

Lake Whatcom Water and Sewer District  
Regular Meeting of the Board of Commissioners  
**April 30, 2014**

Board President Leslie Mc Roberts called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Deborah Lambert, Todd Citron, Laura Weide and Ian Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, Legal Counsel Brian Hansen, Consulting Engineer Melanie Mankamyer, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. Rate Consultants Tage Aaker and Gordon Wilson from FCS Group were also present. There were no members of the public present.

- Consent Agenda

- Action Taken

- **Lambert moved, Weide seconded, approval of:**

- **Accounts Payable Vouchers totaling \$33,421.72**
    - **Accounts Payable Vouchers totaling \$204,487.00**
    - **Payroll for Pay Period # 8 (3/29/2014 through 4/11/2014) totaling \$38,249.90**
    - **Payroll Benefits for Pay Period #8 totaling \$35,444.31**
    - **Payroll for Pay Period #9 (4/12/2014 through 4/25/2014) totaling \$35,882.36**
    - **Payroll Benefits for Pay Period #9 totaling \$39,612.05**
    - **Minutes for the April 7, 2014 Meeting**

- **Motion passed.**

- Rate Study Presentation – Financial Consulting Solutions Group (FCSG)

Gordon Wilson, Project Manager and Tage Aaker, Senior Analyst from FCSG gave a presentation on the District's 2014 Rate Study. The purpose of the Rate Study was to evaluate the sufficiency of rate revenues to meet forecasted expenditures for the years 2015 through 2019. At the Board's request, the study also examined the financial impacts of incorporating a low income senior/disabled rate into the District's rate structure. Tiered rate options were also examined. Extensive discussion took place throughout the presentation. The results of the Rate Study will be discussed further at the May 14, 2014 meeting.

- Personnel Manual Amendment – District Provided Cellular Phone Use

Sorensen presented an updated version of Section 9.09 of the District's Personnel Policies Manual entitled "Telephone Policy". The amended policy language addresses personal use of District-provided cell phones. The District provides cell phones to the maintenance staff members for an expedient method of communication. Discussion followed.

- Action Taken

- **Lambert moved, Citron seconded, to adopt the amended District-provided cell phone use language as found in Section 9.09 of the District's Personnel Policies Manual.**
  - **Motion passed.**

- Amended Position Description – Construction Engineer

Sorensen presented an amended job description for the vacant Construction Engineer position; formerly titled Senior Engineering Technician. The position title was changed to Construction Engineer to better represent the duties of the position. The salary range and actual duties of the position have not been changed. The amended job description was briefly discussed.

**Action Taken**

**Lambert moved, Citron seconded, to approve the amended Construction Engineer job description as presented. Motion passed.**

• **Legal Counsel Recruitment Update**

Sorensen reported that the District received nine responses to the Request for Proposals that was recently advertised. A selection committee comprised of General Manager Patrick Sorensen, Current Legal Counsel Brian Hansen and Commissioners Deb Lambert and Ian Millar reviewed the Proposals using the previously agreed upon criteria. The committee selected four proposers to interview at a special meeting that will be held sometime in early June.

• **Other Business**

**Water Rights**

Commissioner Millar reported on local water rights issues.


• **Manager's Report**

The Manager's Report was briefly discussed.

With no further business, Mc Roberts adjourned the Regular Session at 11:10 a.m.


  
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Recording Secretary, Lyn Edwards

5-14-2014  
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Date Minutes Approved

  
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Leslie Mc Roberts

  
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Deborah Lambert

  
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Todd Citron

  
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John W. Millar

  
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Laura Weide