

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
September 14, 2011

Board President Leslie Mc Roberts called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Todd Citron, Deborah Lambert, Laura Weide and John 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.

- Commissioner Protocol Manual

At the August 31, 2011 meeting, the Board discussed and provided their input on the draft Commissioner Protocol Manual. After incorporating the Board's requested changes, staff presented the revised version for further consideration. During the ensuing discussion, the Board made several additional amendments to the Manual. The Commissioner Protocol Manual is intended for use as a guideline for Board members and staff.

Action Taken

Lambert moved, Millar seconded, to approve the Commissioner Protocol Manual as amended. Motion passed.

- Proposed Staff Payroll Schedule Change

Hill explained that payroll staff would like to convert the payroll from once per month to bi-weekly effective January 2012. The current practice of paying once per month was originally established when Whatcom County was the District's treasurer and processed the payroll for us. Now that the District is its own treasurer, the payroll is processed internally and it would be more efficient for the payroll department to process on a bi-weekly basis rather than once per month. One of the first steps toward implementing this change is to amend Section 5.03 of the Personnel Policies Manual from stating that "Employees are paid once per month on the last working day of the month" to "Employees are paid bi-weekly". The Board discussed the proposed payroll schedule change.

Action Taken

Citron moved, Millar seconded, to approve an amendment to Section 5.03 of the Personnel Policies Manual to read that employees are paid bi-weekly. Motion passed.

- Internal Control Audit Results

Hill explained that the District's consultant CPA firm Varner, Sytsma and Herndon had recently performed an internal control audit at staff's request. The goal of the audit was to test controls over the cash receipts and cash disbursement processes. No major compliance issue or internal control flaws were noted in their review, however, staff has implemented three minor recommendations resulting from the audit, including:

- An electronic transfer of funds for investment purchases is currently a two-step process with the General Manager required to release all payments. The release sheet will now also have his signature on the form.

- Manual journal entries involving transfers between funds will now be signed by the General Manager.
- Signatures on disbursement vouchers and batch authorizations will be verified to make sure that all of the required signatures have been collected.

In the future, Varner, Sytsma and Herndon will be performing internal audits for the District on a regular basis of every six months. This is in addition to the annual audits that are regularly performed by the Washington State Auditor's office.

- Summary of Existing District Projects and Safety Program Update
Hunter gave a status report on the projects that are currently in progress. A brief discussion followed.

- Other Business

Lake Whatcom Policy Group

Mc Roberts reported on Lake Whatcom Policy Group activities, specifically their most recent discussion on the Invasive Species Program being proposed by the City of Bellingham.

Whatcom County Council of Governments

Lambert, who is the District's representative on the Whatcom County Council of Governments, commented on the September 14th quarterly meeting that she had attended.

Proposed New Commissioner District Boundaries

Several months ago, Wilson Engineering was asked to assist the District in evaluating the 2010 Census data and if necessary to redraw the existing Commissioner District boundaries to correspond with the updated population figures. Mankamyer presented a map illustrating the resulting proposed new Commissioner District boundaries. After a brief discussion, staff was directed to prepare a Resolution adopting the recommended boundary adjustments for the Board's consideration at the September 26, 2011 meeting.

- Manager's Report

Sorensen spoke to the Board about the WASWD Conference and WRIA 1. Discussion followed.

- Consent Agenda

Action Taken

Lambert moved, Weide seconded, approval of:

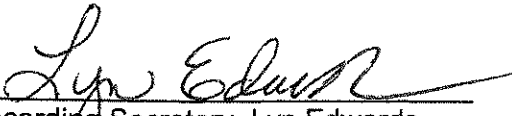
- **General and Construction Fund Claims totaling \$211,448.38**
- **Minutes for the August 31, 2011 Meeting**

Motion passed.

- Potential Litigation (Executive Session)

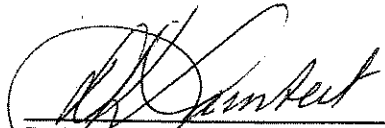
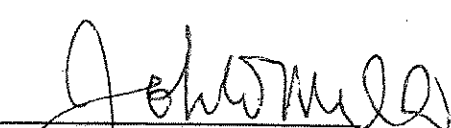
Mc Roberts recessed the Regular Session to Executive Session at 7:40 p.m. The purpose of the Executive Session was to discuss potential litigation. It was estimated that the Executive Session would take about one half hour. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 7:55 p.m.

With no further business, Mc Roberts adjourned the Regular Session at 7:56 p.m.


Recording Secretary, Lyn Edwards

9-26-2011
Date Minutes Approved

  
Todd Citron Leslie Mc Roberts Laura Weide

 
Deborah Lambert John W. Millar

