

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
SPECIAL MEETING FEBRUARY 15, 2024**

CALL TO ORDER

A hybrid Special meeting was held February 15, 2024, via Zoom and in-person at the East Whatcom Regional Resource Center. Meeting was called to order at 6:30 pm by President Robert Vandenhaak. Commissioners present were Anthony Au, Rebecca Cayen, Richard Whitson, Robert Vandenhaak and Talitha Shiroma. Staff present were Cheryl Thompson and Carson Cothren present via Zoom. Gray & Osborne Engineers Roger Kuykendall and John Markus were present via Zoom. Two members of the public were present.

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 6:45 pm.

Insurance Property Schedule

There is concern about the adequacy of the insurance coverage on components of the water and wastewater treatment plant. Hiring an appraiser with Enduris will cost approximately \$4,800. Cheryl will investigate if there are other companies that do appraisals and ask other District's what their process is on insuring their property.

Water Line Break

The Department of Health is requiring the District to create an emergency response and communication plan and submit it by March 30, 2024. Cheryl will also investigate the AlertSense program through the Whatcom County Emergency Management Department.

Reservoirs- Geo Technical Report

The geo technical report from Stratum Group has determined that there is a low risk to the reservoirs from the landslides that have occurred behind the reservoirs this winter. The District will continue to plan for an alternative location for the reservoirs as part of the long range District planning.

Water Meters

The District is having difficulty finding manual read water meters as many companies are no longer making them. Hybrid manual read/radio frequency is the new industry standard. Carson will investigate rebuild kits for manual meters.

Bill Payment for Capital Projects and Attorney's Fees

Funds will be moved from investment accounts to cash accounts to pay the invoices for the Well #1 electrical upgrades, engineering and legal bills, and repairs associated with the water line break.

Hiring New OIT

A proposal was made to have the new employee work 8 hours in the office and 32 hours with Carson maintaining the water distribution system and the wastewater treatment plant. Rate of pay in the range of \$23-\$27/hour with benefits. Carson will be taking his Water Operator exam at the end of March. More discussion at the regular meeting on February 27, 2024.

Water: Usage/Leak Adjustment Policy

Commissioners will review the current resolution and the current policy for discussion at the regular meeting on February 27, 2024.

FINANCIAL REPORTS

YTD Expenses – Review

December 2023 and January 2024 Expense report was presented to the Board for review.

Treasurer's Reports

December 2023 and January 2024 treasurer's reports were presented to the Board for review.

RW/AA a motion was made and seconded to approve December 2023 and January 2024 Treasurers' Reports. Motion carried 4-0.

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

December 2023 and January 2024 Cash position reports were presented to the Board for review.

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

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

Petty Cash

RW/AA a motion was made and seconded to approve the petty cash disbursement of \$519.81 for January 2024. Motion carried 4-0.

WATER & WASTEWATER REPORT

District Operations Report

The January 2024 operations report was provided to the Board.

The signal wire between the reservoirs and the wells is broken some place in between. Investigate another solution that does not require on-site electricity.

Consumption Report

The January 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 8:09 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 3/26/24.

APPROVED: _____



DATE: 3-26-24



Rebecca L. Lazenby