

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
August 10, 2011

Board President Leslie Mc Roberts called the Regular Session to order at 6:00 p.m. Other District representatives present included Commissioners Todd Citron, Deborah Lambert, Laura Weide and Ian Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, legal counsel Brian Hansen, Consulting Engineer Melanie Mankamyer, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. There were no members of the public present at the meeting.

- Administrative Code Update

Mankamyer presented a draft updated Administrative Code explaining that there are extensive amendments as the document has not been updated in a number of years. When completed, the District's Administrative Code will become a valuable resource for making determinations on a broad range of policy issues. Mankamyer requested clarification from the Board on several policy issues that will be addressed in the code. An extensive discussion ensued.

- Washington Association of Sewer and Water Districts Survey

Sorensen reported that the Washington Association of Sewer and Water Districts is conducting an in-depth review of their bylaws. As a part of that process, they have requested consensus from our Board members on a short three-question survey. The Board discussed and agreed upon answers to the questions. Sorensen will forward the information to the Association.

- Summary of Existing District Projects and Safety Program Update

Hunter gave a status report on each of the projects listed in the August Summary of Existing District Projects and answered questions from the Board.

- Manager's Report

Sorensen provided updates on several topics including the District's new web site, the Fall WASWD Conference and emergency notification.

- Consent Agenda

- Action Taken

- Lambert moved, Weide seconded, approval of:

- **General and Construction Fund Claims totaling \$294,598.77**
 - **July Payroll totaling \$77,448.59**
 - **Payroll Claims totaling \$67,940.33**
 - **Employment Security Claim totaling \$572.52**
 - **Public Employees Retirement Plan 3 Claim totaling \$75.72**
 - **Minutes for the July 21, 2011 and August 3, 2011 Special Meetings**
- Motion passed.

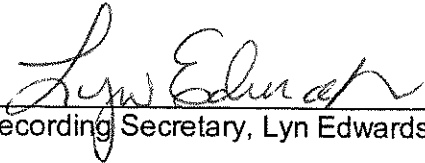
- Review the Performance of the General Manager (Executive Session)

Mc Roberts recessed the Regular Session to Executive Session at 7:43 p.m. The purpose of the Executive Session was to review the performance of the General Manager. It was estimated that the Executive Session would take about one hour. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 8:42 p.m. The Board briefly discussed the General Manager's compensation.

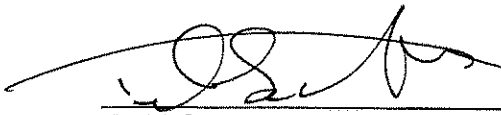


Action Taken

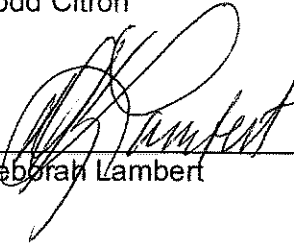
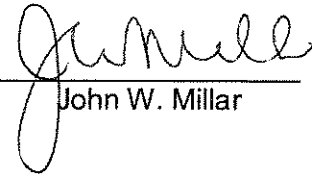
Lambert moved, Weide seconded, to commend the Manager on his job performance for the prior year, and in line with the recommendations of the recent salary survey to adjust the Manager's annual salary to \$115,500.00, effective immediately. Motion passed.

With no further business, Mc Roberts adjourned the Regular Session at 8:43 p.m.


Recording Secretary, Lyn Edwards

8-31-2011
Date Minutes Approved

  
Todd Citron Leslie Mc Roberts Laura Weide

 
Deborah Lambert John W. Millar