

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
May 13, 2015

Board President Leslie Mc Roberts called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Ian Millar and Bruce R. Ford, General Manager Patrick Sorensen, District Engineer Bill Hunter, consulting engineer Melanie Mankamyer, legal counsel Robert Carmichael, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. Commissioner Laura Weide was excused from the meeting. Commissioner Todd Citron arrived at 7:00 p.m. There were no members of the public present.

- Consent Agenda

- Action Taken

- Millar moved, Ford seconded, approval of:

- Accounts Payable Vouchers totaling \$127,377.96
 - Payroll for Pay Period # 10 (4/25/2015 through 5/8/2015) totaling \$39,437.81
 - Payroll Benefits for Pay Period #10 totaling \$36,804.66
 - First Quarter 2015 Payroll Taxes totaling \$8,446.58
 - Minutes for the April 29, 2015 Meeting

- Motion passed.

- Administrative Code Update

Sorensen reported that as explained at the April 29, 2015 meeting, staff is proposing to update the Administrative Code by changing Title 2 from Administration to Fiscal Management. This involved moving all of the financial/administrative policies from other sections of the code and putting them together in a common section of the document. This revision includes the recently updated Purchasing Policy, Credit Card Usage Policy and Water Leak Adjustment Credit Policy provisions and adds the Anti-Fraud, Debt Management and Reserve Policies to the code. Discussion followed.

- Action Taken

- Ford moved, Millar seconded, to adopt the updated Administrative Code as presented. Motion passed.

- Monthly Budget Analysis

Hill gave an overview of the Monthly Budget Analysis through April 30, 2015 and reported that she is in the process of looking for another bank for the District and will be advertising an RFP soon. Hill also informed the Board that the District is required to report the financial impact of the Senior/Disabled Rate Reduction program to customers at the end of the year.

- Summary of Existing District Projects

Hunter reported on the status of the District's current projects and showed the Board a new web-site page that will provide up to the minute information regarding the Geneva A/C Mains and Strawberry Point Sewer Pump Station Upgrade Projects. He also reported that District crews will be flushing fire hydrants in Sudden Valley within the next week or so.

- Lake Whatcom Aquatic Invasive Species Prevention Program Interlocal Agreement for 2015

Sorensen explained that for the last several years, the District has contributed funds to the Lake Whatcom Aquatic Invasive Species Prevention Program administered by the City of Bellingham. The District is being asked to contribute \$50,000.00 to the 2015 program, which is the same amount that the District contributed to the 2014 program. Discussion followed.

Action Taken

Citron moved, Ford seconded, to approve the Interlocal Agreement with the City of Bellingham for the 2015 Lake Whatcom Aquatic Invasive Species Prevention Program in an amount not to exceed \$50,000.00. Motion passed.

• **Other Business**


Proposed North Shore Sewer Extension

Mankamyer presented a map showing the existing homes with septic tanks that are in close proximity to the Lake along North Shore Drive and beyond the District's sewer main. The Board has been exploring options for providing sewer service to this area.

• **Manager's Report**

Sorensen reported regarding a Labor Relations Conference that he recently attended. One of the topics addressed at the conference was the Federal Health Care Tax that will become effective in 2018.

With no further business, Mc Roberts adjourned the Regular Session at 7:50 p.m.




Recording Secretary, Lyn Edwards

5-27-2015

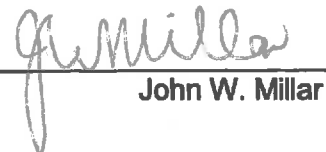
Date Minutes Approved



Leslie Mc Roberts



Todd Citron



John W. Millar

Bruce R. Ford