

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JULY 25, 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 6:02 pm. Commissioners Anthony Au, Rebecca Cayen, Richard Whitson, Talitha Shiroma, and Robert Vandenhaak were present in person. District employees Carson Cothren and Cheryl Thompson were present in person. John Markus from Gray & Osborne was present via Zoom. 1 member of the public was present.

BILLS PAYABLE

AA/RW a motion was made and seconded to approve the Claims Payment Request form dated 07/10/23 in the amount of \$5,141.09. Motion carried 5-0.

AA/RW a motion was made and seconded to approve Payroll dated 7/14/23 in the amount of \$11,407.00. Motion carried 5-0.

AA/RW a motion was made and seconded to approve the Claims Payment form dated 7/25/23 in the amount of \$ 33,751.24. Motion carried 5-0.

AA/RW a motion was made and seconded to approve the Excise Tax Request form dated 7/25/23 in the amount of \$2,252.47. Motion carried 5-0.

ADOPTION OF MINUTES

Special Meeting June 14, 2023

AA/RC a motion was made and seconded to approve the special meeting minutes from June 14, 2023. Motion carried 5-0.

Regular Meeting June 27, 2023

AA/RC a motion was made and seconded to approve the regular meeting minutes from June 27, 2023. Motion carried 5-0.

FINANCIAL REPORTS

YTD Expenses – Review

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

Treasurer's Reports

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

RW/RC a motion was made and seconded to approve the June 2023 financial reports. Motion carried 5-0.

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

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

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

Petty Cash

No Petty Cash disbursements for June 2023.

Investment Form: Move \$31,306.00 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 7/27/23 in the amount of \$17,592.00. Motion carried 5-0.

PUBLIC COMMENT FORUM

No public comments made.

WATER & WASTEWATER REPORT

District Operations Report

The June operations report was provided to the Board.

Carson reported that aerator 1 in lagoon 1 and aerator 3 in lagoon 2 have stopped working. It will cost approximately \$2,000.00 to rebuild the motors and a new aerator is approximately \$10,000.00 plus tax and shipping costs.

RW/RC a motion was made and seconded to approve the purchase of a new aerator not to exceed \$15,000.00. Motion carried 5-0.

Consumption Report

The June 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

WASWD Board of Directors is considering a 5.8% rate increase in membership dues. No Section 3 meeting in August.

Balfour Valley

No update

Red Mountain

Jack is continuing to try to achieve acceptance from Whatcom County for the next phase. The District has received a disc of the sewer lines. The sewer line will be tested on Bear Paw Court to make sure the sewage will flow properly.

Whatcom Water Alliance

WWA released their summer social media toolkit. They are also looking at charging dues for membership, approximately \$168 per year.

Engineering Capacity Analysis Report

Table 12 funding will cover the cost of a new engineering report.

New DOE Permit/Table 12 Funding

John spoke with DOE about the District's aerator troubles and generator issues. John encouraged the District to start the income survey as soon as possible. The Centennial Clean Water Grant can provide up to \$5,000,000 in grants for construction costs. The permit is on Shawn McKeon's desk, then it goes to Steve Hood, and then for public comment.

Pond Liners

Tabled until next meeting.

Sprague Valley Generator

The contract has been signed and the 10% deposit has been paid.

Mobile Generator for Well #1/Back up for Sprague Valley

A manual transfer switch would need to be installed at Sprague Valley to hook up the mobile generator. Carson will call Valley Electric for a bid on this, and Cheryl will look at mobile generators online.

Security Camera System Update

The security system has arrived. Robert will work with Carson to get it installed.

Fencing: Drain Field

Carson has ordered the fencing material and T posts and will install.

New L & I regulations for Employees/Safety Manual

The new heat regulations are in effect. The new smoke regulations are still in the public comment phase. Cheryl will order approved N95 masks for Carson and Nick to wear, in the event of a smoke event. Cheryl received a 198-page safety and accident prevention manual from Lakewood Water & Sewer District. She will be going through it to see what can be applied to the District.

Employee Vacation & Sick Time Coverage Plan

Tabled until next meeting.

Autopay through the website

Cheryl will be working with CUSI to get auto payment set up on the payment portal and have it on the website.

Office Printer

Cheryl will bring quotes to the special meeting for a new printer. The District is currently paying \$977 per year to lease a printer.

NEW BUSINESS

Committee Assignments

WUCC: Richard will attend as Rebecca has to step away from WUCC due to her work schedule.

Whatcom Water Alliance: Talitha and Richard will attend their quarterly meetings.

Special Meeting

Robert requested a special meeting on August 8 or 9, 2023, at 6:00pm. Cheryl will check with Jessica at the EWRRRC to see if it is available for use and with Roger for his availability.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 7:38 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 08/22/23.

APPROVED:  _____

DATE: 8/22/23

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