

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING NOVEMBER 22, 2022**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Rebecca Cayen at 6:00 pm. Commissioners Jackque Fowler, Richard Whitson and Anthony Au were present. President Robert Vandenhaak was absent. District employees Cheryl Thompson was present in person and Brenda Gamache via Zoom. 2 members of the public were present.

BILLS PAYABLE

AA/RW a motion was made and seconded to approve the Excise tax Payment Request form dated 11/07/22 in the amount of \$6,334.43. Motion carried 4-0.

AA/RW a motion was made and seconded to approve Payroll dated 11/11/22 in the amount of \$11,383.75. Motion carried 4-0.

AA/RW a motion was made and seconded to approve the Claims Payment form dated 11/22/22 in the amount of \$ 17,951.34. Motion carried 4-0.

AA/RW a motion was made and seconded to approve the Excise Tax Request form dated 11/28/22 in the amount of \$2,480.07. Motion carried 4-0.

ADOPTION OF MINUTES

Special Meeting October 4, 2022

RW/AA a motion was made and seconded to approve the special meeting minutes from October 4, 2022. Motion carried 4-0.

Special Meeting October 19, 2022

RW/AA a motion was made and seconded to approve the special meeting minutes from October 19, 2022. Motion carried 4-0.

Regular Meeting Minutes October 25, 2022

AA/RW a motion was made and seconded to approve the regular meeting minutes from October 25, 2022. Motion carried 4-0.

FINANCIAL REPORTS

YTD Expenses – Review

YTD Expense report was presented to the Board for review.

Treasurer's Reports

The Whatcom County Treasurer's reports for the month of October were presented to the Board for approval.

RW/AA a motion was made and seconded to approve the October Treasurer's Reports. Motion carried 4-0.

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

The October Cash Position, Collection Report, AR, and Delinquent accounts reports were reviewed.

Petty Cash

RW/AA a motion was made and seconded to approve Petty Cash disbursement for \$1,092.50. Motion carried 4-0.

PUBLIC COMMENT FORUM

No public comments made.

WATER & WASTEWATER REPORT

District Operations Report

The October operations report was provided to the Board.

Consumption Report

The October 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

No update

Balfour Valley

No update

Red Mountain

Sewer lines are being installed. All lots in Phase 3 have sold.

Whatcom Water Alliance

No update

Website/Email update

Draft website was reviewed. Feedback can be given to Cheryl via email or by phone.

Engineering Capacity Analysis Report

No update

Rate Discussion

There is a budget shortfall. A special meeting will be held on November 29, 2022, at 6:00 pm to discuss the budget and rates. An executive session will be held to discuss employee compensation.

RCW 57.08.014 states that the district can adjust or delay rates for low-income persons. Rebecca will contact MRSC to see if they have a procedure for that. Rebecca is also checking with MRSC to see if commissioners can voluntarily cap their commissioners' fees.

Resolution Number 03-2022, Cancellation of Warrants

AA/JW a motion was made and seconded to approve Resolution Number 03-2022, Cancellation of Warrants. Motion carried 4-0.

2023 Budget

There is a budget shortfall. A special meeting will be held on November 29, 2022, at 6:00 pm to discuss the budget.

NEW BUSINESS

Chlorine Meter

RC/RW a motion was made and seconded to approve the purchase of a chlorine meter not to exceed \$700. Motion carried 4-0.

Fence Repair

RW/AA a motion was made and seconded to approve the bid from Up-Right Fence to repair the fence around the wastewater treatment plant. Motion carried 4-0.

Department of Retirement Services

Rebecca said the district is eligible for the state retirement plan for employees. There are 2 plans. PERS has an employer and employee contribution. The deferred plan has an employee contribution only. The district would have to become a member to be eligible and a resolution would have to be passed to do so.

Transfer Fee

Rebecca proposed researching what other districts charge for a potential increase in transfer fees in 2024.

Policy Review and Development

Rebecca proposed reviewing and updating current policies, and developing new policies, as needed. One policy will be reviewed at each regular meeting in 2023. January could be a discussion about water leaks and a possible change in fees for water overage to encourage customers to fix water leaks.

CONCLUDE

There being no further business Rebecca Cayen concluded the meeting at 7:27 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 12/27/22.

APPROVED: *R. J. Witt* DATE: *12-27-22*
Rebecca Cayen
M. V. M. 12/27/22