

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING MAY 23, 2023**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Robert Vandenhaak at 6:10 pm. Commissioners Rebecca Cayen, Richard Whitson and Robert Vandenhaak were present in person, and Commissioner Anthony Au was present via Zoom.. District employees Carson Cothren and Cheryl Thompson were present in person. Roger Kuykendall from Gray & Osborne was present via Zoom, 1 member of the public was present via Zoom, and 1 member of the public was present.

BILLS PAYABLE

RW/RC a motion was made and seconded to approve the Claims Payment Request form dated 05/05/23 in the amount of \$6,636.59. Motion carried 4-0.

RW/RC a motion was made and seconded to approve Payroll dated 5/12/23 in the amount of \$11,474.50. Motion carried 4-0.

RW/RC a motion was made and seconded to approve the Claims Payment form dated 5/23/23 in the amount of \$ 5,591.22. Motion carried 4-0.

RW/RC a motion was made and seconded to approve the Excise Tax Request form dated 5/25/23 in the amount of \$1,332.99. Motion carried 4-0.

ADOPTION OF MINUTES

Special Meeting April 5, 2023

RW/RC a motion was made and seconded to approve the special meeting minutes from April 5, 2023. Motion carried 4-0.

Regular Meeting April 28, 2023

RC/RW a motion was made and seconded to approve the regular meeting minutes from April 28, 2023. Motion carried 4-0.

FINANCIAL REPORTS

YTD Expenses – Review

April 2023 Expense report was presented to the Board for review.

Treasurer's Reports

April 2023 financial reports were presented to the Board for approval.

RW/RC a motion was made and seconded to approve the April 2023 financial reports. Motion carried 4-0.

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

April 2023 Cash position reports were presented to the Board for review.

April 2023 Aged Receivables and Delinquent Account Reports provided for review. Account #10126 removed the lock on the water meter that was put on for non-payment. The water meter setter was also damaged a new lock can't be put on. The attorney was contacted for guidance and a letter was sent certified mail to inform the ratepayer of his options moving forward.

Petty Cash

No Petty Cash disbursements for April 2023.

Investment Form: Move \$46,959.00 from GFC Cash Account to GFC Investment Account

RC/RW a motion was made and seconded to approve the Whatcom County Investment Pool form dated 5/25/23 in the amount of \$46,959.00. Motion carried 4-0.

PUBLIC COMMENT FORUM

No public comments made.

WATER & WASTEWATER REPORT

District Operations Report

The April operations report was provided to the Board. Lagoon 3 is scheduled to be pumped the week of June 19, 2023. DOE Biosolids Coordinator Amber Corfman came out to tour the WWTP and talked with Carson and Cheryl about the Biosolids permit. Both pumps failed at the contact chamber, but Carson was successful in getting them working again. *RW/RC a motion was made and seconded to approve purchasing a Baldour backup pump. Motion carried 4-0.*

Consumption Report

The April consumption report was provided to the Board.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

UNFINISHED BUSINESS

WASWD Monthly update

Rebecca reminded everyone to make a WASWD account to access their website. The website forum is a good way to see what other districts are doing. WASWD Board of Directors has vacancies for 2024. WASWD's 2024 budget is coming out in September. From the legislative session, climate planning resiliency is a priority. The legislation banning water shutoffs during hot weather passed both houses.

Balfour Valley

No update

Red Mountain

Jack will wait until the new WWTP permit comes out to submit questions to the district, since the new permit may answer the Whatcom County Health Department's questions.

Whatcom Water Alliance

No update

Engineering Capacity Analysis Report

The new draft WWTP permit is in the comment period until May 31, 2023. Roger has concerns about the proposed permit. He will submit comments to DOE on behalf of the district.

Resolution 05-2023-Tampering, Meter Box Obstruction, and Water Theft Fine Policy

RW/RC a motion was made and seconded to approve resolution 05-2023. Motion carried 4-0.

Resolution 06-2023-Block Water Rates and High Usage Billing

RC/RW a motion was made and seconded to approve resolution 06-2023. Motion carried 4-0.

Sprague Valley Generator

All diesel generators are 40-50 weeks out. Renting a generator for the winter may be an option until a new generator is available to be installed. Tabled until next meeting.

Radio Frequency Water Meters

Tabled until next month's meeting.

State Audit

Audit report has been submitted.

Lead Line Service Inventory

The inventory is due in October 2024. This will be removed from the agenda for the next few months.

Engineering Statement of Qualifications Review

Cheryl has given out an engineering firm rating form to the Commissioners to fill out, one form for each engineering firm. Cheryl will tabulate the Commissioners responses and present the results at the next meeting.

Security Camera System Upgrade Bid Review

Tabled until next meeting.

Fencing: Drain Field & Lagoon 3

Carson provided costs of T posts and safety fencing from Uline. Tabled until next meeting.

Letter of Interest for Vacant Commissioner Position #3

Talitha Shiroma submitted a letter of interest for vacant Commissioner Position #3. She has also registered for the November election for this position. ***RW/RC a motion was made and seconded to appoint Talitha Shiroma to fill vacant Commissioner Position #3 through December 31, 2023. Motion carried 4-0.***

NEW BUSINESS

New L & I regulations for Employees

Effective June 15, 2023, new safety regulations are in place for employees who work outside during the summer. Cheryl will research the new regulations. Further L & I regulations are coming regarding working outside in smoky conditions. Cheryl will monitor the progress of these new regulations. A safety manual is needed. Cheryl will reach out to other Districts to see if they are willing to share what they have.

Pond Liners

Steve Hood from the Department of Ecology visited the Wastewater Treatment Plant. He said the pond liners for Lagoons 2 and 3 need to be replaced. Tabled until the next meeting.

Adding Robert Vandenhaak as a signer to the People's Bank accounts

RW/RC a motion was made and seconded to add Robert Vandenhaak as a signer to the People's Bank accounts. Motion carried 4-0. Cheryl will set this up once the meeting minutes have been approved.

Red Mountain Irrigation Water Meters

Jack needs 3 water meters for irrigating the bioswales he is required to have in Phase 3. This will be temporary, 2-3 years, until the plants are established. Once the plants are established, the water meters will be removed. Cheryl will research what Balfour Village was charged for their irrigation meters.

Consumer Confidence Report (CCR)

The report is finished. Cheryl is working on creating the CCR in a newsletter format, to be presented at the next meeting.

L & I Retro Program

Rebecca researched the Retro Program and discovered that you must have employees for 2-3 years before an employer is eligible.

WUCC Meeting

Next WUCC meeting on June 6, 2023, from 5:30-7:00 pm. Discussion is about the Whatcom County Coordinated Water System Plan, in conjunction with the Whatcom County Comprehensive Plan. Richard and Rebecca are voting members and will attend the meeting.

Special Meeting

Robert requested a special meeting on June 7, 2023, at 6:00pm. Cheryl will check with Jessica at the EWRRRC to see if it is available for use and with Roger to see if he is available to attend.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 8:12 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 06/27/23.

APPROVED: Rebecca Cayen

DATE: 6/27/23

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