

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING NOVEMBER 26, 2024**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Robert Vandenhaak at 6:30 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, and Robert Vandenhaak were present in person. Talitha Shiroma was present via Zoom. District employees Eli Gunn-Hirsch and Cheryl Thompson were present in person. Roger Kuykendall from Gray & Osborne were present via Zoom. One member of the public was present in person.

ADOPTION OF MINUTES

Special Meeting October 16, 2024

Regular Meeting October 22, 2024

AA/RW a motion was made and seconded to approve the special meeting minutes from October 16, 2024, and the regular meeting minutes from October 22, 2024. Motion carried 5-0.

UNFINISHED BUSINESS

SCPPL Funding

DOE mailed the 3rd quarter reimbursement check for engineering services and Cheryl's time spent on the grant/loan administration.

Scope of Work/Engineer's Report /GSP

Matt Aamot from Whatcom County Planning & Development Services requested the District's service boundaries from G & O. There is a discussion at PDS about changing the zoning in the Columbia Valley UGA from 4 homes/acre to 6 homes/acre. There's also a zoning proposal for light industrial north of Limestone Road. Jack is also in conversations with Matt from PDS. Rebecca attended the PDS Comprehensive Plan meeting online on November 14, 2024. The population in Columbia Valley has increased from 454 full-time households in 1990 to 3,353 full-time households in 2020. The growth rate estimate for the next 20 years is 52 people each year.

Scope of Work for Critical Improvements

Eli is meeting regularly with G & O to keep projects moving forward. G & O will submit critical improvements design, with approximately 60 percent completed, to the District by mid-December. Roger said that the District can revoke the contract for the 4th aerator hook up from Green Coast Electric, since the contract is not signed and proper insurance forms have not been received. Roger will follow up with a path forward on this bid and contract.

Effluent Pump Station

Farmers Equipment installed the effluent pump bypass system, but the air release valve still needs to be installed. The effluent pump #1 operates at 30% efficiency and Pump #2 operates at 50% efficiency. It is time for the District's commissioners to make a decision on whether to remove and fix them or replace them. New pumps would cost approximately \$50,000-\$60,000 and would require DOE approval. Farmers Equipment would be willing to pull the pumps and troubleshoot the issues with them.

Well #1 Issues

Farmers Equipment has re-wired Well #1 for the radio equipment and the Cla-Val is fixed. The mobile generator will be brought to Well #1 to make sure the wiring for the automatic transfer switch is operating correctly.

Radio/Cellular Communication System for Reservoirs and Wells

Ritron has shipped the equipment back to the District.

WASWD Monthly update

WASWD has a new Executive Director and will be at the Commissioners Workshop in January 2025 to introduce himself to the membership.

Red Mountain

Phase 4 application expires on February 1, 2025. Whatcom County Health Department wants to be sure that the District has the ability to serve Phase 4 with sewer service. Jack asked the commissioners for approval to talk with G & O about the District's ability to serve. The Commissioners said that was fine.

Sewer Service Line Root Issue-981 Red Valley

The District's attorney sent Cheryl a Release and Waiver of Claims form for the customer to fill out before the reimbursement occurs. The pipe still needs to be repaired. Andgar gave a bid of \$3,050.93 for the repair.

RC/RW a motion was made and seconded to approve the Release and Waiver of Claims to be sent to the customer and for Andgar to repair the connection at the sewer line and the lateral. Motion carried 5-0.

Water Valve Repairs

Tabled until next meeting.

Budget

Cheryl presented the final budget to the Commissioners for approval. ***RW/AA, a motion was made and seconded to approve the 2025 budget. Motion carried 5-0.***

Time Clock for Employee Payroll as Backup Documentation

Cheryl will pick an app for the tablet for employee hours tracking.

New Generator Arrival

The new generator is installed, and the Cummins representative did the factory start up process. Everything is running as it should. Cummins will contact Cheryl to give an estimate for a service contract. Eli will calculate how many hours the generator will run on a tank of diesel.

NEW BUSINESS

OIT Applications: How to Proceed

Cheryl and Eli will conduct the first interviews of candidates and 2 of the commissioners will conduct the second interviews.

Winter Weatherization Signs for Signboards

Cheryl presented a design for the signboards to encourage customers to weatherize for the cold weather months to the Commissioners for approval. ***RW/RC a motion was made and seconded to approve the weatherization sign design. Motion carried 5-0.*** Cheryl will contact Signs Plus to have the signs made.

BILLS PAYABLE

Claims Payment Request form dated 11/4/24 in the amount of \$5,777.05

Payroll dated 11/12/24 in the amount of \$14,508.83

Claims Payment form dated 11/21/24 in the amount of \$13,378.19 General Cash

Claims Payment Request Form for 11/21/24 in the amount of \$5,245.64 GFC Cash Account

Excise Tax Request Form 11/25/24 in the amount of \$1,905.07

RW/AA a motion was made and seconded to approve the above Bills Payable. Motion carried 5-0.

FINANCIAL REPORTS

YTD Expenses – Review

October 2024 Expense report was presented to the Board for review.

Treasurer's Reports

October 2024 Treasurer's reports were presented to the Board for review.

RW/RC a motion was made and seconded to approve October 2024 Treasurers' Reports. Motion carried 5-0.

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

October 2024 Cash position reports were presented to the Board for review.

October 2024 Collections Report was presented to the Board for review.

October 2024 Aged Receivables and Delinquent Account Reports were provided for review.

Petty Cash

AA/RC a motion was made and seconded to approve October 2024 Petty Cash disbursements. Motion carried 5-0.

Cheryl will submit payment plan arrangements with customers at future board meetings for Commissioner review.

WATER & WASTEWATER REPORT

District Operations Report

The October 2024 operations report was provided to the Board. Eli brought up the issue that there are many Big Leaf Maple trees that are around the treatment lagoons. It may be in the best interest of the District to have these trees removed to reduce the number of leaves that impact the wastewater treatment process. Eli asked the commissioners if they wanted to follow through on the bid from P & P Excavating to locate the force main from the WWTP to the drain field. No decision was made. The truck's windshield had a crack in it and will need to be replaced. Eli will get some bids for replacement and Cheryl will contact Kelley Insurance about the deductible. Eli would like to investigate water sampling stations that are sanitary and easier to use. Roger and Eli will discuss options at their next regular meeting.

Consumption Report

The October 2024 consumption report was provided to the Board.


BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

CONCLUDE

There being no further business, Robert Vandenhaak concluded the meeting at 8:08 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 12/19/24.

APPROVED: 

DATE: 12-19-24


Rebecca Cayen