

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JANUARY 28, 2025**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Robert Vandenhaak at 6:32 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, Talitha Shiroma, and Robert Vandenhaak were present in person. District employees Hannah Palm, Eli Gunn-Hirsch and Cheryl Thompson were present in person. Gray & Osborne Engineers Roger Kuykendall was present in person and Jay Swift was present via Zoom. One member of the public was present in person.

ADOPTION OF MINUTES

Regular Meeting December 19, 2024

AA/RW a motion was made and seconded to approve the regular meeting minutes from December 19, 2024. Motion carried 5-0.

ENGINEERING BUSINESS

SCPPL Funding

4th quarter Payment Request/Progress report has been submitted. The planning phase is 54.8% complete. The planning phase is on hold until Whatcom County Planning Commission provides Gray & Osborne with population projection numbers for the next 20 years.

Scope of Work/Engineer's Report /GSP

G & O is waiting for Whatcom County to provide them with population growth numbers to incorporate them into the Engineer's Report/General Sewer Plan. Aspect Consulting has concluded the hydrogeologic study.

Scope of Work for Critical Improvements

District staff and Gray & Osborne continue to troubleshoot issues with the effluent pump station. Once the pressure release valve is installed, the trash pump will be used for a draw down test to see if the force main is working okay. Farmers Equipment said they could pull Pump #1 for approximately \$1,000 and bring it to their shop to see if it is in need of repair. Repair costs would be an additional expense. Replacing the current effluent pumps is another option. New Flygt pumps that are like the current pumps would cost \$17,300 plus installation costs. Larger Flygt pumps, which would be a different style, would cost \$50,700 plus installation costs. Gray & Osborne recommends getting the similar style pumps now for \$17,300 and then getting the larger pumps with the new wastewater treatment plant. Flow data loggers are not as accurate as they could be. Gray & Osborne will need peak hour flow data moving forward. The data logging equipment could help with the pond liner leak detection survey, due to be completed by September 30, 2025. Gray & Osborne is putting together the bid documents for all the critical improvements and are on track for the project going out to bid in April 2025. The estimated cost for the total project is \$440,000.

Effluent Pump Station

The check valves may not be closing properly so they should be replaced. *RW/TS a motion was made and seconded to approve Farmers Equipment to replace the check valves at the effluent pump station on January 29, 2025. Motion carried 5-0.*

Well #1 Issues

Farmers Equipment will be installing a high-pressure release valve on January 29, 2025.

Radio/Cellular Communication System for Reservoirs and Wells

The radio equipment has been reprogrammed twice in the past week. The message is not being received by the pumps to turn on. Gray & Osborne suggests researching other options. Eli will get a cost estimate for installing a timer system which could be a potential back up system. along with contacting Ritron for a refund.

New Water Sampling Stations

A discussion was held around replacing the 4 sample stations in Peaceful Valley and adding 1 sample station in Red Mountain. It will cost approximately \$3,800 to purchase the sample station and have an outside contractor install it. Robert feels the District could install their own with Robert's assistance. *RW/TS a motion was made and seconded to approve the purchase of 1 sample station and have Robert participate in the installation with District staff. Motion carried 5-0.*

Effluent Force Main

The force main is not shown on maps or drawings, and it is unknown what the pipe's diameter is. Locating the force main will be done in the future.

HACH Tech for sample machines

The samplers are not performing well, and they are not drawing the proper amounts needed for the samples. Eli will have Farmers check that the wire is still good and find out what a new sampler will cost.

Easements for Monitoring Wells

There are 5 monitoring wells: 3 downstream of the drainfield; one next to the drainfield; and one next to Lot 18 in Balfour Valley. It will be important to educate the owner of Lot 18 and the neighbor next door about the importance of the monitoring well and that it must not be exposed to any contaminants. The easement size is 10 feet by 35 feet. Gray & Osborne recommends placing gravel and a small fence around the monitoring well. The homeowner will need to be contacted to let them know it needs to be graveled and fenced. Roger will reach out to DOE to find out what they recommend the buffer around the monitoring well should be. Perhaps when Balfour Valley expands into the next phase, move the monitoring well to another location.

Lagoon Pond Liners

Gray & Osborne will connect with Eli and Hannah to get the pond liner leak detection survey completed by September 30, 2025. Should the pond liners fail the leak detection survey, it would be best to repair, rather than replace them.

