

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
May 25, 2011

Board President Leslie Mc Roberts called the Regular Session to order at 8:04 a.m. Other District representatives present included Commissioners Todd Citron, Deborah Lambert, Laura Weide and John W. Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, legal counsel Brian Hansen, Maintenance Electrician Ken Zangari and Recording Secretary Lyn Edwards. A list of interested participants is on file.

- New Board Room Furniture

At the May 9th meeting staff presented three proposals for replacing the board room furniture reflecting a variety of styles, quality and prices ranging from \$5,000.00 to \$9,000.00. After talking briefly about the proposals, the Board decided to reevaluate their needs and postponed a decision to the May 25th meeting. Following a brief discussion, Sorensen suggested that staff investigate what it would cost to get an additional table made to match the existing ones and report their findings back to the Board. The Commission agreed with Sorensen's suggestion.

- South Geneva Developer Extension Agreement

At the April 13, 2011 meeting the Board considered and denied a request from property owner Phil Sharpe for authorization to hook up to the South Geneva DEA infrastructure prior to the District's final acceptance of the facilities. At the April 25, 2011 meeting, the Board granted a one year time extension request from the developer of the South Geneva DEA.

Hunter gave a status report on the South Geneva Developer Extension Agreement, summarizing the unfinished items needed in order for the project to be ready for final acceptance by the Board. Hunter also reported that he, Sorensen, and District legal counsel Brian Hansen have been working with Sharpe and the developer's attorney Chet Lackey to expedite the DEA process. Sharpe and Lackey are now requesting that the Board grant conditional acceptance of the DEA subject to staff confirmation that all of the requirements of the DEA have been fulfilled, rather than waiting until the next Board meeting on June 8th. Apparently Sharpe's financing for the home he is building on one of the lots in the South Geneva development could be lost if he is unable to hook up to the facilities within the next several weeks. After extensive deliberation, the Board decided to grant the request.

Action Taken

Lambert moved, Weide seconded, to accept the South Geneva Developer Extension Agreement as complete subject to staff approval of all of the criteria involved in the Developer Extension Agreement process. Motion passed.

- Discussion of Collective Bargaining Positions (Executive Session)

Mc Roberts recessed the Regular Session to Executive Session at 8:40 a.m. The purpose of the Executive Session was to discuss the District's Collective Bargaining Positions. It was estimated that the Executive Session would take about an hour. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 9:30 a.m. The Board briefly discussed the District's 2011 Compensation and Benefits Study prepared by Matt and Associates.

Action Taken

Lambert moved, Weide seconded, to adopt the findings of the 2011 Compensation and Benefits Study prepared by Matt and Associates for all positions using the "Median" and the "Market Approach" as developed by staff. Motion passed.

Action Taken

Lambert moved, Weide seconded, to implement the salary adjustments for all employees effective July 1, 2011. Motion passed.

Sorensen presented updated position descriptions for the union staff positions and making one minor change to the Maintenance Electrician Position Description.

Action Taken

Lambert moved, Millar seconded, to approve the revised Position Descriptions for the represented staff positions as amended. Motion passed.

- Disposal of Surplus Equipment

The Board examined a list of surplus items including obsolete electrical parts, outdated computer components and other miscellaneous items that the District no longer needs.

Action Taken

Lambert moved, Weide seconded, to approve the presented list of surplus items and authorize the General Manager to dispose of them in a manner consistent with state law. Motion passed.

- Manager's Report

Sorensen reported that the AT & T Cellular tower project has been officially cancelled. The sewage treatment contract negotiations with the City of Bellingham were also discussed.

- Other Business

Schedule Commissioner Workshop

A Special Meeting was scheduled for Thursday July 21, 2011 at 6:30 p.m.

- Consent Agenda

Action Taken

Lambert moved, Weide seconded, approval of:

- **General and Construction Fund Claims totaling \$248,716.15**
- **Late Fee Adjustments through April 11, 2011 totaling \$365.76**
- **Minutes for the April 25, 2011 and May 9, 2011 meetings.**

Motion passed.

With no further business, Mc Roberts adjourned the Regular Session at 9:50 a.m.

Recording Secretary, Lyn Edwards

Date Minutes Approved

Todd Citron

Leslie Mc Roberts

Deborah Lambert

Laura Weide

John W. Millar

LAKE WHATCOM WATER AND SEWER DISTRICT

Budget Action Worksheet

Meeting Date: May 25, 2011

COMMISSIONER APPROVAL:

Laura Weide _____
 Todd Citron _____
 Deb Lambert _____
 Leslie Mc Roberts _____
 John W. Millar _____

ACTION ITEM DESCRIPTION/PURPOSE	\$Amount +/-NTE	FUND	
		General	Construction
Salary Study Market Increase Adopted on 5/25/2011 and Effective July 1, 2011			
Base wages 7/1/2011 through 12/31/2011 (excluding General Manager)	+\$81,307.00	✓	
Benefits 7/1/2011 through 12/31/2011 (excluding General Manager)	+\$10,536.00	✓	

Cc: Finance Manager