

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
August 31, 2016

Board President Laura Weide called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron and Curtis Casey, General Manager Patrick Sorensen, Finance Manager Debi Denton and Recording Secretary Lyn Edwards. There were no members of the public present.

- Consent Agenda

- Action Taken

- Citron moved, Casey seconded, approval of:

- Accounts Payable Vouchers totaling \$90,412.65
 - Payroll for Pay Period #17 (7/30/2016 through 8/12/2016) totaling \$39,900.33
 - Payroll Benefits for Pay Period #17 totaling \$39,491.30
 - Payroll for Pay Period #18 (8/13/2016 through 8/26/2016) totaling \$37,956.85
 - Payroll Benefits for Pay Period #18 totaling \$38,915.18
 - Minutes for the 8/18/2016 Meeting

- Motion passed.

- North Shore Water System Consolidation Feasibility Study

Sorensen presented Wilson Engineering's Task Order #2016-001 to complete the feasibility study for the consolidation of three Group A water systems on the north shore of Lake Whatcom including Eagleridge, Agate Heights and the Agate Bay Trailer Park. The District applied for and received a \$30,000.00 grant from the Washington State Department of Health to evaluate the feasibility of consolidating these water systems. Discussion followed.

- Action Taken

- Casey moved, Citron seconded, to authorize the General Manager to sign and execute Wilson Engineering's Task Order #2016-001 authorizing them to prepare the North Shore water system consolidation feasibility study on behalf of the District for an amount not to exceed \$30,000.00. Motion passed.

- Draft Bond Sale Press Release

The Board reviewed and discussed a draft news release from the District's bonding agent Jim Nelson announcing the District's recent successful bond issue. The revenue bond issue will save the District about \$1,207,092.00 by paying off two loans with higher interest rates and refinancing the District's 2009 bond issue at a lower interest rate. Board members requested several amendments to the Press Release prior to publication.

- Interim Rate Study

Denton explained that the purpose of the District's Utility Rate Study update is to evaluate the sufficiency of forecasted rate revenue under current and approved rates to meet forecasted expenditures. With the recent bond issue our debt structure and capital project funding have been revised, therefore we have requested FCS Group to reevaluate our rate structure for sufficiency. The proposed total project budget described in the FCS Group Scope of Work is \$35,500. Discussion followed.

- Action Taken

- Casey moved, Citron seconded, to approve the Scope of Work and Task Plan for FCS Group at the budget not to exceed \$35,500 as presented. Motion passed.

- Other Business

Reschedule October 12, 2016 Meeting

Following a brief discussion, the Board rescheduled the October 12, 2016 Regular Meeting to take place at 8:00 a.m. instead of 6:30 p.m. on that date.

- Manager's Report

Commissioner Position #5

The Board discussed the interview process for the Commissioner Position #5 candidates. The interviews will take place at the September 14, 2016 regular meeting.

Establish Salary Range for Lead Maintenance Worker Position

Sorensen presented a draft revised Appendix A from the District/AFSCME Union Contract. The revised Appendix includes a salary range for the newly created Lead Maintenance Worker Position. The new position will be filled by one of the District's current Maintenance Workers.

Action Taken


Citron moved, Casey seconded, to accept the updated draft Appendix A for the District/AFSCME Union Contract which includes the salary range for the newly created Lead Maintenance Worker Position. Motion passed.

The draft revised Appendix A is subject to the approval of the District's union members before implementation.

- Executive Session Per RCW 42.30.140(4) General Manager Performance Evaluation – 30 Minutes

Weide recessed the Regular Session to Executive Session at 8:35 a.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session was to discuss the General Manager's Performance Evaluation. Weide recessed the Executive Session and reconvened the Regular Session at 9:10 a.m.

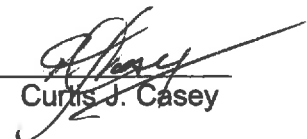
With no further business, Weide adjourned the Regular Session at 9:10 a.m.


Recording Secretary, Lyn Edwards

9-14-2016
Date Minutes Approved


Laura Weide


Todd Citron


Curtis J. Casey