



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

September 11, 2019
6:30 p.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Resolution No. 860—Revision to the Master Fees and Charges Schedule
 - B. Northshore Road Exposed Sewer Force Main Project Contract Closeout
 - C. General Manager Performance Evaluation Initiation
6. OTHER BUSINESS
7. STAFF REPORTS
 - A. General Manager
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



**AGENDA
BILL
Item 4**

Consent Agenda

DATE SUBMITTED:	September 5, 2019	MEETING DATE:	September 11, 2019
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. See below	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

****TO BE UPDATED 9/11/19 ****

BACKGROUND / EXPLANATION OF IMPACT

- Payroll for Pay Period #17 (08/10/2019 through 08/23/2019) totaling \$49,321.63
- Payroll Benefits for Pay Period #17 totaling \$31,545.92
- Accounts Payable Vouchers totaling \$26,592.81



**AGENDA
BILL
Item 5.A**

**Resolution No. 860
Update to Master Fees
and Charges**

DATE SUBMITTED:	September 4, 2019	MEETING DATE:	September 11, 2019	
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL				
ATTACHED DOCUMENTS		1. Resolution No. 860		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>	

BACKGROUND / EXPLANATION OF IMPACT

In accordance with the powers granted under [Revised Code of Washington Section 57.08.007](#), from time to time the Board of Commissioners reviews and updates the District’s fees and charges to ensure that the District receives payment for services rendered. The master fees and charges schedule is codified under Title 7 of the District’s Administrative Code, with the most recent revision (Schedule 26) adopted by the Board under Resolution No. 844 during its regularly scheduled meeting on May 30, 2018.

District staff have completed a comprehensive review of the current schedule and have defined a number of recommended revisions. Notable revisions include:

- Item No. 1, Equipment Charge, Hourly—adopt equipment rates consistent with the current U.S. Federal Emergency Management Agency (FEMA) schedule of equipment rates
- Item No. 3, Labor, Hourly—define labor rates equal to actual cost for fully burdened labor (salary and benefits), plus 10% to cover overhead costs
- Item Nos. 4 and 5, Document Recording and Payment Return fees—revise to current, applicable rates charged to the District
- Item No. 8, Bulk Sewage Disposal—delete, as District staff do not recall this service having ever been used, and staff recommends against receiving bulk sewage disposal in the District’s collection system
- Item Nos. 10 through 15—revise to more accurately reflect current costs to the District
- Item No. 16, Hydrant meter, fire hose, fittings—add a damage deposit to ensure return of District-owned meters in working order and update the rental rate

- Item No. 19, Design Review and Inspection—increase the Supplemental Deposit for Developer Extension Agreements to lessen the frequency of required deposits
- Item Nos. 25 and 26, Water General Facilities & Installation and Inspection—revise to current cost to District to provide services, based upon the average cost determined through review of Cartegraph tasks for these services
- Item No. 29, Sewer Service Installation—revise to current cost to District to provide services, based upon the average cost determined through review of Cartegraph tasks for these services

FISCAL IMPACT

The overall fiscal impact should be revenue neutral, as the proposed costs have been developed to fully account for the cost of providing those services. That said, the District may realize a slight increase in revenues, as the current rates and fees schedule does not fully capture the costs of providing those services.

RECOMMENDED BOARD ACTION

Staff recommends update of the master fees and charges schedule via adoption of Resolution No. 860.

PROPOSED MOTION

A recommended motion is:

“I move to adopt Resolution No. 860, as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 860**

A Resolution of the Board of Commissioners
Updating the Master Fees and Charges with Schedule No. 27
Effective January 1, 2020

WHEREAS, the Lake Whatcom Water and Sewer District (“District”) is responsible for planning, improvements, maintenance, and operation of comprehensive water and sewer systems capable of providing reliable service to District ratepayers; and

WHEREAS, the District needs to periodically adjust its fees and/or charges to better reflect the actual cost of services rendered; and

WHEREAS, the District intends to maintain a stable rate structure so that it may continue to responsibly and reliably provide services with lower rate increases into the future; and

WHEREAS, the District Board of Commissioners has reviewed and determined it appropriate to update the Master Fees and Charges schedule, as reflected in Exhibit A attached hereto for reference purposes only, which identifies specific amendments to the current Schedule No. 26 with deletions in strikethrough and additions underlined; and

WHEREAS, the foregoing recitals are a material part of this Resolution;

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

Section 1. The Master Fees and Charges, Schedule No. 27, as attached hereto as Exhibit B, is adopted in its entirety and shall replace Schedule No. 26 effective January 1, 2020.

Section 2. Title 7 of the District Administrative Code shall be amended such that Schedule No. 27 will replace Schedule No. 26 as the operative Master Fees and Charges schedule for the District.

Section 3. Any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.

Section 4. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution

should be declared invalid or unconstitutional, then the original resolution or resolutions shall be in full force and effect.

Section 5: This Resolution shall be effective immediately. The application of Schedule No. 27 and effective date of the code amendment described in Section 2 shall be effective January 1, 2020.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 11th day of September, 2019.

Laura Abele, Commissioner

Todd Citron, Commissioner

Bruce Ford, Commissioner

Leslie McRoberts, Commissioner

John Carter, Commissioner

Approved as to form, District legal counsel

EXHIBIT A

MASTER FEES & CHARGES - SCHEDULE 2627

Effective Date ~~June 1, 2018~~ January 1, 2020 (Resolution ~~844~~ 860)

