



LAKE WHATCOM WATER AND SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

February 14, 2018

Board President Laura Weide called the Regular Session to order at 6:30 p.m.

Attendees: Commissioner Laura Weide
Commissioner John Carter
Commissioner Todd Citron
Commissioner Bruce Ford
General Manager Patrick Sorensen
District Engineer/Assistant Manager Bill Hunter
Finance Manager/Treasurer Debi Denton
District Legal Counsel Bob Carmichael
Recording Secretary Rachael Hope

Excused Absence(s): Commissioner Curtis Casey

A list of interested parties is attached.

Additions, Deletions, or Changes to the Agenda

Sorensen requested an Executive Session between items 5C and 5D to discuss a personnel issue. The Board agreed.

Ford requested a short conversation about comments and feedback on the Herrera Report be added to the Other Business section of the meeting. The Board agreed.

Consent Agenda

Action Taken

Carter moved, Citron seconded, approval of:

- Accounts Payable Vouchers totaling \$90,042.05.
- Payroll for Pay Period #04 (01/27/2018 through 02/09/2018) totaling \$41,242.98.
- Payroll Benefits for Pay Period #04 totaling \$46,512.49.

Motion passed.

Salary & Benefits Survey Update

Sorensen explained to the Board that, by policy, every 4 years the District conducts a salary and benefits study which evaluates our position in the market place. The last two surveys have been conducted by Gene Matt & Associates, however Mr. Matt is no longer available. The District sought proposals from two other providers who have had experience with public agencies in western Washington (in particular water and sewer districts).

After a careful review, Sorensen selected Ross Ardrey from NW Management Consulting, with whom the district has worked in the past on salary surveys and special recruitment, to conduct the survey this year. As in the past, the completed survey will be used by the District and labor union in our upcoming contract negotiations later this summer. We are essentially following the same approach we have done previously. This year's survey was approved and budgeted for within the 2018 budget. Discussion followed.

Disposal of Surplus Items

Hunter reminded the Board that the District must periodically dispose of unsafe, dated, and surplus items. He explained that items will be disposed of through auction, recycling, donation, or disposal in accordance with state law.

Action Taken

Citron moved, Ford seconded, to declare the presented list of items dated February 2018 as surplus and authorize the General Manager to dispose of the property in a manner consistent with state law. Motion passed.

Commissioner Vacancy

Sorensen recounted that Commissioner Curtis Casey has issued his resignation effective April 1, 2018. The Board has ninety days from the occurrence of the vacancy to appoint a qualified person to fill the vacancy. Discussion followed, including steps to take in moving forward in the search for applicants to fill the vacant position.

Succession Planning and Staffing Levels

Sorensen presented to the Board that over the last few years, the District has been considering upcoming staffing changes brought upon by pending retirements. In planning for these changes, hires have been made that have benefited the direction of this organization moving forward, specifically including greater professionalization of our staff.

In addition to providing a salary and benefits schedule that are capable of attracting and retaining qualified and professional staff; we have committed to providing ongoing training in a variety of areas based on the needs of the organization. Together these commitments benefit the District in staff retention, preparing staff for expanded roles in the future, greater efficiency, and lower liability costs over time.

Hunter explained the attached conceptual organizational chart with the potential addition of the new position of Operations and Maintenance Manager. The purpose of this position would be to meet the changing and growing expectations and goals of the District. Discussion followed.

Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter – 15 Minutes

Weide recessed the Regular Session to Executive Session at 7:15 p.m. It was estimated that the Executive Session would take about 15 minutes. The purpose of the Executive Session was for discussion of a personnel matter. Weide recessed the Executive Session and reconvened the Regular Session at 7:30 p.m.

Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter – 20 Minutes

Weide re-recessed the Regular Session to Executive Session at 7:30p.m. It was estimated that the Executive Session would take about 20 minutes. The purpose of the Executive Session was for discussion of a personnel matter. Weide recessed the Executive Session and reconvened the Regular Session at 7:48 p.m.

Other Business

Commissioner Ford gave an update on the Lake Whatcom Policy Group meeting and general reception of the Herrera Report by other agencies. Discussion followed.

Manager's Report

Sorensen summarized upcoming dates to remember, including the WASWD Spring Conference from April 4-6, 2018.

With no further business, Weide adjourned the Regular Session at 8:45 p.m.



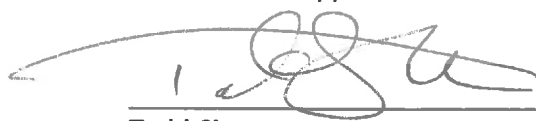
Recording Secretary, Rachael Hope

3/14/2018


Date Minutes Approved



Laura Weide



Todd Citron



Bruce R. Ford

excused

Curtis Casey



John Carter



LAKE WHATCOM WATER AND SEWER DISTRICT
BOARD OF COMMISSIONERS

MEETING SIGN-IN SHEET
(SUBJECT TO PUBLIC DISCLOSURE)

MEETING DATE: February 14, 2018

NAME	ADDRESS/ BUSINESS
Ken Zungari	LWWS D
Jason Dahlstrom	LWWS D
Ross Anderson	

