



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

May 09, 2018

Board President Laura Weide called the Regular Session to order at 5:20 p.m.

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

Excused Absence(s): Consulting Engineer Melanie Mankamyer

A list of interested parties is attached.

Consent Agenda

Action Taken

Citron moved, Carter seconded, approval of:

- Meeting Notes from the 4/11/2018 Board Meeting
- Meeting Notes from the 4/25/2018 Board Meeting
- Meeting Notes from the 5/02/2018 Board Meeting
- Accounts Payable Vouchers totaling \$213,380.56.
- Payroll for Pay Period #10 (04/21/2018 through 05/04/2018) totaling \$37,808.12.
- Payroll Benefits for Pay Period #10 totaling \$43,498.68.

Motion passed.

Transition Planning

Sorensen recounted that he will be transitioning out of the General Manager position as of the end of May. Additionally, the District is currently looking to fill a new position, Operations & Maintenance Manager, to replace the vacancy created by the Maintenance Supervisor's departure. The anticipated transitional period for both positions is 3-4 months occurring between May and August of 2018. Hunter presented the Board with a draft of Staff's detailed transition plan for how specific tasks will be handled during the transition period. Discussion followed.

Prothman Company Presentation

Bill McDonald from The Prothman Company highlighted key elements of their proposals to provide recruitment services for the General Manager and Operations & Maintenance Manager positions. He focused on the ambitious calendar and timeline for the projects and answering the Commissioner’s questions about the proposals. Discussion followed.

Action Taken

Ford moved, Citron seconded, to authorize Bill Hunter to execute the proposals of Prothman as written for the positions of General Manager and Operations & Maintenance Manager in an amount not to exceed \$42,000. Motion passed.

Executive Session Per RCW 42.30.110 (1)(i): Considering pending or potential litigation – 13 Minutes

Weide recessed the Special Session to Executive Session at 6:18 p.m. It was estimated that the Executive Session would take about 13 minutes. The purpose of the Executive Session was for consideration of pending or potential litigation. Weide recessed the Executive Session and reconvened the Regular Session at 6:21 p.m.

Commissioner Applications

The Board interviewed three candidates for the open Commissioner seat, EJ Ledet, Larry Brown, and Jack McBride.

Executive Session Per RCW 42.30.110 (1)(h): Evaluating candidate qualifications – 25 Minutes

Weide recessed the Special Session to Executive Session at 8:12 p.m. It was estimated that the Executive Session would take about 25 minutes. The purpose of the Executive Session was for evaluating the qualifications of a candidate for appointment to elective office. Weide recessed the Executive Session and reconvened the Regular Session at 8:35 p.m.

With no further business, Weide adjourned the Regular Session at 8:35 p.m.




Recording Secretary, Rachael Hope

May 30, 2018

Date Minutes Approved



Laura Weide



Todd Citron

Bruce R. Ford

Position 4 - Vacant



John Carter



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MEETING SIGN-IN SHEET
(SUBJECT TO PUBLIC DISCLOSURE)

MEETING DATE: May 9, 2018

NAME	ADDRESS/ BUSINESS
Ken Zungari	LWWSD Staff