Administrative Fees			
Item	Item Description	Fee/Charge	Reference
1	Equipment Charge, Hourly		
	Air Compressor – Ingersol/Rand 185 CFM Diesel <u>District-owned equipment will be charged at the current U.S. Federal Emergency Management Agency schedule of equipment rates for equivalent equipment as determined by the District.</u>	\$20.00	Resolution <u>798860</u>
	Backhoe – John Deere 580D	\$45.00	
	Boom Truck – 6,000 Pound	\$30.00	
	Combination Vacuum/Flush Truck	\$100.00	
	Sewer Camera Van	\$75.00	
	Dump Truck – 2 Yard	\$25.00	
	Dump Truck – 5 Yard	\$45.00	
	Equipment Trailer – 14,000 Pound	\$15.00	
	Flush Truck	\$65.00	
	Portable Engine Pump – 600 gpm @130 Feet	\$40.00	
	Portable Generator – 75 kw	\$45.00	
	Portable Generator – 250 kw	\$85.00	
	Tanker Truck – 3,000 Gallon	\$75.00	
Tool Truck	\$20.00		
2	Information Reproduction		
	Digital Recording - Board Meeting	\$35.00	Resolution 680
	Document - Standard Size - Less than 10 Pages	No Charge	Resolution 680
	Document - Standard Size - More than 10 Pages	\$0.15 per page	Resolution 717
	Document – Non-Standard Size – Deposit	\$50.00	Resolution 680
	Document – Non-Standard Size – Reproduction	Cost	Resolution 680
3	Labor, Hourly		
	Accounting Clerk <u>District labor will be charged at the current, fully burdened cost for salary and benefits, plus a 10% overhead rate.</u>	\$34.00	Resolution <u>798860</u> Direct Labor Costs
	Accounts Payable/Payroll Benefits	\$38.00	
	Accounts Receivable	\$38.00	
	Administrative Assistant	\$46.00	
	Construction Engineer	\$53.00	
	District Engineer	\$71.00	
	Engineering Technician / Safety Officer	\$42.00	
	Finance Manager	\$62.00	
	General Manager	\$80.00	
	Maintenance Electrician	\$53.00	
	Maintenance Supervisor	\$57.00	
	Maintenance Worker	\$42.00	
	Utility Systems Support Specialist	\$42.00	
	Water Treatment Plant Operator	\$46.00	
Wilson Engineering Consultation <u>Consultant Engineer - Current Hourly Rate</u> <u>Invoice for Services Rendered</u> + 10%		Resolution <u>798860</u>	

MASTER FEES & CHARGES - SCHEDULE 2627

Effective Date ~~June 1, 2018~~ January 1, 2020 (Resolution 844 860)

Administrative Fees (cont'd)				
Item	Item Description	Fee/Charge	Reference	
4	Document Recording Fees			
	Document Recording	\$105.00	Resolution 753	
	Lien Record/Release	\$150.00 <u>\$215.00</u>	Resolution <u>844860</u>	
	Transfer, real estate closing	\$30.00	Resolution 806	
	Segregation of assessment, equivalent residential units and water/sewer permits	\$100.00	Resolution 819	
	Assessment Transfer	\$250.00	Resolution 680	
5	Payment Return Item	\$25.00 <u>\$15.00</u>	Resolution <u>820860</u>	
Billing - Sewer Service				
Item	Item Description	Fee/Charge	Reference	
6	Regular Customer Charge Per Billing Cycle - Sewer			
	Effective January 1, 2018	Account Charge	\$7.57	Resolution 806
		Volume Charge per dwelling unit	\$151.85	
		Total Billing Cycle Charge	\$159.42	
		Low Income/Senior/Disabled Rate (40% Discount)	\$95.65	
	Effective January 1, 2019	Account Charge	\$7.76	Resolution 806
		Volume Charge per dwelling unit	\$155.64	
		Total Billing Cycle Charge	\$163.40	
		Low Income/Senior/Disabled Rate (40% Discount)	\$98.04	
	Effective January 1, 2020	Account Charge	\$7.95	Resolution 844
		Volume Charge per dwelling unit	\$159.53	
		Total Billing Cycle Charge	\$167.49	
		Low Income/Senior/Disabled Rate (40% Discount)	\$100.49	
	Effective January 1, 2021	Account Charge	\$8.15	Resolution 844
		Volume Charge per dwelling unit	\$163.52	
		Total Billing Cycle Charge	\$171.67	
Low Income/Senior/Disabled Rate (40% Discount)		\$103.00		
7	Late Fee 1 late fee per account per year refundable with General Manager's approval	10% of past due utility services balance	RCW 57.08.081(3)	
8	Bulk Sewage Disposal	\$100.00 + \$0.0018/gallon	Latest actual bill from COB	

MASTER FEES & CHARGES - SCHEDULE 2627

Effective Date ~~June 1, 2018~~ January 1, 2020 (Resolution 844 860)

Billing - Water Sales				
Item	Item Description	Fee/Charge	Reference	
9-8	Regular Customer Charge Per Billing Cycle - Up to 600 cubic feet of water			
	Effective January 1, 2018	5/8 x 3/4 Inch Meter	\$67.60	Resolution 806
		Low Income/Senior/Disabled Rate	\$40.56	
		1 Inch Meter	\$89.67	
		1.5 Inch Meter	\$123.69	
		2 Inch Meter	\$170.91	
		3 Inch Meter	\$337.99	
		Usage over 600 cubic feet (per 100 cubic feet)	\$9.60	
		Low Income/Senior/Disabled Rate	\$5.76	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$12.00	
		Low Income/Senior/Disabled Rate	\$7.20	
	Effective January 1, 2019	5/8 x 3/4 Inch Meter	\$70.31	Resolution 806
		Low Income/Senior/Disabled Rate	\$42.19	
		1 Inch Meter	\$93.25	
		1.5 Inch Meter	\$128.64	
		2 Inch Meter	\$177.74	
		3 Inch Meter	\$351.51	
		Usage over 600 cubic feet (per 100 cubic feet)	\$9.98	
		Low Income/Senior/Disabled Rate	\$5.99	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$12.48	
		Low Income/Senior/Disabled Rate	\$7.49	
	Effective January 1, 2020	5/8 x 3/4 Inch Meter	\$73.12	Resolution 844
		Low Income/Senior/Disabled Rate	\$43.88	
		1 Inch Meter	\$96.98	
		1.5 Inch Meter	\$133.79	
		2 Inch Meter	\$184.85	
		3 Inch Meter	\$365.57	
		Usage over 600 cubic feet (per 100 cubic feet)	\$10.38	
		Low Income/Senior/Disabled Rate	\$6.23	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$12.98	
		Low Income/Senior/Disabled Rate	\$7.79	
	Effective January 1, 2021	5/8 x 3/4 Inch Meter	\$76.05	Resolution 844
		Low Income/Senior/Disabled Rate	\$45.63	
		1 Inch Meter	\$100.86	
		1.5 Inch Meter	\$139.14	
		2 Inch Meter	\$192.24	
		3 Inch Meter	\$380.19	
		Usage over 600 cubic feet (per 100 cubic feet)	\$10.79	
		Low Income/Senior/Disabled Rate	\$6.48	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$13.50	
Low Income/Senior/Disabled Rate		\$8.10		
10-9	Late Fee 1 late fee per account per year refundable with General Manager's approval	10% of past due utility services balance	RCW 57.08.081(3)	

