

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
March 28, 2012

Board Secretary Todd Citron called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Deborah Lambert and John W. Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, Finance Manager Debi Hill (also acting as Recording Secretary) and Consulting Engineer Melanie Mankamyer. Commissioners Mc Roberts and Weide were excused from the meeting. No members of the public were present.

- Consent Agenda

- Action Taken

- Lambert moved, Millar seconded, approval of:

- General and Construction Fund Vouchers totaling \$34,476.06
 - Payroll for Pay Period 6 (March 3, 2012 through March 17, 2012) totaling \$38,356.74
 - Payroll Benefits for Pay Period 6 totaling \$34,916.62

- Motion passed.

- Purchasing Policy Update – Resolution #789

Hill explained that the District's current purchasing policy states that any purchase of \$50.00 or more requires the use of a purchase order. Due to rising costs of supplies, materials and equipment, the \$50.00 threshold has become impractical and cumbersome. Staff would consequently like to raise the purchase order requirement threshold to \$500.00. All other purchase approval mechanisms would remain the same. The Board discussed Resolution 789.

- Action Taken

- Millar moved, Lambert seconded, to approve the proposed change to the District's purchase policy and to adopt Resolution 789 as presented. Motion passed.

- Petty Cash Update – Resolution #792

Hill reported that the office petty cash fund (change drawer) needs to be increased from \$200.00 to \$300.00. Customers who come into the office to pay their bills in cash frequently use larger denomination bills and the \$200.00 in the change drawer is sometimes not enough to provide them with the correct change. The Board discussed Resolution 792.

- Action Taken

- Lambert moved, Millar seconded, to approve Resolution 792 increasing the office petty cash fund from \$200.00 to \$300.00 as presented. Motion passed.

- Board Room Acoustics

The District's board room is located next to Lakeway Drive and traffic noise can sometimes make it difficult to hear what is being said. The Board had previously requested that staff get cost estimates for several specific alternatives. Sorensen reported on the results of staff's research: acoustical wall panels \$2,500.00; noise dampening window coverings \$2,100.00; soundproof glazing for the windows \$3,000.00. Sound amplification systems are another option that staff is still in the process of investigating. A preliminary cost estimate for this option is less than \$1,000.00. The Board evaluated the presented options and directed staff to provide them with more information about sound amplification systems.

- Other Business

Lake Whatcom Management Joint Councils and Commissioners Meeting

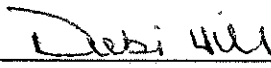
The Board discussed the March 21, 2012 Lake Whatcom Joint Councils and Commissioners Meeting. Sorensen was directed to send a letter to the county and city councils on behalf of the Board informing them that the District has committed funds in this year's budget specifically for the proposed Lake Whatcom Invasive Species Program.

- Manager's Report

Reschedule Meeting

The April 25, 2012 meeting was rescheduled to April 23, 2012 at 8:00 a.m. to accommodate an out of town seminar that Sorensen, Hunter and Hill will be attending.

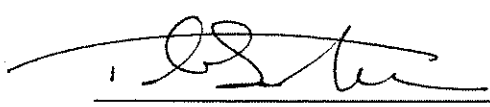
With no further business, Citron adjourned the Regular Session at 9:10 a.m.



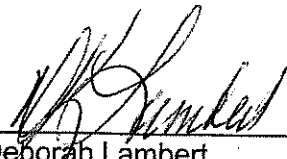
Recording Secretary, Debi Hill

4-23-2012

Date Minutes Approved



Todd Citron



Deborah Lambert

John W. Millar