

Lake Whatcom Water and Sewer District  
Regular Meeting of the Board of Commissioners  
March 25, 2015

Board President Leslie Mc Roberts called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron, Laura Weide, Ian Millar and Bruce R. Ford, District Engineer Bill Hunter, consulting engineer Melanie Mankamy, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. District Staff members present for the presentation on the Division 22 Reservoir were Ken Zangari, Kevin Cook, Rich Munson and Randy Craker. A list of other interested participants is on file.

- Consent Agenda

- Action Taken

- Weide moved, Citron seconded, approval of:

- Accounts Payable Vouchers totaling \$125,511.15
    - Payroll for Pay Period # 6 (2/28/2015 through 3/13/2015) totaling \$41,110.17
    - Payroll Benefits for Pay Period #6 totaling \$37,028.08

- Motion passed.

- Division 22 Reservoir Pre-design Report – Gray and Osborne, Inc.

Three representatives from Gray & Osborne gave a presentation on the predesign report for the Division 22 Reservoir project. The District will be constructing a second reservoir next to the existing Division 22 Reservoir in Sudden Valley during the summer of 2016. Extensive Board discussion took place throughout the presentation.

- Resolution 812 – Update Fixed Asset Policy

Sorensen explained that Resolution 812 updates the District's Fixed Asset Policy to include language recommended by the State Auditor. The Board discussed Resolution 812.

- Action Taken

- Citron moved, Weide seconded, to adopt Resolution 812 updating the District's Fixed Asset Policy. Motion passed.

- Resolution 814 – Update Credit Card Usage Policy

Sorensen reported that Resolution 814 updates the District's Credit Card Usage Policy to add the requirement that a Credit Card User Agreement be kept on file for each credit card. This is in response to a recommendation by the State Auditor. The Board discussed Resolution 814 and requested one minor amendment.

- Action Taken

- Citron moved, Ford seconded, to adopt Resolution 814 updating the District's Credit Card Usage Policy as amended. Motion passed.

- Disposal of Surplus Items

The Board reviewed a list of surplus equipment dated March 2015 that the District is in no longer need of.

- Action Taken


- Citron moved, Weide seconded, to declare the items shown on the March 2015 Surplus List as surplus and authorize staff to dispose of them in a manner consistent with state law. Motion passed.

- 2015 Compensation and Benefits Study – Gene Matt & Associates  
Gene Matt from Matt & Associates gave an overview of the District's recently completed 2015 Compensation and Benefits Study. Discussion followed.


- Other Business  
**Customer Comment Regarding \$150.00 Billing Suspension Fee**  
The Board briefly discussed the District's \$150.00 Billing Suspension fee and requested that consideration of this fee be included on a future meeting agenda.


- Manager's Report  
The Manager's Report was briefly discussed.

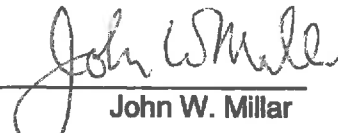
With no further business, Mc Roberts adjourned the Regular Session at 10:25 a.m.

  
Recording Secretary, Lyn Edwards

4/8/2015  
Date Minutes Approved

  
Leslie Mc Roberts

  
Todd Citron

  
John W. Millar

  
Laura Weide

  
Bruce R. Ford