MASTER FEES & CHARGES - SCHEDULE ~~2627~~

Effective Date ~~June 1, 2018~~ January 1, 2020 (Resolution ~~844~~ 860)

Miscellaneous Water Charges			
Item	Item Description	Fee/Charge	Reference
11-10	Water Interruption - Voluntary - With Billing Suspension		
	Lock Curb Stop Valve - during normal business hours	\$150.00 <u>1 month water/sewer base rate</u>	Resolution <u>661</u> <u>860</u>
	Lock Curb Stop Valve - outside normal business hours	\$175.00	
	Unlock Curb Stop Valve - during normal business hours	No charge	
	Unlock Curb Stop Valve - outside normal business hours	\$150.00	
	Water Interruption - Voluntary - Without Billing Suspension		
	Lock Curb Stop Valve	\$50.00	Resolution 661
	Unlock Curb Stop Valve - during normal business hours	No charge	
	Unlock Curb Stop Valve - outside normal business hours	\$150.00	
12-11	Water Interruption - Involuntary		
	Delinquent Account - Lock curb stop valve	\$50.00 <u>\$75.00</u>	Resolution <u>661</u> <u>860</u>
	Unlock Curb Stop Valve		
	During Normal Business Hours	No charge	
	Outside Normal Business Hours	\$150.00	
13-12	Water Interruption - Other		
	Failure to comply with emergency order	Same as above <u>\$75.00</u>	Resolutions <u>661</u> <u>& 860</u>
	Failure to eliminate cross connection	Same as above <u>\$75.00</u>	
	Failure to repair leak	Same as above <u>\$75.00</u>	
	Request of agency/higher authority	No charge	
	Visible leak in vacant building or disaster	No charge	
14-13	Unauthorized Lock Removal Fee		
	When customer cuts or removes lock from meter without District authorization	\$150.00 <u>\$250.00</u>	Resolution <u>726</u> <u>860</u>
15-14	Damaged Meter		
	If meter is damaged by the customer	Material, <u>equipment</u> , & labor to repair meter + \$150.00 <u>\$250.00</u>	Resolution <u>726</u> <u>860</u>
16-15	Clear obstructed water meter after request to customer to remove is refused	\$50.00 <u>\$75.00 + third party charges</u>	Board Meeting 11/10/99 <u>Resolution 860</u>

MASTER FEES & CHARGES - SCHEDULE ~~2627~~

Effective Date ~~June 1, 2018~~ January 1, 2020 (Resolution ~~844~~ 860)

Miscellaneous Water Charges (cont'd)			
Item	Item Description	Fee/Charge	Reference
17-16	Hydrant meter, fire hose, fittings		
	<u>Meter rental deposit</u>	<u>\$1,500.00</u>	<u>Resolution 860</u>
	Equipment rental - single continuous use	\$35.00 <u>\$50.00</u> per month	Board Mtg- 11/10/99-
	Bulk water purchase with hydrant meter		
	Effective Nov 8, 2017 — Per 100 cubic feet	\$8.85	<u>Resolution 839</u>
	Effective Jan 1, 2018 — Per 100 cubic feet	\$9.60	
	Effective Jan 1, 2019 — Per 100 cubic feet	\$9.98	
	<u>Effective January 1, 2020 - Per 100 cubic feet</u>	<u>\$10.38</u>	<u>Resolution 844</u>
	<u>Effective January 1, 2021 - Per 100 cubic feet</u>	<u>\$10.79</u>	
Developer Extension Agreements			
Item	Item Description	Fee/Charge	Reference
18-17	Initial Fees		
	Application - Good for 60 days	\$300.00	Resolution 680
	Conformance Deposit	\$1,000.00	Resolution 680
	General Administration <u>plus recording fees</u>	\$750.00	Resolution 680
19-18	Final Design Review		
	By District Engineer	Cost + 2%	Resolution 680
20-19	Design Review and Inspection (Previously called "Facilities Inspection")		
	Initial Deposit	\$5,000.00	Resolution 680
	Supplemental Deposit	\$2,000.00 <u>\$5,000.00</u>	Resolution 680 <u>860</u>
21-20	Contract noncompliance	Cost + 2%	Board Mtg 5/14/97
22-21	Latecomers Reimbursement Agreements, Reimbursement processing	\$185.00 per connection Cost <u>+ 2%</u>	Board Mtg 6/10/09 <u>+ Resolution 753860</u>
23-22	Special Agreements	Cost + 2%	Board Mtg 5/14/97
24-23	Third Party Claims	Cost + 2%	
25-24	Time Extension		
	Before Expiration Date	\$250.00	
	After Expiration Date	\$750.00	

MASTER FEES & CHARGES - SCHEDULE 2627

Effective Date ~~June 1, 2018~~ January 1, 2020 (Resolution 844 860)

Permitting - Water Permits

Meter Information	Meter Size	Continuous Flow Rating	Meter Capacity Ratio
	5/8 x 3/4 <u>Inch</u>	15	1
	1 Inch	30	2
	1.5 Inch	75	5
	2 Inch	120	8
	3 Inch Compound	330	22
	4 Inch Compound	440	29

Item	Item Description	Fee/Charge	Reference
26-25	Water General Facilities & Installation		
	<i>* Installation fees marked with an * vary by project, please see District Engineer with questions.</i>		
Effective January 1, 2018	Meter Size	Connection Fee	Installation
	5/8 x 3/4	\$5,742.00	\$700.00
	1 Inch	\$11,484.00	*
	1.5 Inch	\$28,710.00	*
	2 Inch	\$45,935.00	\$4,200.00
	3 Inch Compound	\$126,322.00	*
	4 Inch Compound	\$168,411.00	*
Effective January 1, 2019	Meter Size	Connection Fee	Installation
	5/8 x 3/4	\$5,885.00	\$700.00
	1 Inch	\$11,771.00	*
	1.5 Inch	\$29,427.00	*
	2 Inch	\$47,084.00	\$4,200.00
	3 Inch Compound	\$129,480.00	*
	4 Inch Compound	\$172,621.00	*
Effective January 1, 2020	Meter Size	Connection Fee	Installation
	5/8 x 3/4 <u>Inch</u>	\$6,033.00	\$700.00 \$2,000.00
	1 Inch	\$12,065.00	*
	1.5 Inch	\$30,163.00	*
	2 Inch	\$48,261.00	\$4,200.00*
	3 Inch Compound	\$132,717.00	*
	4 Inch Compound	\$176,936.00	*

