

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING SEPTEMBER 26, 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 6:00 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, Talitha Shiroma, and Robert Vandenhaak were present in person. District employees Carson Cothren was present in person. Roger Kuykendall and John Markus from Gray & Osborne were present via Zoom. 1 member of the public was present in person.

BILLS PAYABLE

AA/RC a motion was made and seconded to approve the Claims Payment Request form dated 08/30/23 in the amount of \$2,653.27. Motion carried 5-0.

AA/RC a motion was made and seconded to approve the Claims Payment Request form dated 09/07/23 in the amount of \$23,413.29. Motion carried 5-0.

RC/AA a motion was made and seconded to approve Payroll dated 9/18/23 in the amount of \$13,262.00. Motion carried 5-0.

RC/AA a motion was made and seconded to approve the Claims Payment form dated 9/26/23 in the amount of \$ 24,901.81. Motion carried 5-0.

AA/RC a motion was made and seconded to approve the Excise Tax Request form dated 9/25/23 in the amount of \$1,888.28. Motion carried 5-0.

ADOPTION OF MINUTES

Special Meeting August 8, 2023

RW/RC a motion was made and seconded to approve the special meeting minutes from August 8, 2023. Motion carried 5-0.

Regular Meeting August 22, 2023

AA/RW a motion was made and seconded to approve the regular meeting minutes from August 22, 2023. Motion carried 5-0.

Special Meeting August 30, 2023

RC/RW a motion was made and seconded to approve the special meeting minutes from August 30, 2023. Motion carried 5-0.

FINANCIAL REPORTS

YTD Expenses – Review

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

Treasurer's Reports

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

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

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

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

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

Petty Cash

No Petty Cash disbursements for August 2023.

PUBLIC COMMENT FORUM

No public comments made.

WATER & WASTEWATER REPORT

District Operations Report

The August operations report was provided to the Board. A request was made to have a procedure for doing Carson's daily tasks in the event a commissioner may have to step in for him.

Consumption Report

The August consumption report was provided to the Board.

There are concerns about the percentage of water loss. Richard will share information at the next meeting about a company that can perform leak detection.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

UNFINISHED BUSINESS

WASWD Monthly update

Water rights are a statewide issue, especially with recent the drought.

Balfour Valley

No update

Red Mountain

Jack is working on getting everything ready for the district to accept Phase 3. Roger's engineers would like to review the video of the water lines for the report that needs to be submitted to the Department of Health. A letter will be prepared from the district stating the water lines were inspected during the construction phase.

Whatcom Water Alliance

Fall Social Media Toolkit has been sent out. Their focus is now on winterization, shower use efficiency and prevention runoff. The rebate program is still happening. