- General supervision over the administrative affairs of the District
- Appoint and remove at any time all department managers and employees
- Attend all meetings of the Board at which the Manager's attendance may be required by that body
- See that all ~~R~~egulations and ~~R~~esolutions are faithfully executed, subject to the authority granted by the Board ~~of Commissioners~~
- Recommend for adoption by the Board such measures as the Manager may deem necessary or expedient
- Prepare and submit to the Board such reports as may be required by that body, or as deemed advisable to submit
- Keep the Board fully advised of the financial condition of the District and its future needs
- Prepare and submit to the Board a proposed budget for the fiscal year, and to be responsible for its administration upon adoption
- Perform such other duties as the Board may determine by motion or resolution
- Implement and administer Board ~~of Commissioners~~ policies.
- Represents the District when dealing with other public or private agencies.
- Other such duties as described in the General Manager's Position Description.

56.03 Board ~~of Commissioners~~ Non-interference

The Board ~~of Commissioners~~ is to work through the General Manager when dealing with the administrative staff of the District.

In no manner, either directly or indirectly, should a ~~Board Member~~ Commissioner become involved in, or attempt to influence, personnel matters that are under the direction of the General Manager. Nor shall the Board ~~of Commissioners~~ be involved in, or influence, the purchase of any supplies beyond the requirements of the District procurement procedures.

Except for the purposes of inquiry, the Board and its members should deal with the staff through the General Manager, ~~the acting General Manager, or his/her~~ designee, and should not give orders to any subordinate of the General Manager. Subject to RCW 42.30.110 and RCW 42.30.140, ~~the holding of executive sessions to discuss and review personnel matters,~~ the Board ~~is not prohibited~~ may, while in open session, ~~from~~ fully and freely discussing with the General Manager anything pertaining to appointments and removals of District employees and any other District affairs.

56.04 Board ~~of Commissioners~~ / District General Manager Relationship

The employment relationship between the Board ~~of Commissioners~~ and the General Manager honors the fact that the General Manager is the chief executive of the District. All dealings with the General Manager, whether in public or private, should respect the authority of the General Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the General Manager.

The General Manager respects and is sensitive to the policy responsibilities of the Board of Commissioners and acknowledges that the final responsibility for establishing the policy direction of the District is held by the Board of Commissioners.

The Board of Commissioners is to evaluate the General Manager on an annual basis to ensure that both the Board of Commissioners and the General Manager are in agreement about performance and goals based upon mutual trust and common objectives. The General Manager's performance is evaluated in the following areas: leadership, teamwork, job knowledge, attitude, accountability, empowerment, communication, problem-solving skills, and quality of service, safety/risk taking, and implementation and administration of adopted Board policy.

56.05 Board of Commissioners -/Staff Relationship

Board of Commissioners Member contact with District staff members, inclusive of the General Manager, will be during regular business hours, except in the case of an emergency.

56.06 Board of Commissioners -/District Legal Counsel Relationship

Pursuant to the recommendation of the General Manager, The Board of Commissioners should make provision for obtaining legal counsel for the District through a reasonable contractual arrangement for such professional services. The District Legal Counsel is an independent contractor retained by employee recommended by the General Manager; the Board of Commissioners confirms such contract. The Board may request the assistance and recommendations of the General Manager in the selection or retention of District Legal Counsel.

The District's Legal Counsel is the legal advisor for the Board, the General Manager, and all District employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the District. The general legal responsibilities of the District Legal Counsel are to:

1. Provide legal assistance necessary for formulation and implementation of policies and projects;
2. Provide general advice and counsel on matters of District business upon request;
3. Represent the District's interest, as determined by the Board of Commissioners, in litigation, administrative hearings, negotiations, and similar proceedings;
4. Prepare or approve as to form resolutions, regulations, contracts, and other legal documents to best reflect and implement the purposes and intentions of the Board of Commissioners; and
5. Keep the Board of Commissioners and staff apprised of court rulings and legislation affecting the legal interests of the District.

It is important to note that the District Legal Counsel does not represent individual members of the Board, but rather the Board of Commissioners and the District as a whole.