MASTER FEES & CHARGES - SCHEDULE 2627

Effective Date ~~June 1, 2018~~ January 1, 2020 (Resolution 844 860)

Permitting - Water Permits (cont'd)			
Item	Item Description	Fee/Charge	Reference
26-25	Water General Facilities & Installation		
	<i>* Installation fees marked with an * vary by project, please see District Engineer with questions.</i>		
Effective January 1, 2021	Meter Size	Connection Fee	Installation
	5/8 x 3/4 <u>Inch</u>	\$6,183.00	\$700.00 <u>\$2,000.00</u>
	1 Inch	\$12,367.00	*
	1.5 Inch	\$30,917.00	*
	2 Inch	\$49,467.00	\$4,200.00 *
	3 Inch Compound	\$136,035.00	*
	4 Inch Compound	\$181,360.00	*
			Resolution <u>835860</u>
27-26	Permit Administration & Processing	\$40.00 <u>\$170.00</u>	Board Mtg 1/30/03 Resolution <u>860</u>
	Initial Water <u>Pressure Reducing Valve</u> Inspection & Documentation	\$25.00 <u>\$50.00</u>	Resolution <u>667860</u>
	Subsequent Water <u>Pressure Reducing Valve Re</u> inspection	\$75.00 <u>\$100.00</u>	Board Mtg 8/16/96 Resolution <u>860</u>
28-27	Water Permit - Special Charges		
	Blaine Water Main Extension Latecomer's (North Shore)	\$10,910.00	Expires 8/25/2024
	Columbus Street Water Latecomer's Fee (Geneva)	\$528.50	Expires 3/24/2018
	Coronado Heights Phase 2 Water	\$1,627.58	Expires 3/24/2018
	North Shore and Eagleridge/COB Reimbursement	\$300.00	6/10/88 Agreemt
	South Geneva Class A Water	\$17,088.97	Expires 7/22/2026
	South Geneva Class B Water	\$5,981.14	Expires 7/22/2026

Permitting - Sewer Permits			
	Meter Information	Meter Size	Meter Capacity Ratio
		5/8 x 3/4 <u>Inch</u>	1
		1 Inch	2
		1.5 Inch	5
		2 Inch	8
		3 Inch Compound	22
		4 Inch Compound	29
Item	Item Description	Fee/Charge	Reference
29-28	Sewer General Facilities		
Effective January 1, 2018	Meter Size	Connection Fee	Installation
	5/8 x 3/4	\$7,726.00	Done by owner's- bonded side- sewer contractor
	1 Inch	\$15,452.00	
	1.5 Inch	\$38,631.00	
	2 Inch	\$61,809.00	
	3 Inch Compound	\$169,975.00	
4 Inch Compound	\$226,607.00		
			Resolution-835

MASTER FEES & CHARGES - SCHEDULE 2627

Effective Date ~~June 1, 2018~~ January 1, 2020 (Resolution ~~844~~ 860)

Permitting - Sewer Permits (cont'd)					
Item	Item Description		Fee/Charge	Reference	
	Effective January 1, 2019	Meter Size	Connection Fee	Installation	Resolution 835
		5/8 x 3/4	\$7,919.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$15,839.00		
		1.5 Inch	\$39,596.00		
		2 Inch	\$63,354.00		
		3 Inch Compound	\$174,224.00		
	4 Inch Compound	\$232,273.00			
	Effective January 1, 2020	Meter Size	Connection Fee	Installation	Resolution 835
		5/8 x 3/4 <u>Inch</u>	\$8,117.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$16,235.00		
		1.5 Inch	\$40,586.00		
		2 Inch	\$64,938.00		
		3 Inch Compound	\$178,580.00		
	4 Inch Compound	\$238,079.00			
	Effective January 1, 2021	Meter Size	Connection Fee	Installation	Resolution 835
		5/8 x 3/4 <u>Inch</u>	\$8,320.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$16,640.00		
		1.5 Inch	\$41,601.00		
2 Inch		\$66,562.00			
3 Inch Compound		\$183,044.00			
4 Inch Compound	\$244,031.00				
30-29	Service Installation - If District-installed stub exists		\$755.00	Resolution 860	
	Permit Processing		\$40.00 <u>\$170.00</u>		
	<u>Scheduled Sewer Inspection-Construction Not Ready</u>		<u>\$100.00</u>		
	Initial Sewer Inspection/ <u>Grinder Pump Installation Inspection</u>		\$75.00 <u>\$370.00</u>		
	<u>Subsequent Sewer Reinspection of Deficient Work</u>		\$100.00 <u>\$500.00</u>		
31-30	Sewer Permit - Special Charges				
	<u>Bergen Sewer Latecomer's Fee</u>		<u>\$4,195.67</u>	<u>Expires 7/24/2018</u>	
	<u>Edgewood Long Plat Sewer</u>		<u>\$4,102.00</u>	<u>Expires 2/24/2019</u>	
	Lakewood/Grand Blvd Special Benefit Fee		\$6,000.00	District Funded	
	La Salle Sewer Extension		\$4,761.73	Expires 7/13/2021	
	South Geneva Class A Sewer		\$22,406.50	Expires 7/22/2026	
	South Geneva Class A Sewer Vault		\$1,704.55	Expires 7/22/2026	
	ULID #18 Latecomers Fee - see table below		See table	Resolution 672	

MASTER FEES & CHARGES - SCHEDULE 2627

Effective Date ~~June 1, 2018~~ January 1, 2020 (Resolution 844 860)