UNFINISHED BUSINESS

WASWD Monthly update

Clark Halverson is the new WASWD Director. Public Records Index is a hot topic right now.

Red Mountain

All documents have been turned into the Whatcom County Health Department and have been accepted for review.

Water Valve Repairs

Tabled until next meeting.

New Generator Update/Cummins Service Bid

Valley Plumbing came out to assist Eli with the generator's transfer switch. Valley Plumbing showed Eli different ways to troubleshoot the transfer switch. Tri County Diesel Marine gave a bid for yearly basic generator maintenance for \$674.56. *TS/RW a motion was made and seconded to approve Tri-County Diesel Marine to provide yearly maintenance on the generator at the wastewater treatment plant. Motion carried 5-0.*

NEW BUSINESS

New trash pump

The current trash pump needs to be replaced. The same model is available at Hardware Sales for \$750 plus sales tax. *AA/RC a motion was made and seconded to approve the purchase of a new trash pump for no more than \$850 including sales tax. Motion carried 5-0.*

CUSI-Meter Reading Device and Micro Server

The current meter reader's screen is losing its pixelation and has become glitchy. The past 2 billing cycles, the meter reads file has become corrupted after downloading and Cheryl had to enter all the meter reads into the billing program by hand in order to bill customers. CUSI has moved to a cloud based platform that can use any internet capable device, such as a cellphone or tablet, to read meters. *RC/TS a motion was made and seconded to purchase the meter reading software at a yearly rate of \$1,200 plus tax. Motion carried 5-0.*

The CUSI billing program only has 30 new locations left. CUSI has a micro server that can store between 1,000 and 1,500 locations. The new sales representative for the District said she would work with the District to give a reduced rate on the micro server. New locations are sold in blocks of 200 for \$500. This topic will be revisited later this year as the number of locations available decreases.

New Cellphones for Staff

A presentation at the Commissioners Workshop about the Public Records Act reminded Commissioners that personal cellphones can be audited for public records. Both Hannah and Cheryl are using their personal cellphones for District business. 2 new cellphones should be added to the District's T-Mobile calling plan.

Resolution 2006-3 Public Records Requests Policy

The Public Records Act and the RCW that governs it have changed. This resolution is now outdated and needs to be updated. Cheryl will contact legal counsel for guidance.

BILLS PAYABLE

Claims Payment Request form dated 1/6/25 in the amount of \$14,490.95

Payroll dated 1/12/25 in the amount of \$14,076.38

Claims Payment form dated 1/28/25 in the amount of \$24,116.60 General Cash

Claims Payment Request Form for 1/28/25 in the amount of \$38,707.97 GFC Cash Account

Excise Tax Request Form 1/27/25 in the amount of \$1,275.40

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

FINANCIAL REPORTS

YTD Expenses – Review

A preliminary December 2024 Expense report was presented to the Board for review. Treasurer's reports have not been sent yet for December 2024.

Treasurer's Reports

Treasurer's reports have not been sent yet for December 2024.

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

A preliminary December 2024 Cash position reports were presented to the Board for review.

A preliminary December 2024 Collections Report was presented to the Board for review.

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

Petty Cash

AA/TS a motion was made and seconded to approve December 2024 Petty Cash disbursements. Motion carried 5-0.

WATER & WASTEWATER REPORT

District Operations Report

The December 2024 operations report was provided to the Board.
New pumps were installed at the Green Valley Lift Station in 2010, but no maintenance log has been maintained. Eli will create a maintenance log and keep it up to date.

Consumption Report

The December 2024 consumption report was provided to the Board.

BUSINESS MANAGEMENT REPORT

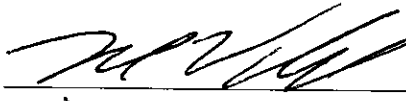
Meeting Log

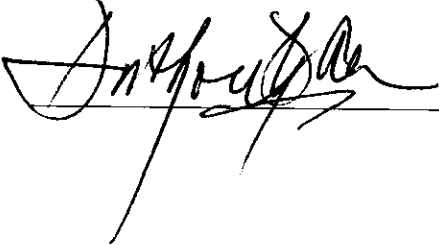
The meeting log was presented to the Board.

CONCLUDE

There being no further business, Robert Vandenhaak concluded the meeting at 8:26 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 2/25/25.

APPROVED:  DATE: 2-25-25

 2/25/25

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