

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
August 31, 2011

Board President Leslie Mc Roberts called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Deborah Lambert, Todd Citron, John Millar and Laura Weide, General Manager Patrick Sorensen, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. No members of the public attended the meeting.

- Reschedule September 28, 2011 Regular Meeting

As the General Manager and two of the Commissioners will be attending the Fall WASWD Conference which takes place September 28th through the 30th, the September 28, 2011 meeting was rescheduled to Monday September 26th at 8:00 a.m.

- Telemetry Improvements Project

Sorensen reported that Tetra Tech has completed all of the contract items for the Telemetry Improvements Project and recommended that the Board accept the project as complete. A brief discussion ensued.

Action Taken

Citron moved, Lambert seconded, to accept the Telemetry Improvements Project as complete and direct staff to close out the project. Motion passed.

- Draft Commissioner Protocol Manual

Sorensen presented a draft Commissioner Protocol Manual for the Board's consideration, explaining that District legal counsel has reviewed the Manual and his comments have been incorporated into the presented version. The intent is to provide clarification of the Commissioner's roles as elected officials and also addresses the Board's relationships with the General Manager and staff. This is a guide that can be utilized to provide continuity from Board to Board over a long period of time. The Board discussed the Protocol Manual in detail and requested a number of changes. Staff will edit the manual as discussed and present it for further consideration at the next meeting.

- Other Business

The Board discussed Lake Whatcom Policy Group activities and the City's Draft Invasive Species Plan.

- Manager's Report

Sorensen provided a status report on the District's Administrative Code update.

- Consent Agenda

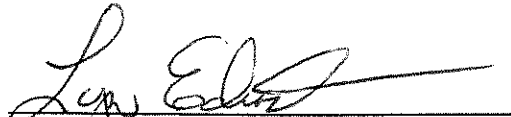
Action Taken

Citron moved, Lambert seconded, approval of:


- **General and Construction Fund Claims totaling \$240,775.70**
- **Payroll Claims totaling \$68,279.63**
- **August Payroll totaling \$75,918.50**
- **Late Fee Adjustments through July 31, 2011 totaling \$124.36**
- **Minutes for the July 27, 2011 and August 10, 2011**


Motion passed.

With no further business, Mc Roberts adjourned the Regular Session at 9:10 a.m.


Recording Secretary, Lyn Edwards

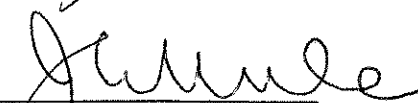
9-14-2011
Date Minutes Approved


Leslie Mc Roberts


Deborah Lambert


Laura Weide


Todd Citron


John W. Millar