Permitting - Sewer Permits (cont'd)			
Item	Item Description	Fee/Charge	Reference
<u>32-31</u>	Other Sewer Charges		
	Grinder Pump Installation – Customer own/maintain	\$150.00	Resolution 645
	Review waiver of claim agreements for customer-owned side sewers with less than 2% slope	\$50.00	Resolution 645
	Unauthorized Connection to Sewer		
	Investigation, testing, inspection	\$500.00	Resolution 645
	Repair and Correction	Cost + <u>210%</u>	Resolution <u>645860</u>
	Disconnect monitoring/enforcement after 90 days	\$25.00/day	Board Mtg 8/29/03
	Voluntary Sewer Service Interruption		
	Permit to install two-way clean out	Permit processing & inspection fee	
	Suspend billing - insert plug into side sewer	\$250.00	Resolution 709
	Resume billing/remove plug - during regular business hours	No charge	
	Resume billing/remove plug - outside regular business hours	\$150.00	

ULID #18 Latecomer Fee					
<u>33-32</u>	Year	Equivalent to Assessment	Latecomer Penalty	Total Fee	Reference
	2018	\$2,792.78	\$4,245.03	\$7,037.81	<u>Resolution 672</u>
	2019	\$2,792.78	\$4,510.34	\$7,303.12	
	2020	\$2,792.78	\$4,775.65	\$7,568.43	
	2021	\$2,792.78	\$5,040.97	\$7,833.75	
	2022	\$2,792.78	\$5,306.28	\$8,099.06	
NOTE: As described in Resolution 672, ULID #18 Latecomer Charges were created to put parcels not assessed on the same footing as those that were assessed for the ULID. Assessed parcels could, and many did, prepay their assessments. To provide the same opportunity for non-assessed parcels, prepayment of ULID 18 Latecomer Charges will also be accepted. Therefore, paid in full ULID Latecomer Charges satisfy the ULID Latecomer Charges permanently.					

Violations of Administrative Code			
Item	Item Description	Fee/Charge	Reference
<u>34-33</u>	Labor	Staff hourly rates - See <u>page 2 Item No. 3</u>	Resolution 798
	Equipment Use	Hourly rate - See <u>page 2 Item No. 1</u>	
	Materials	Cost of materials used	
	Attorney's Fees and Expenses	Reimburse District's Costs	
	Administrative Fee	10% of total expenses	
Any person who violates any provision of the Administrative Code shall be liable to the District for any expense, loss, damage, cost of inspection or cost of correction incurred by the District by reason of such violation, including any expenses and attorney fees incurred by the District in collecting from such person of such loss, damage, expense, cost of inspection or cost of correction, plus an administrative fee equal to 10% of the total expenses. (Reference: Administrative Code Section 3.3.1 Liability to District)			

EXHIBIT B

MASTER FEES & CHARGES - SCHEDULE 27

Effective Date January 1, 2020 (Resolution 860)

Administrative Fees			
Item	Item Description	Fee/Charge	Reference
1	Equipment Charge, Hourly		
	District-owned equipment will be charged at the current U.S. Federal Emergency Management Agency schedule of equipment rates for equivalent equipment as determined by the District.		Resolution 860
2	Information Reproduction		
	Digital Recording - Board Meeting	\$35.00	Resolution 680
	Document - Standard Size - Less than 10 Pages	No Charge	Resolution 680
	Document - Standard Size - More than 10 Pages	\$0.15 per page	Resolution 717
3	Labor, Hourly		
	District labor will be charged at the current, fully burdened cost for salary and benefits, plus a 10% overhead rate.		Resolution 860
	Consultant Engineer - Invoice for Services Rendered + 10%		Resolution 860
4	Document Recording Fees		
	Document Recording	\$105.00	Resolution 753
	Lien Record/Release	\$215.00	Resolution 860
	Transfer, real estate closing	\$30.00	Resolution 806
	Segregation of assessment, equivalent residential units and water/sewer	\$100.00	Resolution 819
	Assessment Transfer	\$250.00	Resolution 680
5	Payment Return Item	\$15.00	Resolution 860

Billing - Sewer Service				
Item	Item Description	Fee/Charge	Reference	
6	Regular Customer Charge Per Billing Cycle - Sewer			
	Effective January 1, 2020	Account Charge	\$7.95	Resolution 844
		Volume Charge per dwelling unit	\$159.53	
		Total Billing Cycle Charge	\$167.49	
		Low Income/Senior/Disabled Rate (40% Discount)	\$100.49	
	Effective January 1, 2021	Account Charge	\$8.15	Resolution 844
		Volume Charge per dwelling unit	\$163.52	
		Total Billing Cycle Charge	\$171.67	
Low Income/Senior/Disabled Rate (40% Discount)		\$103.00		
7	Late Fee 1 late fee per account per year refundable with General Manager's approval	10% of past due utility services balance	RCW 57.08.081(3)	

MASTER FEES & CHARGES - SCHEDULE 27

Effective Date January 1, 2020 (Resolution 860)

Billing - Water Sales				
Item	Item Description	Fee/Charge	Reference	
8	Regular Customer Charge Per Billing Cycle - Up to 600 cubic feet of water			
	Effective January 1, 2020	5/8 x 3/4 Inch Meter	\$73.12	Resolution 844
		Low Income/Senior/Disabled Rate	\$43.88	
		1 Inch Meter	\$96.98	
		1.5 Inch Meter	\$133.79	
		2 Inch Meter	\$184.85	
		3 Inch Meter	\$365.57	
		Usage over 600 cubic feet (per 100 cubic feet)	\$10.38	
		Low Income/Senior/Disabled Rate	\$6.23	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$12.98	
	Low Income/Senior/Disabled Rate	\$7.79		
	Effective January 1, 2021	5/8 x 3/4 Inch Meter	\$76.05	Resolution 844
		Low Income/Senior/Disabled Rate	\$45.63	
		1 Inch Meter	\$100.86	
		1.5 Inch Meter	\$139.14	
		2 Inch Meter	\$192.24	
		3 Inch Meter	\$380.19	
		Usage over 600 cubic feet (per 100 cubic feet)	\$10.79	
		Low Income/Senior/Disabled Rate	\$6.48	
Usage over 2,500 cubic feet (per 100 cubic feet)		\$13.50		
Low Income/Senior/Disabled Rate	\$8.10			
9	Late Fee 1 late fee per account per year refundable with General Manager's approval	10% of past due utility services balance	RCW 57.08.081(3)	
Miscellaneous Water Charges				
Item	Item Description	Fee/Charge	Reference	
10	Water Interruption - Voluntary - With Billing Suspension			
	Lock Curb Stop Valve - during normal business hours	1 month water/sewer base rate	Resolution 860	
	Unlock Curb Stop Valve - during normal business hours	No charge		
	Unlock Curb Stop Valve - outside normal business hours	\$150.00		
	Water Interruption - Voluntary - Without Billing Suspension			
	Lock Curb Stop Valve	\$50.00	Resolution 661	
	Unlock Curb Stop Valve - during normal business hours	No charge		
	Unlock Curb Stop Valve - outside normal business hours	\$150.00		
	11	Water Interruption - Involuntary		
Delinquent Account - Lock curb stop valve		\$75.00	Resolution 860	
Unlock Curb Stop Valve				
During Normal Business Hours		No charge		
Outside Normal Business Hours	\$150.00			