56.07 Roles and Information Flow

A. Board of Commissioners Roles

The full Board of Commissioners retains the authority to accept, reject, or amend the staff recommendation on policy matters.

Members of the Board of Commissioners must avoid intrusion into those areas that are the responsibility of the staff. Individual Commissioners may not intervene in staff decision-making,

the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Board ~~of Commissioners~~ as a whole. This is necessary to protect staff from undue influence and pressure from individual ~~Board members~~ Commissioners, and to allow staff to execute priorities given by management and the Board as a whole without fear of reprisal. If a ~~Board member~~ Commissioner wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

B. Access to Information

The General Manager is the information liaison between the Board and District staff. Requests for information from ~~Board members~~ Commissioners ~~shall be~~ are to be directed to the General Manager ~~or designee~~ and will be responded to promptly. The information requested will be copied to all members of the Board so that each member may be equally informed. The sharing of information with ~~the Board of Commissioners~~ is one of the General Manager's highest priorities. A variety of methods are used to share information with the Board. E-mail is often an effective and appropriate method for disseminating information. Work sessions are held to provide detailed presentations of matters, while retreats serve to focus on topics and enhance information exchange. The General Manager's open-door policy allows individual Commissioners to meet with the General Manager on an impromptu or one-on-one basis.

There are limited restrictions when information cannot be provided. The District is legally bound not to release certain confidential personnel information.

C. Staff Roles

The Board recognizes the primary functions of staff as executing Board policy and actions taken by the Board ~~of Commissioners~~ and in keeping the Board informed. Staff is obligated to take guidance and direction only from the General Manager or their direct sSupervisor. This direction follows the policy guidance of the Board ~~of Commissioners~~ as a whole. Staff is directed to reject any attempts of individual ~~Board Members~~ Commissioners to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

District staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual ~~Board members~~ Commissioners through the General Manager or designee. The General Manager reserves the right to determine that the request for information would be more appropriately assigned to staff through the direction of the full Board due to the request's magnitude either in terms of workload or policy; provided that, in the judgment of the General Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full Board of Commissioners.

56.08 Restrictions on the Political Involvement of Staff

~~Lake Whatcom Water and Sewer~~ The District is a nonpartisan local government. Professional staff formulates recommendations in compliance with Board policy for the good of the District, not influenced by political factors. For this reason, it is very important to understand the restrictions of the political involvement of staff.

By working for the District, staff members do not surrender rights to be involved in political activities. Employees may publicly express their personal opinions. They may register to vote, belong to a political party, sign nominating or recall petitions and vote in any election.

~~56.09~~ Board of Commissioners Attendance Policy

A Board position shall become vacant if the ~~Board member~~Commissioner fails to attend three consecutive meetings of the Board of Commissioners without being excused by the Board. An absent ~~Board member~~Commissioner who has called the General Manager's office ~~prior to 5:00 p.m. on the day~~ a minimum of one hour prior to the start of the meeting to advise of such absence will be deemed excused unless a majority of the Board determines otherwise.

Chapter ~~76~~—Board of Commissioners Meetings

The Board of Commissioner's collective policy and regulatory-making powers are put into action at the Board meetings. It is here that the Board conducts its business. The opportunity for ratepayers to be heard, the availability of ~~Board Members~~Commissioners to District ratepayers, and the openness of Board meetings all lend themselves to the essential democratic nature of local government.

~~67.01~~ Meeting Schedule

Regular meetings are held on the second Wednesday of each month at 6:30 p.m. and the last Wednesday of the month at 8:00 a.m. at the District office, 1220 Lakeway Drive, Bellingham, Washington. The Board meeting agenda typically provides time during the meeting for public comment. No audience participation is allowed ~~at other times during the course of Board discussions, unless~~ if permitted by the consent of a majority of the Board present.

~~67.02~~ Public Notice of ~~Meetings and~~ Hearings

Except where a specific means of notifying the public of a public hearing is otherwise provided by law, notice of upcoming public hearings before the Board of Commissioners shall be sent to local media containing the time, place, date, and subject in the District's official newspaper of record at least 24 hours before the date set for the hearing.

