

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
REGULAR MEETING MARCH 28, 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 6:04 pm. Commissioners Richard Whitson and Anthony Au were present. Commissioner Jackue Fowler was not present due to being transported to the hospital via ambulance. Commissioner Rebecca Cayen arrived at 6:30 pm. District employees Carson Cothren and Cheryl Thompson were present in person. District employees Brenda Gamache was present via Zoom. Roger Kuykendall and John Markus from Gray & Osborne were present via Zoom and 1 member of the public was present.

**BILLS PAYABLE**

*RW/AA a motion was made and seconded to approve the Claims Payment Request form dated 03/07/23 in the amount of \$4,468.56. Motion carried 3-0.*

*RW/AA a motion was made and seconded to approve Payroll dated 3/17/23 in the amount of \$14,865.00. Motion carried 3-0.*

*RW/AA a motion was made and seconded to approve the amended Claims Payment form dated 3/28/23 in the amount of \$ 8,728.15. Motion carried 3-0.*

*Approval of the Excise Tax Request form dated 3/27/23 to be approved at the next meeting due to incorrect form being submitted in the Board Packet.*

**ADOPTION OF MINUTES**

Regular Meeting February 28, 2023

*AA/RW a motion was made and seconded to approve the regular meeting minutes from February 28, 2023. Motion carried 3-0.*

**FINANCIAL REPORTS**

YTD Expenses – Review

February 2023 Expense report were presented to the Board for review.

Treasurer's Reports

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

*RW/AA a motion was made and seconded to approve the February 2023 financial reports. Motion carried 3-0.*

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

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

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

Petty Cash

No Petty Cash disbursements were made in February 2023.

Transfer of Funds from General Facilities Reserve Cash Account to General Cash Account and General Facilities Investment Account

Transfer of Funds from General Facilities Reserve Cash Account to General Cash Account and General Facilities Investment Account

*RW/AA a motion was made and seconded to transfer funds in the amount of \$868.56 from the General Facilities Reserve Cash Account to the General Cash Account, and to transfer funds in the amount of \$46,090.44 from the General Facilities Reserve Cash Account to the General Facilities Reserve Investment Account.*

*Motion carried 3-0*

## **PUBLIC COMMENT FORUM**

No public comments made.

## **WATER & WASTEWATER REPORT**

### District Operations Report

The February operations report was provided to the Board.

### Consumption Report

The February consumption report was provided to the Board.

## **BUSINESS MANAGEMENT REPORT**

### Meeting Log

The meeting log was presented to the Board.

### Website/Email update

Tabled until next meeting.

## **UNFINISHED BUSINESS**

### WASWD Monthly update

Tabled until next meeting.

### Balfour Valley

No update

### Red Mountain

No update

### Whatcom Water Alliance

Tabled until next meeting.

### Engineering Capacity Analysis Report

New Wastewater Treatment Plant permit from the Department of Ecology will be ready for review sometime in April 2023.

### Policy Review and Development

Tabled until next meeting.

### Sprague Valley Generator

Tabled until next meeting.

### Retirement Benefits for Employees through DPS

Tabled until next meeting.

Radio Frequency Water Meters

Tabled until next meeting.

Drain Field Fencing

Tabled until next meeting.

State Audit

May 30, 2023 is when the annual state audit is due. Brenda has booked airline tickets, arriving on April 30 and departing on May 5, 2023.

**NEW BUSINESS**

Lead Line Service Inventory

Tabled until next meeting.

Policy Review: Water Rates for over usage

Tabled until next meeting.

Engineering Statement of Qualifications Review

Tabled until next meeting.

Security Camera System Upgrade Bid Review

Tabled until next meeting.


Whatcom County Comprehensive Plan

Tabled until next meeting.

Commissioner Robert Vandenhaak called a Special Meeting for Wednesday, April 5, 2023, at 6:00 pm.

**CONCLUDE**

There being no further business Robert Vandenhaak concluded the meeting at 6:39 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 04/25/23.

APPROVED:  DATE: 4-25-23



 4/25/23