MASTER FEES & CHARGES - SCHEDULE 27

Effective Date January 1, 2020 (Resolution 860)

Miscellaneous Water Charges (cont'd)			
Item	Item Description	Fee/Charge	Reference
12	Water Interruption - Other		
	Failure to comply with emergency order	\$75.00	Resolutions 661 & 860
	Failure to eliminate cross connection	\$75.00	
	Failure to repair leak	\$75.00	
	Request of agency/higher authority	No charge	
	Visible leak in vacant building or disaster	No charge	
13	Unauthorized Lock Removal Fee		
	When customer cuts or removes lock from meter without District authorization	\$250.00	Resolution 860
14	Damaged Meter If meter is damaged by the customer	Material, equipment, & labor to repair meter + \$250.00	Resolution 860
15	Clear obstructed water meter after request to customer to remove is refused	\$75.00 + third party charges	Resolution 860
16	Hydrant meter, fire hose, fittings		
	Meter rental deposit	\$1,500.00	Resolution 860
	Equipment rental - single continuous use	\$50.00 per month	Resolution 860
	Bulk water purchase with hydrant meter		
	Effective January 1, 2020 - Per 100 cubic feet	\$10.38	Resolution 844
Effective January 1, 2021 - Per 100 cubic feet	\$10.79		

MASTER FEES & CHARGES - SCHEDULE 27

Effective Date January 1, 2020 (Resolution 860)

Developer Extension Agreements			
Item	Item Description	Fee/Charge	Reference
17	Initial Fees		
	Application - Good for 60 days	\$300.00	Resolution 680
	Conformance Deposit	\$1,000.00	Resolution 680
	General Administration plus recording fees	\$750.00	Resolution 680
18	Final Design Review		
	By District Engineer	Cost + 2%	Resolution 680
19	Design Review and Inspection		
	Initial Deposit	\$5,000.00	Resolution 680
	Supplemental Deposit	\$5,000.00	Resolution 860
20	Contract noncompliance	Cost + 2%	Board Mtg 5/14/97
21	Latecomers Reimbursement Agreements, Reimbursement processing	Cost + 2%	Resolution 860
22	Special Agreements	Cost + 2%	Board Mtg 5/14/97
23	Third Party Claims	Cost + 2%	
24	Time Extension		
	Before Expiration Date	\$250.00	
	After Expiration Date	\$750.00	

Permitting - Water Permits				
	Meter Information	Meter Size	Continuous Flow Rating	Meter Capacity Ratio
		5/8 x 3/4 Inch	15	1
		1 Inch	30	2
		1.5 Inch	75	5
		2 Inch	120	8
		3 Inch Compound	330	22
		4 Inch Compound	440	29
Item	Item Description	Fee/Charge	Reference	
25	Water General Facilities & Installation			
	<i>* Installation fees marked with an * vary by project, please see District Engineer with questions.</i>			
	Effective January 1, 2020	Meter Size	Connection Fee	Installation
		5/8 x 3/4 Inch	\$6,033.00	\$2,000.00
		1 Inch	\$12,065.00	*
		1.5 Inch	\$30,163.00	*
		2 Inch	\$48,261.00	*
		3 Inch Compound	\$132,717.00	*
4 Inch Compound	\$176,936.00	*		
			Resolution 860	

MASTER FEES & CHARGES - SCHEDULE 27

Effective Date January 1, 2020 (Resolution 860)

Permitting - Water Permits (cont'd)				
Item	Item Description	Fee/Charge	Reference	
25	Water General Facilities & Installation			
	<i>* Installation fees marked with an * vary by project, please see District Engineer with questions.</i>			
	Effective January 1, 2021	Meter Size	Connection Fee	Installation
		5/8 x 3/4 Inch	\$6,183.00	\$2,000.00
		1 Inch	\$12,367.00	*
		1.5 Inch	\$30,917.00	*
		2 Inch	\$49,467.00	*
3 Inch Compound		\$136,035.00	*	
	4 Inch Compound	\$181,360.00	*	
26	Permit Administration & Processing	\$170.00	Resolution 860	
	Initial Water Pressure Reducing Valve Inspection & Documentation	\$50.00	Resolution 860	
	Water Pressure Reducing Valve Reinspection	\$100.00	Resolution 860	
27	Water Permit - Special Charges			
	Blaine Water Main Extension Latecomer's (North Shore)	\$10,910.00	Expires 8/25/2024	
	North Shore and Eagleridge/COB Reimbursement	\$300.00	6/10/88 Agreemt	
	South Geneva Class A Water	\$17,088.97	Expires 7/22/2026	
	South Geneva Class B Water	\$5,981.14	Expires 7/22/2026	

Permitting - Sewer Permits				
	Meter Information	Meter Size	Meter Capacity Ratio	
		5/8 x 3/4 Inch	1	
		1 Inch	2	
		1.5 Inch	5	
		2 Inch	8	
		3 Inch Compound	22	
		4 Inch Compound	29	
Item	Item Description	Fee/Charge	Reference	
28	Sewer General Facilities			
	Effective January 1, 2020	Meter Size	Connection Fee	Installation
		5/8 x 3/4 Inch	\$8,117.00	Done by owner's bonded side sewer contractor
		1 Inch	\$16,235.00	
		1.5 Inch	\$40,586.00	
		2 Inch	\$64,938.00	
		3 Inch Compound	\$178,580.00	
4 Inch Compound	\$238,079.00			
			Resolution 835	

