

Lake Whatcom Water and Sewer District  
Regular Meeting of the Board of Commissioners  
**November 9, 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.

- Administrative Code – Resolutions 782 and 783

Mankamyer presented two resolutions regarding portions of the Administrative Code.

*Resolution 782 - Adopting a Water and Sewer Charges and Billing Policy*

This Resolution combines sections from other resolutions and current policies that have not been previously adopted by resolution into one document that will form the basis of Sections 3.6 and 3.7 of the Administrative Code. The Board discussed Resolution 782 and made one amendment regarding water leak adjustment calculations.

**Action Taken**

**Lambert moved, Millar seconded, to approve Resolution 782 as amended. Motion passed.**

*Resolution 783 – Adopting a Code Violation Policy*

This Resolution combines the Violation of Code sections from the original Sewer and Water Administrative Codes with portions of previous Resolutions that also apply to this section. This Resolution will form the basis for Section 3.3 of the combined Administrative Code. The Board discussed Resolution 783 and noted two typographical errors needing to be corrected.

**Action Taken**

**Lambert moved, Millar seconded, to approve Resolution 783 as corrected. Motion passed.**

- Summary of Existing District Projects and Safety Program Update

A brief discussion was held regarding the District's ongoing projects. Hunter answered questions from the Board.

- Draft 2012 Budget

Sorensen gave an overview of the draft budget for 2012 which was then followed with a more detailed presentation by Finance Manager Debi Hill and a review of the Capital Improvement Plan from District Engineer Bill Hunter. Extensive discussion took place during and after the presentations. Staff was directed to edit the draft as discussed and present it for further consideration at the next meeting on November 30<sup>th</sup>.

- Manager's Report

Sorensen reported on the most recent Lake Whatcom Policy Group meeting and on the next WASWD Commissioners Workshop that is scheduled to take place on January 12, 2012. Commissioner Millar will be attending the Workshop. Discussion followed.

• Consent Agenda

Action Taken

Citron moved, Lambert seconded, approval of:

- General and Construction Fund Claims totaling \$225,542.63
- Late Fee Adjustments for September totaling \$139.87
- Late Fee Adjustments for October totaling \$154.31
- October Payroll totaling \$77,313.65
- Payroll Benefits Claims totaling \$67,756.19
- Meeting Minutes for October 26, 2011

Motion passed.

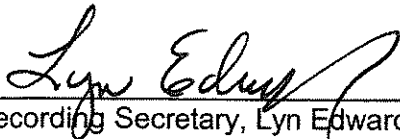
• Potential Litigation (Executive Session)

Mc Roberts recessed the Regular Session to Executive Session at 8:10 p.m. The purpose of the Executive Session was to discuss potential litigation. It was estimated that the Executive Session would take about 15 minutes. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 8:25 p.m.

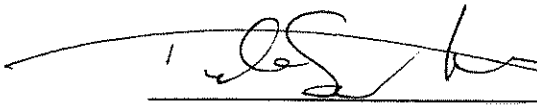
Action Taken

Lambert moved, Weide seconded, to authorize legal counsel to ask the court to determine the legal authority regarding arbitration for the claim and problem with Plats Plus. Motion passed.

With no further business, Mc Roberts adjourned the Regular Session at 8:26 p.m.

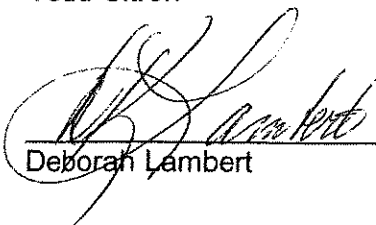
  
Recording Secretary, Lyn Edwards

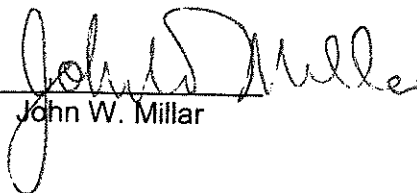
11-30-2011  
Date Minutes Approved

  
Todd Citron

  
Leslie Mc Roberts

  
Laura Weide

  
Deborah Lambert

  
John W. Millar