

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING MARCH 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 6:35 pm. Commissioners Anthony Au, Richard Whitson, Talitha Shiroma, Rebecca Cayen, and Robert Vandenhaak were present in person. District employees Cheryl Thompson and Carson Cothren were present in person. Roger Kuykendall and Jay Swift from Gray & Osborne were present via Zoom. One member of the public was present

ADOPTION OF MINUTES

Special Meeting February 15, 2024

Regular Meeting February 27, 2024

AA/RW a motion was made and seconded to approve the special meeting minutes from February 15, 2024, and the regular meeting minutes from February 27, 2024. Motion carried 5-0 for February 15, 2024 minutes and 4-0 for February 27, 2024 minutes, with Robert abstaining due to his absence from the meeting.

UNFINISHED BUSINESS

Scope of Work/Engineer's Report

G & O has completed the engineer's report for the critical improvements for the WWTP and submitted it to DOE. He is now beginning the scope of work for the updated WWTP.

SCPPL Funding

The DOE funding agreement has been sent to the attorney for review. Once he approves, Cheryl will create a resolution for acceptance of the terms of the loan. Then, the attorney will sign the Opinion of Legal Counsel.

New DOE Permit

The District's attorney and DOE's attorney are in discussions.

Well # 1 Electrical Project

Green Coast Electric needs to provide the generator cable for hooking up the generator.

WASWD Monthly update

No update

Balfour Valley-Manhole issues

Tabled

Red Mountain

No update

Whatcom Water Alliance

No update

Rates Discussion

Special meeting scheduled for April 3, 2024, at 6:30 pm to discuss the water and sewer rates. The District has seen a \$210,000 increase in the yearly Operations & Maintenance budget since 2017.

New Employee Hire

Cheryl will begin posting on websites this week.

Electrical Bids for New Aerator/Electrical Closet

No update

Leak Adjustment Credit Policy

Cheryl will create a new resolution that separates the leak adjustment credit policy from the resolution for water rates.

Emergency Response Plan

Cheryl presented the final draft of the emergency response plan for the board to review. *TS/RC a motion was made and seconded to approve the final draft of the emergency response plan. Motion carried 5-0.*

Radio/Cellular Communication System for Reservoirs and Wells

The radio frequency is much cheaper and does not require power at the reservoirs. Cheryl and Carson used the radio frequency walkie-talkies to communicate with each other between the reservoirs and the well sites.

AA/RC a motion was made and seconded to approve the purchase of the radio frequency system from Ritron for \$4,014 plus tax and shipping. Motion carried 5-0.

Water Meters

Tabled until the special meeting on April 9, 2024, at 6:30 pm.

NEW BUSINESS

Generator Rental

The new generator will not arrive until September 2024. The District must have back up power for the WWTP. The generator will continue to be rented until the new one arrives.

PUBLIC COMMENT FORUM

The income survey was discussed. 18 more surveys are needed. Jack Hovenier will help with getting more responses from the Red Mountain HOA members, if needed. Cheryl will draft a letter to the Whatcom County Executive to update him on the District's progress with the DOE Loan process and present to the Board for review at the special meeting on April 9, 2024 at 6:30 pm.

BILLS PAYABLE

Claims Payment Request form dated 3/4/24 in the amount of \$33,666.00 (Capital Projects

Claims Payment form dated 3/4/24 in the amount of \$4,270.57

Payroll dated 3/18/24 in the amount of \$14,958.75

Claims Payment form dated 3/26/24 in the amount of \$22,319.19

Amended Excise Tax Request Form 3/25/24 in the amount of -\$49.36 (credit)

Excise Tax Request Form 3/25/24 in the amount of \$1,614.47

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

FINANCIAL REPORTS

YTD Expenses – Review

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

Treasurer's Reports

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

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

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

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

WCWD13 Board of Commissioner's Meeting

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February 2024 Collections Report was presented to the Board for review.
February 2024 Aged Receivables and Delinquent Account Reports were provided for review.

Petty Cash

No petty cash disbursements for February 2024.

WATER & WASTEWATER REPORT

District Operations Report

The February 2024 operations report was provided to the Board.

Consumption Report

The February 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 7:41 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 4/23/24.

APPROVED: R. L. D. [Signature] DATE: 4-23-24

[Signature] 4/23/24
[Signature] 4/23/24