~~67.03~~ Special Meetings

Special meetings may be called by either the President of the Board or at the written request of ~~any a majority of the Board Member~~. Notice of a special meeting will be sent to local media that has made a written request to the District for such special meeting notices, and such notice shall be posted on the District office front door and on the District's website at least 24 hours before the time of such meetings as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. At special meetings, only those matters noted upon the agenda may be discussed or acted upon.

Pursuant to RCW 42.30.080(4), the notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical, and increase the likelihood of such injury or damage.

~~At all regular and special meetings, public comments are a separate agenda item and are invited at that time on the agenda. Public comment is appropriate on any matter within the jurisdiction of the Board of Commissioners.~~

~~67.04~~ Work Sessions

Following proper public notice, the Board ~~of Commissioners~~ may meet informally in a work session. The work session is the forum used by the Board to review forthcoming programs of the District, to receive progress reports on current issues, or to receive similar information from the General Manager and others. All discussions and conclusions held during a work ~~session~~ are of an informal nature. No final action is taken while in a work session. However, work sessions are open public meetings which must be held in compliance with the Open Public Meetings Act.

~~67.05~~ Placing Items on the Agenda

A. Agenda Online

Pursuant to RCW 42.30.077, the agenda for each regular meeting of the Board will be posted on the District's website at least twenty-four hours in advance of the published start time of the meeting.

~~A.B.~~ Agenda Planning

All matters to be presented to the Board ~~of Commissioners~~ at its regular meetings are reviewed and placed on the agenda by the General Manager.

~~B.C.~~ Board of Commissioners

A ~~Board member~~ Commissioner may request an item be considered for an upcoming agenda by making an oral request at a ~~Board~~ meeting or submitting a request to the General Manager. Based upon the nature of the request, the General Manager may at his/her discretion submit the request to the Board before placing it on the agenda. The majority of the Board may direct the General Manager to formally include or exclude the item from the agenda of an upcoming meeting.

~~C.D.~~ Members of the Public

Public comments are a separate agenda item and are invited at that point in time on the Board meeting agenda. Public comment is appropriate on any matter within the jurisdiction of the Board.

A member of the public may request an item be placed on a future agenda while addressing the Board ~~of Commissioners~~ during a regular meeting and/or by submitting a request in writing to the Board ~~of Commissioners~~, through the General Manager's office. In order to allow sufficient time for the Board to review and staff to research the matter, the request should be submitted at least 10 working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been placed on the agenda, the General Manager will notify the requester so that he or she may plan to attend the meeting.

~~D.E.~~ Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the District. The reason(s) for adding an emergency item to the agenda shall be announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

~~67.06~~ Audio Recording of Meetings

The General Manager, or designee, shall make and keep ~~tape~~ digital recordings of all regular and special meetings of the Board ~~of Commissioners~~, except those meetings or portions of meetings conducted in Executive Session. Recordings and related records of all Board ~~of Commissioners~~ meetings, except as referenced above, shall be retained by the District ~~for six years~~, in accordance with the State of Washington, ~~Office of the Secretary of State, Division of Archives and Records Management, Local Government General~~ Retention Schedule.

67.07 Executive Session

At the call of the presiding officer, or with a majority vote, the Board ~~of Commissioners~~ may recess to Executive Session to privately discuss and consider matters authorized under [RCW 42.30.110 and RCW 42.30.140](#), as amended, or other applicable state law.

Before convening in Executive Session, the presiding officer shall publicly announce the ~~general~~ lawful purpose for excluding the public from the meeting place, and the time when the Executive Session will be concluded, and whether action is expected to be taken following the executive session. An Executive Session may be extended to a stated later time by announcement of the presiding officer.

67.08 General Procedures

A. Signing of Documents

The Board ~~of Commissioners~~ as a quorum shall sign resolutions, contracts and other documents that have been adopted by the Board ~~of Commissioners~~ and require an official signature; except when the General Manager has been authorized by the Board to sign documents.

B. Quorum

A majority of the Board shall constitute a quorum and are necessary for the transaction of District business.

C. Minutes

The ~~Recording~~ Secretary or designee shall take minutes at all regular and special Board meetings; such minutes shall be made available for public inspection once approved by Board action. Minutes shall be retained by the District in accordance with the State of Washington records retention schedule.

