Lake Whatcom Water and Sewer District Special Meeting of the Board of Commissioners July 11, 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, District Engineer Bill Hunter, legal counsel Robert Carmichael, Finance Manager Debi Denton and Recording Secretary Lyn Edwards. Commissioners Ford and Millar were excused from the meeting. There were no members of the public present.

Consent Agenda

Action Taken

Casey moved, Citron seconded, approval of:

- Accounts Payable Vouchers totaling \$188,081.92
- Accounts Payable Voucher to Motor Trucks totaling \$1,818.87
- Payroll for Pay Period #14 (6/18/2016 through 7/1/2016) totaling \$38,661.07
- Payroll Benefits for Pay Period #14 totaling \$37,878.69
- Minutes for the June 29, 2016 Meeting Motion passed.

Monthly Budget Analysis

Denton gave an overview of the Monthly Budget Analysis for June and explained the bond sale process that will take place on July 13, 2016 in Seattle.

Summary of Existing District Projects

Hunter gave a status report on the District's projects. Topics of discussion included the Division 22 Reservoir, Whatcom Falls Manhole and the Strawberry Point Sewage Pump Station Improvements projects.

Commissioner Position #5 – Extend Application Deadline

The Board discussed the upcoming Commissioner Position #5 vacancy. It was decided that the application deadline would be extended to July 31, 2016.

Amend Accounting Clerk Position Description

Sorensen presented an amended Accounting Clerk position description explaining that the part-time Accounting Clerk recently submitted her resignation effective July 7th. The amendments to the position description more accurately reflect the current job duties and responsibilities. The salary range for the position will not change as a result of these minor amendments. Discussion followed.

Action Taken

Citron moved, Casey seconded, to authorize the modifications to the Accounting Clerk Position Description as presented. Motion passed.

Manager's Report

The Manager's Report was briefly discussed.

With no further business, Weide adjourned the Special Session at 8:29 a.m.

Recording Secretary, Lyn Edwards

Date Minutes Approved

Laura Weide

Todd Citron

Cuptis J. Casey