

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
December 28, 2016

Board President Laura Weide called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron, Curtis Casey and Bruce R. Ford, General Manager Patrick Sorensen, District Engineer Bill Hunter, consulting engineer Melanie Mankamyer, Finance Manager Debi Denton, Lead Maintenance Worker Jason Dahlstrom, Maintenance Planning Technician Rich Munson and Recording Secretary Lyn Edwards. There were no members of the public present.

- Consent Agenda

- Action Taken

- **Casey moved, Ford seconded, approval of:**

- **Accounts Payable Vouchers totaling \$87,500.64**
 - **Payroll for Pay Period # 26 (12/3/16 through 12/16/16) totaling \$40,686.78**
 - **Payroll Benefits for Pay Period #26 totaling \$40,300.71**
 - **Minutes for the December 14, 2016 Meeting**

- **Motion passed.**

- Draft 2017 Budget

The Board discussed the 2017 Budget

- Action Taken

- **Carter moved, Casey seconded, to adopt the 2017 Budget as presented. Motion passed.**

- Non-union Staff Cost of Living Adjustment for 2017

Sorensen explained that historically the non-represented employees have received the same annual COLA increase as the represented (union) employees. Non-union employees include the District Engineer/Assistant General Manager, Finance Manager/Treasurer, General Manager, Administrative Assistant and the Maintenance Supervisor. For 2017 the represented employee's COLA will be 2.4%. Discussion followed.

- Action Taken

- **Casey moved, Ford seconded, to authorize a 2.4% COLA for the five non-represented employees, effective January 1, 2017. Motion passed.**

- Summary of Existing District Projects

Hunter presented project updates and gave an overview of the Cartegraph Maintenance Management System. Dahlstrom and Munson demonstrated the Cartegraph System for the Commission. Slides of the completed Whatcom Falls Manhole Replacement Project were also shown.

- Capital Improvement Project List

At the December 14, 2016 meeting, the Board requested more information regarding future unfunded capital improvement projects that are forecasted beyond the 6-year Capital Improvement Plan that was included in the 2017 budget.

Hunter presented a Capital Improvement Project List of unscheduled projects, meaning the projects have not been assigned a target year for construction or a specific funding source. Also included on the list is a "Business Risk Exposure" column. The District uses this column to

compare the relative importance of a project to all others utilizing a scale from 100 (having the most risk of failure) to 1 (having the least risk). Each year during budget preparation all projects are discussed with engineering, maintenance and operations staff to assess and prioritize each potential project.

• Other Business

General Manager Employment Contract Amendment

The Board reviewed an amendment to the General Manager's Employment Contract.

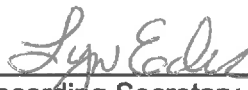
Action Taken

Citron moved, Casey seconded, to approve the second amendment to the General Manager's Employment Agreement incorporating the provision that the General Manager will receive the same COLA as the other staff members in January of each year. Motion passed.

• Manager's Report

Sorensen reported that the 2017 Commissioner Workshop presented by Washington Association of Sewer and Water Districts will take place on February 4, 2017. Board members Weide, Ford and Casey will be attending the workshop. Sorensen will also attend.

With no further business, Weide adjourned the Regular Session at 9:38 a.m.



Recording Secretary, Lyn Edwards

1-11-2017

Date Minutes Approved




Laura Weide



Todd Citron



Bruce R. Ford



Curtis J. Casey



John Carter