Unless a member of the Board requests a reading of the minutes of a Board meeting, such minutes may be approved without reading, if ~~the Recording Secretary furnishes each member~~ Commissioner is furnished with a copy thereof.

67.09 Open Meeting Law

A. Applicability

The open public meeting law, [Chapter 42.30 RCW](#), applies to the Board ~~of Commissioners~~, all quasi-judicial bodies, and all standing, special or advisory boards, committees or subcommittees of, or appointed by, the Board ~~of Commissioners~~.

B. Meetings

All meetings of the Board shall be open to the public, except in the special instances as provided in [RCW 42.30.110 and RCW 42.30.140](#), as hereafter amended. A meeting takes place when a quorum (a majority of the total number of ~~Board Members~~ Commissioners) is present and information concerning District business is received, discussed, and/or acted upon.

C. Actions

Only the Board has the authority to take action, and said action must be taken in an open public meeting. No vote or action of the Board may take place while in executive session. At a Special Meeting, action can be taken only on those items appearing on the posted agenda, except for emergency items as defined in Section [76.05](#). At a Regular Meeting of the Board ~~of Commissioners~~, the Board is free to take action on non-agenda items as "Other Business."

D. Training

All Commissioners are required by state law (Open Government Trainings Act) to complete an approved training course on the Open Public Meetings Act and must receive “refresher” training thereon not less than once every four (4) years. Commissioners should provide documentation of completion of such trainings from forms available online, or by other means, to the General Manager to keep on file at the District office. More information on training requirements, on online resources, and an online training course, is available on the website of the Washington State Attorney General (<http://www.atg.wa.gov/opengovernmenttraining.aspx>).

7.10 Attendance via Speakerphone

From time to time, a Commissioner will not be able to be physically present at a Board meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Commissioner to attend a Board meeting via speakerphone are as follows:

A. The Rare Occasion

Attendance via speakerphone should be the rare exception, not the rule, and is limited to twice a year per Commissioner. Examples of situations where attendance via speakerphone would be appropriate include, but are not limited to:

- An agenda item is time sensitive, and attendance via speakerphone is needed for a quorum
- An agenda item is of very high importance to the Commissioner that cannot be physically present
- It is important for all Commissioners to be involved in a decision, but one Commissioner is unable to be physically present
- Attendance via speakerphone shall be limited to one agenda item, not the entire Board meeting

B. Notification

If a Commissioner wishes to attend a Board meeting via speakerphone for an agenda item, the Commissioner should notify the General Manager or his or her designee no later than the business day prior to the Board meeting for which he or she wishes to attend via speakerphone.

Attendance via speakerphone will be reflected in the minutes.

Commissioner Protocol Manual


List of Revisions

[illegible]



**AGENDA
BILL
Item 7.A.**

General Manager's Report

DATE SUBMITTED:	March 21, 2019	MEETING DATE:	March 27, 2019
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. General Manager's Report	
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, March 27, 2019 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Apr 10, 2019	6:30 p.m.	Board Room
Employee Staff Meeting	Thu Apr 11, 2019	8:00 a.m.	Board Room Commissioner Ford to Attend
Investment Comm Meeting	Wed Apr 10, 2019	6:00 p.m.	Small Conference Room
Safety Committee Meeting	Mon Apr 8, 2019	8:00 a.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Apr 11, 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 Apr 9, 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 Apr 17, 2019	1:00 p.m.	Board Room
Lake Whatcom Stormwater Utility Advisory Com Meeting	Mar 20, 2019 was the final meeting	NA	not applicable
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:

- Training for Rigging & Signal Person and Fall Protection scheduled for February 12 was cancelled due to adverse weather; in the process of being rescheduled
- Training for Trenching & Shoring and Confined Space/Rescue conducted March 12
- 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

- Agate Heights water treatment plant upgrade presentation in April
- Cross Connection Control Program revision anticipated in April
- Issuance of iPads to Commissioners, and associated training scheduled for April

2019 Initiatives Status

Administration and Organizational Document Review/Revision

Personnel Policies Manual

- Workplace Violence Policy Update
Approved by the Board during February 27 meeting.
- Drug Testing Policy Update
Approved by the Board during February 27 meeting.
- Paid Family & Medical Leave Act Policy Addition
Approved by the Board during February 27 meeting.
- Other revisions as identified/needed

Administrative Code

- Board Meeting Dates/Times
Adopted by the Board during January 30 meeting (Resolution No. 854).
- Purchasing Policy
Adopted by the Board during March 13 meeting (Resolution No. 857).
- Other revisions as identified/needed

Commissioner Protocol Manual

- Work session to review/revise
Scheduled for Board consideration during March 27 meeting.

