

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING FEBRUARY 28, 2023**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Rebecca Cayen at 6:15 pm. Commissioners Rebecca Cayen, Jackque Fowler, and Anthony Au were present via Zoom. Commissioner Richard Whitson was present in person. Commissioner Robert Vandenhaak was on vacation. District employee Carson Cothren was present in person. District employees Cheryl Thompson and Brenda Gamache were present via Zoom. Roger Kuykendall from Gray & Osborne was present via Zoom and 1 member of the public was present via Zoom.

BILLS PAYABLE

AA/RW a motion was made and seconded to approve the Claims Payment Request form dated 02/09/23 in the amount of \$6,150.12. Motion carried 4-0.

AA/RW a motion was made and seconded to approve Payroll dated 2/10/23 in the amount of \$11,174.50. Motion carried 4-0.

AA/RW a motion was made and seconded to approve the Claims Payment form dated 2/28/23 in the amount of \$ 13,613.33. Motion carried 4-0.

AA/RW a motion was made and seconded to approve the Excise Tax Request form dated 1/25/23 in the amount of \$1,172.60. Motion carried 4-0.

ADOPTION OF MINUTES

Special Meeting January 11, 2023

RW/AA a motion was made and seconded to approve the regular meeting minutes from January 11, 2023. Motion carried 4-0.

Regular Meeting January 24, 2023

AA/RW a motion was made and seconded to approve the regular meeting minutes from January 24, 2023. Motion carried 4-0.

FINANCIAL REPORTS

YTD Expenses – Review

December 2022 and January 2023 Expense reports were presented to the Board for review.

Treasurer's Reports

December 2022 and January 2023 financial reports were presented to the Board for approval.

RW/AA a motion was made and seconded to approve the December 2022 and January 2023 financial reports. Motion carried 4-0.

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

December 2022 and January 2023 Cash position reports were presented to the Board for review.

January 2023 Aged Receivables and Delinquent Account Reports provided for review.

Petty Cash

RW/AA a motion was made and seconded to approve Petty Cash disbursement for \$250.00. Motion carried 4-0.

PUBLIC COMMENT FORUM

No public comments made.

WATER & WASTEWATER REPORT

District Operations Report

The January operations report was provided to the Board.

Consumption Report

The January consumption report was provided to the Board.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

Motorcycle on the drain field

Cheryl has emailed the attorney and insurance agency to get their opinion on barbed wire fencing around the drain field.

UNFINISHED BUSINESS

WASWD Monthly update

Spring Conference will be held in Wenatchee on April 12-14, 2023. A stipend may be available for commissioners as the Fall Conference stipend was underutilized.

The Emergency Preparedness Committee is focusing on the impacts of extreme weather and climate change.

The Small Districts Committee meeting for May, June, and July 2023 will be webinars instead of in-person.

The legislative bill preventing shutoffs to customers for non-payment during the warmer summer months has not yet passed.

Balfour Valley

No update

Red Mountain

Jack said that real estate sales are slower but still moving. In the meeting with the Whatcom County Health Department, they were willing to accept that the district is actively serving and pursuing ways to serve, and not needing to have service ready now for the future. Jack thanked Robert and Richard for attending the meeting.

Whatcom Water Alliance

No update.

Engineering Capacity Analysis Report

DOE is accepting comments on the Table 12 determination until Friday, March 3, 2023. Roger requested the scoring criteria and a summary from DOE. DOE will respond to comments when the final list is released in June 2023. An income survey may not be critical, but the district might consider doing one if the district is on the edge of the income limit to make the Table 12 program. Whatcom County could be a source of EDI funds, but they want to see a detailed funding strategy from the district. Jack asked if State Senator Shewmake could be helpful at the State level and Roger said that anything could help right now.

It was announced on February 24, 2023 that the State Revolving Fund for Clean Water has received \$40 million for clean water infrastructure upgrades. Roger said that this is not new money coming from the Federal Government.

Website/Email update

The new website is up and running. Relaeana will be up on March 31, 2023, to provide Cheryl with further training.

Policy Review and Development

A water meter tampering resolution was discussed and was tabled until the March meeting. Rebecca proposed a review of the tiers for water usage and charges. Rebecca will review the consumption report and look at what is an appropriate fee for usage. There was concern about customers who have water leaks, but they have not fixed them. There was a discussion about reviewing policies and resolution in regular meetings versus special meetings. This was tabled until the March meeting.

NEW BUSINESS

Sprague Valley Generator

Coolant is leaking into the oil. Carson has gotten a test kit from Tri-County Marine Diesel to test the oil. He will ask them for a bid for repair and reach out to other companies for bids, as well.

Radio Frequency Water Meters

Cheryl received 2 quotes for radio frequency water meters and will get one more quote. The recent snow has been inhibiting water meter reading. Roger can look and see what funding opportunities there might be for these meters. Carson can help with this by reaching out to other water districts.

State Audit

May 30, 2023, is when the annual state audit is due. Brenda is considering coming out to help Cheryl navigate this complicated process. It would cost approximately \$489 to drive out here from Idaho.

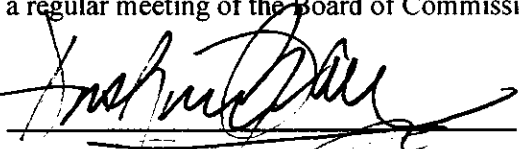
Engineering Statement of Qualifications

2 bids were received by the deadline from Gray & Osborne and from Wilson Engineering.

CONCLUDE

There being no further business Rebecca Cayen concluded the meeting at 8:10 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 03/28/23.

APPROVED:



DATE:

3/28/2023