MASTER FEES & CHARGES - SCHEDULE 27

Effective Date January 1, 2020 (Resolution 860)

Permitting - Sewer Permits (cont'd)					
Item	Item Description			Fee/Charge	Reference
28	Effective January 1, 2021	Meter Size	Connection Fee	Installation	Resolution 835
		5/8 x 3/4 Inch	\$8,320.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$16,640.00		
		1.5 Inch	\$41,601.00		
		2 Inch	\$66,562.00		
		3 Inch Compound	\$183,044.00		
		4 Inch Compound	\$244,031.00		
29	Service Installation - If District-installed stub exists			\$755.00	Resolution 860
	Permit Processing			\$170.00	
	Scheduled Sewer Inspection-Construction Not Ready			\$100.00	
	Initial Sewer Inspection/Grinder Pump Installation Inspection			\$370.00	
	Sewer Reinspection of Deficient Work			\$500.00	
30	Sewer Permit - Special Charges				
	Lakewood/Grand Blvd Special Benefit Fee			\$6,000.00	District Funded
	La Salle Sewer Extension			\$4,761.73	Expires 7/13/2021
	South Geneva Class A Sewer			\$22,406.50	Expires 7/22/2026
	South Geneva Class A Sewer Vault			\$1,704.55	Expires 7/22/2026
	ULID #18 Latecomers Fee - see table below			See table	Resolution 672
31	Other Sewer Charges				
	Review waiver of claim agreements for customer-owned side sewers with less than 2% slope			\$50.00	Resolution 645
	Unauthorized Connection to Sewer				
	Investigation, testing, inspection			\$500.00	Resolution 645
	Repair and Correction			Cost + 10%	Resolution 860
	Disconnect monitoring/enforcement after 90 days			\$25.00/day	Board Mtg 8/29/03
	Voluntary Sewer Service Interruption				
	Permit to install two-way clean out			Permit processing & inspection fee	
	Suspend billing - insert plug into side sewer			\$250.00	Resolution 709
	Resume billing/remove plug - during regular business hours			No charge	
Resume billing/remove plug - outside regular business hours			\$150.00		
ULID #18 Latecomer Fee					
32	Year	Equivalent to Assessment	Latecomer Penalty	Total Fee	Reference
	2020	\$2,792.78	\$4,775.65	\$7,568.43	Resolution 672
	2021	\$2,792.78	\$5,040.97	\$7,833.75	
	2022	\$2,792.78	\$5,306.28	\$8,099.06	
NOTE: As described in Resolution 672, ULID #18 Latecomer Charges were created to put parcels not assessed on the same footing as those that were assessed for the ULID. Assessed parcels could, and many did, prepay their assessments. To provide the same opportunity for non-assessed parcels, prepayment of ULID 18 Latecomer Charges will also be accepted. Therefore, paid in full ULID Latecomer Charges satisfy the ULID Latecomer Charges permanently.					

MASTER FEES & CHARGES - SCHEDULE 27


Effective Date January 1, 2020 (Resolution 860)

Violations of Administrative Code			
Item	Item Description	Fee/Charge	Reference
33	Labor	Staff hourly rates - See Item No. 3	Resolution 798
	Equipment Use	Hourly rate - See Item No. 1	
	Materials	Cost of materials used	
	Attorney's Fees and Expenses	Reimburse District's Costs	
	Administrative Fee	10% of total expenses	
<p>Any person who violates any provision of the Administrative Code shall be liable to the District for any expense, loss, damage, cost of inspection or cost of correction incurred by the District by reason of such violation, including any expenses and attorney fees incurred by the District in collecting from such person of such loss, damage, expense, cost of inspection or cost of correction, plus an administrative fee equal to 10% of the total expenses.</p> <p>(Reference: Administrative Code Section 3.3.1 Liability to District)</p>			



**AGENDA
BILL
Item 5.B**

**Northshore Road
Exposed Sewer Force Main
Contract Closeout**

DATE SUBMITTED:	September 4, 2019	MEETING DATE:	September 11, 2019
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter, District Engineer / Assistant General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Memo from Wilson Engineering LLC	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Henifin Construction LLC completed all contract requirements for the Northshore Road Exposed Sewer Force Main Project (#M1811). Staff and the District’s engineering consultant recommend accepting the project as complete and closing the contract.

The project covered and protected an exposed sewer force main in Agate Creek, and raised the adjacent stream bed to facilitate fish passage over the pipe via a new roughened channel bed.

FISCAL IMPACT

Henifin’s base bid was \$54,250, including sales tax. The base bid included unit prices per ton for Streambed Sediment and 10-inch Streambed Cobbles. Slightly fewer quantities were required to complete the project than was included in the base bid. The final contract amount, including 8.5% sale tax, is \$49,254.30.

No change orders were required.

RECOMMENDED BOARD ACTION

Staff recommends the Board accept the project as complete.

PROPOSED MOTION

A recommended motion is:

“I move to accept the Northshore Road Exposed Sewer Force Main Project as complete and authorize staff to close out the public works project.”



September 4, 2019

Bill Hunter, PE
Lake Whatcom Water & Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Subject: Lake Whatcom Water & Sewer District Northshore Exposed Force Main (District Project #M1811)

Dear Mr. Hunter:

Per our site visit on September 4, 2019, the above referenced project was observed to be constructed as per the plans, specifications and permits.

Final Completion of work set forth in the Contract is considered accomplished as of September 4, 2019.

If you have any questions or require any additional information, please feel free to call.

Very Sincerely Yours
Wilson Engineering, L.L.C.


A handwritten signature in black ink, appearing to read "Jenifer Ramsey", with a long horizontal flourish extending to the right.

Jenifer Ramsey, P.E.



**AGENDA
BILL
Item 5.C**

**General Manager Annual
Performance Evaluation**

DATE SUBMITTED:	September 4, 2019	MEETING DATE:	September 11, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District entered into an employment agreement on August 29, 2018, with Justin Clary to serve as the District’s general manager. Mr. Clary’s first day of employment with the District was October 1, 2018. Per Section 10, Performance Evaluation, of the agreement, the Board of Commissioners is to evaluate Mr. Clary’s performance annually, on or about the anniversary of appointment. Section 10 also indicates that the Board will determine the method for the performance evaluation in consultation with the general manager.

