



LAKE WHATCOM WATER AND SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WASHINGTON 98229

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

October 30, 2013

8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. EXECUTIVE SESSIONS
 - A. Personnel Issues (Executive Session per RCW 42.30.110(f) – 15 Minutes)
 - B. Contract Negotiation/Potential Litigation (Executive Session per RCW 42.30.110(i) – 30 Minutes)
 - C. General Manager Performance Evaluation (Executive Session per RCW 42.30.140(4) – 30 Minutes)
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 23, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	October 30, 2013		
AGENDA ITEM NUMBER:	7		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇨	1. Manager's Report		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

October 30, 2013

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting will be on **November 18, 2013 at 9:30 a.m.** in the Garden Room at the County's Civic Center (Public Works) Building. Presently there is not an agenda available for this meeting. Originally there was not going to be a November meeting. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** A meeting with the Mayor and County Executive is scheduled to be held in November addressing storm water. The date and agenda have not been established yet.
- **Next Regular Board Meeting:** Is scheduled for Wednesday, **November 13, 2013 at 6:30 p.m.**
- **Next Employee Staff Meeting:** Scheduled for **Thursday, November 14, 2013 at 8:00 a.m.** in the Board Room. Commissioner Millar is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Washington Association of Sewer & Water Districts Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip at 6:15 p.m. on **Tuesday, November 12, 2013**. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** As of this date the next regular meeting date is not yet set. This meeting is held in the District's Board Room and is publicly noticed.
- **WRIA 1 Planning Unit Meeting:** The next meeting is scheduled for **Wednesday, November 20 at 6:00 p.m.** at the County Offices at 322 North Commercial Street. FYI, I will send out a copy of the agenda when it is published via email.

Other:

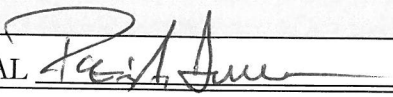
- **Board Members & Staff Out of the Area:** Reminder:
 - ✓ Commissioner Millar will be out of the area and miss the November 13, 2013 Board Meeting.
- **Annual WASWD Commissioners Workshop in January 2014:** This annual all day workshop in Lynnwood will be held on January 25, 2014. Who is interested in attending in January?

- **Updated Personnel Policy Manual:** Included with your packet is a copy of the updated Personnel Policy Manual that I have been talking about for a while. It has been reviewed by legal counsel and the bargaining unit. The primary purpose is to address little changes that need to be made from time to time and to sync up the language and practices between our labor contract and the Personnel Manual. Please review over the next two weeks and we will bring this back for your approval at the November 13 meeting. If you have any questions please contact me.
- **Administrative Code Updates/Penalties for Code Violations:** This topic came up last year when updating the Administrative Code. As mentioned previously, legal counsel has provided me with some sound recommendations that will work for us. Because of other priorities I am not finished with this effort yet. However, I plan on presenting these ideas to the Board at the November 13 meeting for your review and consideration.
- **2014 Budget:** As in the past staff will be presenting you the proposed annual budget for your consideration in November. We will present the budget to you at the November 13 meeting. Like last year, we will address any additional questions at the November 27 meeting. If you are prepared the 2014 budget can be adopted on the 27th. If needed we can also utilize the December 11 meeting for further consideration and questions.
- **10% Late Fee Penalty Charge Question:** Recently we had a question raised to us about our 10% late fee penalty charge. Clearly this is a policy issue. It was suggested that we might want to talk about this issue again.



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FROM: Patrick Sorensen	MANAGER APPROVAL 
MEETING AGENDA DATE:	October 30, 2013
AGENDA ITEM NUMBER:	9.0
SUBJECT:	Executive Session Item A – Personnel Issues – 15 Minutes
LIST DOCUMENTS PROVIDED ⇒	1.
NUMBER OF PAGES	2.
INCLUDING AGENDA BILL:	3.
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/> FORMAL ACTION/ MOTION <input type="checkbox"/> INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Discussion only.

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION



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AGENDA ITEM NUMBER:	9.0		
SUBJECT:	Executive Session Item B – Contract Negotiation/Potential Litigation -30 Minutes		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Discussion.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Not applicable at this time.

PROPOSED MOTION

Not applicable at this time.



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SUBJECT:	Executive Session Item C – General Manager Performance Evaluation – 30 Minutes		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Discussion only.

FISCAL IMPACT

Unknown at this time.

RECOMMENDED BOARD ACTION

No action proposed.

PROPOSED MOTION

No motion proposed.