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
File management structure has been revised; migration of documents to the new structure is nearing completion.
- 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 Bellingham Public School Foundation Hungry Minds Luncheon on March 13.
- J. Clary attended South Whatcom Fire Authority board of commissioners meeting on March 14.
- J. Clary scheduled to attend Whatcom County Water Utility Coordinating Committee meeting on March 22.
- J. Clary scheduled to attend Whatcom County Water Alliance meeting on March 25.

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
Facebook account is live (<https://www.facebook.com/Lake-Whatcom-Water-Sewer-District-455872278278848>).
- 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 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 in ongoing communication with city of Bellingham and Whatcom County staff regarding development of an interlocal agreement between the District, city of Bellingham, and Whatcom County specific to assessment of septic impacts along the north shore of Lake Whatcom.

Onsite Septic System Impact Assessment

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

Onsite Septic System Conversion Program

- Identify applicable lots
Staff have identified lots to pursue connection to District collection system.
- Implement conversion notification process
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 March 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 second 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
Purchase order for Cartegraph modules issued; implementation anticipated by April 30.

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 on April 5.



**AGENDA
BILL
Item 7.B**

**Engineering Department
Report**

DATE SUBMITTED:	March 21, 2019	MEETING DATE:	March 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		February 28, 2019											
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	50	96%
Engineering - Staff	23	23	100%
Field Crew	224	159	71%
Office - Managers	16	6	38%
Office - Staff	48	39	81%
Overall	363	277	76%

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					
Monday, March 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	0	0	1	0	1
• Significant injury or illness diagnosed by a licensed health care professional					
• Days away from work (off work)					
• Restricted work or job transfer					
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	0	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 			

Continued on next page

037

Developer Extension Agreements (cont'd)	
D1801	Sudden Valley Community Association - Area Z Fire Hydrant
Tasks/Notes (cont'd)	
<ul style="list-style-type: none"> 1/23/2019 Meeting with SVCA to review revised plans received 1/9/2019 2/26/2019 SVCA submits revised plans 3/20/2019 District returns plan review comments to Wilson Engineering 	



District Projects

Staff Report

3/20/2019

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 direction 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.

09 Services During Construction

- 3/20/2019 Staff working with BHC to develop scope of work for service during construction.

10 Construction

- 3/13/2019 Board awards contract to Colacurcio Brothers, Inc.

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.

09 Services During Construction

- 3/20/2019 Staff working with RH2 to develop scope of work for services during construction.

10 Construction

- 3/13/2019 Board awards contract to Equity Builders LLC.

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- 10 Construction**
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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.

3/20/2019 37 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.
- 3/20/2019 RH2 completing device configuration and testing.

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.
- 3/20/2019 Euclid PS. District staff and RH2 still actively pursuing County for critical areas meeting - County staff has been non-responsive.

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.
- 5/14/2019 Tentative delivery date (information as of 3/20/2019).

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.

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:	March 21, 2019	MEETING DATE:	March 21, 2019
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Monthly Budget Summary ending 02/28/19	
		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

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	TOTAL
OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND FUND	DEBT SERVICE	BOND RESERVE (RESTRICTED)	
1,049,000	-	-	-	-	-	-	1,049,000
(956,177)	(64,826)	-	-	(506)	-	-	(1,021,509)
1,868,506	1,092,805	772,210	440,000	114,092	1,381	772,334	5,061,328
\$1,961,329	\$1,027,979	\$772,210	\$440,000	\$113,586	\$1,381	\$772,334	\$5,088,819
-\$800,000							
\$1,161,329							

