

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
REGULAR MEETING AUGUST 27, 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 6:31 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, Robert Vandenhaak, and Talitha Shiroma were present in person. District employees Cheryl Thompson, Carson Cothren, and Eli Gunn-Hirsch were present in person. Roger Kuykendall from Gray & Osborne was present via Zoom.

**EXECUTIVE SESSION 42.30.110(1)(i))**

Robert announced an executive session to meet with the District's attorney to discuss litigation. The executive session will end at 7:15 pm.

**ADOPTION OF MINUTES**

Special Meeting July 10, 2024

Regular Meeting July 23, 2024

*RC/RW a motion was made and seconded to approve the special meeting minutes from July 10, 2024, and the regular meeting minutes from July 23, 2024. Motion carried 5-0.*

**UNFINISHED BUSINESS**

SCPPL Funding

Cheryl submitted the PR/PR to DOE on the EAGL platform. DOE contacted her with some additional documents needed. Roger is working with Cheryl to get the needed documents, and she will have them uploaded by the end of the week.

Scope of Work/Engineer's Report /GSP

Matt Aamot, Senior Planner at Whatcom County Planning & Development Services has been in communication with Roger. Whatcom County is updating its Comprehensive Plan and has low, medium, and high growth projections for the next 20 years within the Columbia Valley UGA. Roger will meet with Matt about the growth projections since this is a component of the General Sewer Plan Roger is creating. Roger is finishing up the GSP and Jay Swift is working on the planning for the AKART study.

Scope of Work for Critical Improvements

The critical improvements are in the pre-design phase. A new communitator could be ordered within a few weeks.

Effluent Pump Station

Pump Tech came out to remove, troubleshoot, and reinstall the effluent pumps. Upon removal, both pumps' screens were covered in debris and leaves. The technicians said the pump impellers were rotating the proper direction, and they tested the amperage and voltage, which they said was fine. The pumps were returned to the wet well with no diagnoses of the pump performance issue. Pump #2's plate could not be properly lined up with the holes in the concrete. Pump #1 now is not working at all. BAI Environmental services came out a few days later to vacuum the leaves and debris out the wet well. At this point, no one knows why the pumps aren't working properly. Roger said there is a possibility of a pocket of air in the discharge line as air can build up at the highest point in the line. Roger will send information to Carson about how to figure out if that is happening. New pumps may be needed. It was suggested that an electrician could do a load study to see if the electrical system in place could handle a larger pump. This issue highlights the need for an emergency bypass system using a trash pump and hose connection to a new connection to the force main. The force main would need to be located and dug up and a vault added to divert the wastewater to. Valves would need to be added to bypass the wet well. More discussion will be needed to investigate this option,

### Well #1 Issues

Farmers Equipment can fix the bad valve with a rebuild kit. This could be fixed in September. More updates to follow at the next meeting.

### Radio/Cellular Communication System for Reservoirs and Wells

Both Shaun at Green Coast Electric and Ritron have been non-responsive. Farmers Equipment has experience with radio communications systems. A refund from Ritron might be needed if this isn't fixed soon.

### WASWD Monthly update

The State Legislature is in the budget planning session. There have been some potential candidates for the Executive Director's position at WASWD.

### Red Mountain

No update

## **NEW BUSINESS**

### Confined Space Entry Training

Green River College has a day long training in Auburn in December that costs \$240 per person. Eli reached out Lake Whatcom Water & Sewer District to see who they use, and they use Rhett Carpenter, a local safety trainer. Eli reached out to Rhett who will be doing an online training soon.

### Water Valve Repairs

Cheryl brought up that there are water valves that still need to be repaired. Carson and Eli will locate and exercise the valves and determine how many need repair.

### Influent Pump Stations

Both the Green Valley and Sprague Valley Lift Stations need to be cleaned. BAI Environmental Services gave a bid of \$5,593 including disposal. Bayside Services gave a bid of \$2,480 without disposal included.

*RC/RW a motion was made and seconded to approve the bid from Bayside Services for \$2,480 for the cleaning of both influent pump stations. Motion carried 5-0.*

### Pump Tech Invoice/Scope of Work

Pumps are working worse now than before Pump Tech removed and replaced the pumps to troubleshoot the problem. Eli and Carson will continue to work with Pump Tech. No invoice has been received yet, but the District may dispute paying the bill.

### Sewer Service Line Root Issue

A customer had a sewer back up in her bathroom, which came from tree roots in her sewer line. She had 2 different plumbing companies come out and clean the service line and the lateral line. Sullivan Plumbing marked on the ground where the tree roots were. Carson and Eli will check it out and the District will conduct its own investigation.

### Locator Equipment

Carson has been using witching sticks to locate our water and sewer lines, but has had issues with accuracy. All the water lines are PVC and locator equipment will not work on them. Carson will do some further research.

### Special Meeting in September

The commissioners will set aside Tuesday, September 10, 2024, for a special meeting, if needed.

## **PUBLIC COMMENT FORUM**

No public comments were made.

## **BILLS PAYABLE**

*Claims Payment Request form dated 8/5/24 in the amount of \$5,292.02*

*Payroll dated 8/16/24 in the amount of \$18,255.62*

*Claims Payment form dated 8/27/24 in the amount of \$16,522.12 General Cash*

*Claims Payment form dated 8/27/24 in the amount of \$47,893.84 Repairs & Maintenance Cash*

*Claims Payment form dated 8/27/24 in the amount of \$24,908.48 General Facilities Charges Cash*

*Excise Tax Request Form 8/25/24 in the amount of \$1,704.90*

*Investment Pool Transfer Form: Transfer \$47,893.84 from Repairs & Maintenance Investment to Repairs & Maintenance Cash Account*

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

## **FINANCIAL REPORTS**

### YTD Expenses – Review

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

### Treasurer's Reports

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

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

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

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

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

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

### Petty Cash

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

## **WATER & WASTEWATER REPORT**

### District Operations Report

The July 2024 operations report was provided to the Board.

### Consumption Report

The July 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 8:40 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 9/30/24.

APPROVED: Talitha Shikoma

DATE: 9-30-2024

Rebecca Ayen

Danielle