

Lake Whatcom Water and Sewer District
Special Meeting of the Board of Commissioners
May 30, 2017

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, legal counsel Robert Carmichael and Recording Secretary Lyn Edwards. Commissioner Carter was excused from the meeting. A list of interested participants is on file.

- Consent Agenda

- Action Taken

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

- **Accounts Payable Vouchers totaling \$62,161.94**

- **Motion passed.**

- Water Comprehensive Plan.– Service Area Boundary Review

Dave Olson from Water District #7 spoke to the Board about service area boundary issues and the possibility of selling water to District #7. The Board discussed aspects of providing wholesale water to District #7 and requested that staff provide more information at a future meeting. The District's water rights were also a topic of discussion.

- North Shore Water System Consolidation

The Board discussed preparations and provided staff direction regarding the special public meeting on June 20, 2017 at 6:30 p.m.

- Administrative Assistant Position Description and Salary Range

Sorensen explained that the current Administrative Assistant has given notice that she will be retiring effective July 28, 2017. In light of this transition, I have taken the opportunity to re-evaluate and amend the existing position description and salary range. Presently the position is listed and budgeted as Pay Grade 9. Because of the position description modifications I am proposing that the Pay Grade be lowered to Pay Grade 6; a 15% reduction from the existing salary. The Board discussed the amended position description and salary range and requested one minor change to the position description.

- Action Taken

- **Citron moved, Ford seconded, to approve the Administrative Assistant position description as amended and salary range from Pay Grade 9 to Pay Grade 6 as presented. Motion passed.**

- Reschedule August 9, 2017 Regular Meeting

The August 9, 2017 regular meeting was rescheduled to Thursday August 10, 2017 at 6:30 p.m.


- Summary of Existing District Projects

Hunter gave a status report on the District's projects including the Beecher Booster Station Roof Replacement, the Sudden Valley Water Treatment Plant floor coating, Opal Booster Pump, and the Division 22 Reservoir Project.

- Manager's Report

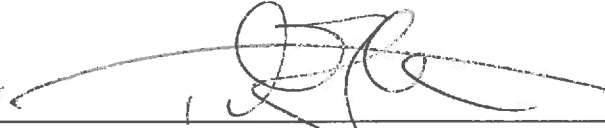
The Manager's Report was briefly discussed.

With no further business, Weide adjourned the Regular Session at 10:13 a.m.



Recording Secretary, Lyn Edwards

6-14-2017
Date Minutes Approved


Laura Weide


Todd Citron


Bruce R. Ford


Curtis J. Casey