2019 REVENUES AND TRANSFERS IN

2019 EXPENDITURES AND TRANSFERS OUT

CASH/INVESTMENTS 2018 CARRYOVER

ALLOCATED TO OPERATING RESERVES

LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 2/28/2019

Petty Cash	\$ 1,600			
Cash	\$ 596,834			0.45%
Public Funds Account	\$ 659,713			2.25%
LGIP	\$ 1,010,093			2.23%

	\$ 2,268,240			
		PAR VALUE		YIELD
FFCB - ProEquity			Oct-19	1.44%
FHLB - ProEquity	\$ 500,000		Feb-20	2.48%
FFCB - ProEquity	\$ 500,000		Aug-20	1.10%
RFCO-ProEquity	\$ 750,000		Jan-21	2.71%
	\$ 1,070,579			

US Bank	\$ 2,820,579			
TOTAL	\$ 5,088,819			
USE OF FUNDS:				
Reserved/Restricted	\$ 772,334			
Unrestricted	\$ 4,316,485			

	\$ 5,088,819			

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2019	2/28/2019
OPERATING FUND - 401			
EXPENDITURES			
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2019)	674,270	124,928
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	284,390	52,579
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	7,601
401-53X-10-31-01	Meetings/Team building	3,000	2,313
401-53X-10-40	Web pay/Bank Fees	40,000	7,016
	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	59,184
	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	2/28/2019
	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	63,270 22%
401-53X-10-42	Communication	50,000	9,698 19%
401-53X-10-45	Admin Lease (new copy machines now leased)	7,000	1,662 24%
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	12,428 73%
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	215,000	39,570 18%
401-53X-40-43	Training & Travel	35,000	6,298 18%
401-53X-40-43-01	Tuition reimbursement	1,000	- 0%
401-53X-50-31	Maintenance Supplies	280,000	34,249 12%
40153X-50-31-01	Small assets	20,000	10,403 52%
401-53X-50-48	Operations Repair/Maint	40,000	22,274 56%
401-53X-50-49	Insurance Claims	5,000	5,000 100%
401-53X-60-41	Operations Contracted	22,500	835 4%
401-534-60-47	Water City of Bellingham	45,000	- 0%
401-535-60-47	Sewer City of Bellingham Treatment Fee	650,000	181,720 28%
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2019)	1,066,380	193,718 18%
401-53x-80-10-01	Operations Capital Projects Payroll	-	-
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	503,000	79,909 16%
401-53X-80-32	Fuel	28,000	2,434 9%
401-53X-80-35	Safety Supplies	10,000	214 2%
401-53X-80-35-01	Safety Supplies Boots	2,500	166 7%
401-53X-80-35-02	Emergency Preparedness	10,000	- 0%
401-53X-80-47	General Utilities	230,000	37,894 16%
401-53X-80-49	Laundry	4,000	784 20%
	OPERATING EXPENDITURES	4,788,040	956,177 20%


LAKE WHATCOM WATER AND SEWER REVENUE

	Description	Budget 2019	ACTUAL 2/28/2019 17%
OPERATING FUND - 401			
REVENUES			
401-343-40-10	Water Sales Metered (4.0% base rate increase) *	2,526,043	360,010
401-343-41-10	Permits (10 new connection permits)	210,000	8,034
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	4,058,102	644,688
401-343-50-19	Sewer Service Other	4,000	728
401-343-50-80	Latecomer's Fees	-	-
401-343-81-10	Combined Fees	30,000	3,653
401-359-90-00	Late fees	50,000	8,395
401-361-11-00	Investment Interest	50,000	16,761
401-361-40-00-80	ULID 18 Interest/Penalties	5,000	704
401-368-10-00-80	ULID 18 Principal Payments	30,000	1,955
401-369-10-00	Sale of scrap metal and surplus	2,000	3,023
401-369-10-01	Miscellaneous	-	1,049
401-395-10-00	Sale of Capital Assets	-	-
401-398-20-00-01	Insurance recovery	-	0
TOTAL REVENUES		6,965,145	1,049,000 15.1%



**AGENDA
BILL
Item 7.D**

**Operations Department
Report**

DATE SUBMITTED:	March 21, 2019	MEETING DATE:	March 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.