

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING OCTOBER 25, 2022**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Rebecca Cayen at 6:08 pm. Commissioners Jackue Fowler and Anthony Au were present. President Robert Vandenhaak was absent due to illness. Commissioner Richard Whitson was present via Zoom. District employees Cheryl Thompson was present in person and Brenda Gamache and Carson Cothren via Zoom. Also in attendance via Zoom were District Engineer Roger Kuykendall and John Markus from Gray & Osbourne. Members of the public were Jaime White.

BILLS PAYABLE

AA/JF a motion was made and seconded to approve the Excise tax Payment Request form dated 10/6/22 in the amount of \$16,609.79. Motion carried 4-0.

AA/RW a motion was made and seconded to approve Payroll dated 10/15/22 in the amount of \$10,201.00 Motion carried 4-0.

AA/JF a motion was made and seconded to approve the Claims Payment form dated 10/25/22 in the amount of \$ 11,135.24. Motion carried 4-0.

RC/RW a motion was made and seconded to approve the Excise Tas Request form dated 10/25/22 in the amount of \$1,767.09. Motion carried 4-0.

ADOPTION OF MINUTES

Regular Meeting Minutes September 27, 2022

RW/AA a motion was made and seconded to approve the regular meeting minutes from September 27, 2022. Motion carried 4-0.

FINANCIAL REPORTS

YTD Expenses – Review

YTD Expense report was presented to the Board for review.

Treasurer's Reports

The Whatcom County Treasurer's reports for the month of September were presented to the Board for approval.

AA/JF a motion was made and seconded to approve the September Treasurer's Reports. Motion carried 4-0.

Cash Position, Collection Report, Aged Receivables, and the Delinquent Account Report.

The October Cash Position, Collection Report, AR, and Delinquent accounts reports were reviewed.

Petty Cash

AA/JF a motion was made and seconded to approve Petty Cash disbursement for \$109.00. Motion carried 4-0.

PUBLIC COMMENT FORUM

No public comments made.

WATER & WASTEWATER REPORT

District Operations Report

The October operations report was provided to the Board.

Consumption Report

The September consumption report was provided to the Board.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

Water & Wastewater Invoice

The WWS invoice was pro-rated to 27 days since September 27, 2022, was the last day WWS staff would be on site.

CUSI Micro server

Cheryl reached out to Neil at CUSI to see if CUSI was willing to reduce the cost of a micro server since that wasn't offered as an alternative to data migration.

UNFINISHED BUSINESS

WASWD Monthly update

WASWD Administrative Manager's Meeting on October 27, 2022, will be attended by Rebecca and Cheryl. WASWD will be publishing their new website on November 21, 2022. Rebecca reported that with the increased cost of living adjustments (COLA) for employee salaries, many small water and sewer districts are raising their rates.

Balfour Valley

No update

Red Mountain

Robert will follow up with Brent about the manhole covers that were underwater last fall.

Whatcom Water Alliance

Richard took a tour of the Lake Whatcom Treatment Plant.

Website/Email update

Sindelar Communication & Marketing contract was signed by Robert and sent back to Relaena. She will begin work on the website once the 25% deposit is received.

Engineering Capacity Analysis Report

No update

Roger will email the document that explains the formula used to calculate General Facilities Charges.

Rate Discussion

Rate discussion was tabled.

NEW BUSINESS

2023 Budget


Cheryl and Brenda will work together to create a draft budget in the next 10 days and will email the draft out to the commissioners for feedback. The budget will be discussed at November's regular monthly meeting on November 22, 2022.

Resolution 3-2022-Ordering the Cancellation of Warrants More than a Year Old

Whatcom County Finance Department requested this resolution be passed by the Board of Commissioners and signed Resolution be returned to them by November 30, 2022. This was tabled until the November regular monthly meeting on November 22, 2022.

CONCLUDE

There being no further business Rebecca Cayen concluded the meeting at 6:42 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 11/22/22.

APPROVED:  DATE: 11/22/22