With the employment anniversary approaching, Mr. Clary wishes to discuss with the Board the approach it desires to take in completion of his evaluation, as well as to identify any items or information the Board believes will assist it in completing the evaluation.

FISCAL IMPACT

No impact is anticipated should the Board self-perform the evaluation. Should the Board wish to use outside services, the fiscal impact will be dependent upon cost of services.

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 7.A.**

General Manager's Report

DATE SUBMITTED:	September 5, 2019	MEETING DATE:	September 11, 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, September 11, 2019 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Sep 25, 2019	8:00 a.m.	Board Room
Employee Staff Meeting	Thu Sep 12, 2019	8:00 a.m.	Board Room Commissioner Ford to Attend
Investment Comm Meeting	Wed Oct 9, 2019	6:00 p.m.	Small Conference Room
Safety Committee Meeting	Tue Sep 17, 2019	8:00 a.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Sep 12, 2019	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street
Policy Group Meeting	Mon Sep 30, 2019	3:00 p.m.	City of Bellingham Fireplace Room 625 Halleck Street
Joint Councils Meeting	March 2020	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Oct 8, 2019	6:15 p.m.	Bob’s Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Sep 18, 2019	1:00 p.m.	Board Room
Whatcom County Council of Governments Board Meeting	Wed Oct 9, 2019	4:00 p.m.	Council of Governments Offices 314 E Champion Street

Committee Meeting Reports

Safety Committee:

- No meeting has been conducted since the last report.

Investment Committee:

- Committee met on August 22 and reviewed the District’s current financial position, water consumption/sales year-to-date, and potential revisions to the financial policies to enable pursuit of a higher bond rating.

Upcoming Important Agenda Topics and Meetings

- Financial Policies Update (September 25)
- Agate Heights Water Treatment Plant Expansion Discussion (September 25)
- Administrative Code Update (October 9)
- 2020 Budget Discussion (October 9)
- Engineering Standards Update (October 30)

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
Adopted by the Board during April 10 meeting.

Health & Safety Program

- Review programs
Ongoing. Safety Committee has updated the District's Respirator, Confined Space, Vehicle Operation, Fire Safety, and Meter Reader Safety programs.

File Management System

- Electronic file management structure revision
File management structure has been revised and migration of documents is complete.
- Digitize applicable hard copies and file in DocuWare
Staff attended DocuWare training on June 13; R Hope developing process for ensuring digitalization of applicable documents in accordance with State regulations.

Community/Public Relations Enhancement

Website

- Reconfigured the layout of the *About* dropdown menu to make more user friendly.
- Expanded content for the *Board of Commissioners* page (commissioner bios and photos).
- Routinely providing alerts, as appropriate, on page (e.g., water main flushing notice).

Intergovernmental Relations

- J. Clary met with Adam Nelson, Pacific Survey & Engineering principal, on September 3.
- J. Clary in the process of scheduling interviews with candidates for County Executive and Bellingham Mayor.
- J. Clary scheduled to meet with Eric Johnston, Bellingham Interim Public Works Director, on September 12.

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) with new information posted regularly.
- Create/manage District Facebook account
Facebook account is live (<https://www.facebook.com/Lake-Whatcom-Water-Sewer-District-455872278278848>) with new information posted regularly.
- Create/manage District NextDoor account
NextDoor currently limits public agency pages to only emergency response agencies.

Press Releases

- District staff recognition press release issued on January 14.
- ShakeAlert implementation press release issued on July 23.

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
General informational fact sheet on the District created on April 15
Water conservation fact sheet created in June and distributed with July/August utility bills.

Lake Whatcom Water Quality

Management Program

- Attend organized meetings; initiate additional meetings/discussions outside of program
J. Clary participating on the Interjurisdictional Coordinating Team (ICT) in the development of the Lake Whatcom Management Program 2020-2024 Work Plan (most recent meeting held August 6; next meeting scheduled for September 13).

Onsite Septic System Impact Assessment

- North shore monitoring
J. Clary scheduled to meet with Gary Stoyka, Whatcom County Natural Resources Program Manager, on September 12 to finalize a scope of work for water quality monitoring and an associated interlocal agreement.

Onsite Septic System Conversion Program

- Identify applicable lots
Staff 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. District staff issued a reminder to each property owner on September 4.

- Complete conversion
Staff will contact property owners in September to check-in on progress (per District Code, owners have 18 months from date of notice to connect).

Watershed Stormwater Utility

- Participate in utility development process
*J Clary attended multiple meetings of the citizen advisory committee, the April 30 public meeting; and multiple County Council meetings.
County Council held a public hearing and adopted (vote of 5-2) the rate structure during its July 23 meeting; the utility will become effective (begin assessing rates) January 1, 2020.*

Board Technology Upgrades

Board-issued Tablets

- Identify/implement appropriate systems to board
Tablets have been issued and conducting training with each commissioner.

Electronic Board Packets

- Implement electronic-only packet production process
District has converted to electronic-only packet production.

Asset Management

Asset Location

- GPS District infrastructure in Sudden Valley
Emily McGinty, GIS intern (WWU environmental science major with a GIS certification), started on June 20 and should be complete by late-September.

Preventative Maintenance

- Develop/refine automatic work order notification process in Cartegraph
District staff have developed the hierarchy of assets for the system with Cartegraph and are testing the system on a pilot scale. Anticipate full implementation by the end of August.

O&M Workload Capacity Analysis

- Implement process in Cartegraph for tracking resource use
Engineering and operations staff continue to track resources specific to utilities.
- Analyze resource allocation data
Staff have begun analyzing data; this has enabled an update to the District's master fees and charges schedule (to be presented during the Board's September 11 meeting).

New Development Process Refinement

- Revise/implement new development permit/inspection/approval process
The District issued a letter in May to all individuals that have obtained a Water Availability determination from the District over the past 12 months, notifying them of District limited resources for side sewer inspections and water service installations, and first come-first serve policy relative to the Lake Whatcom land disturbance window (June 1 – September 30). This letter is also being issued with water/sewer availability requests received since May.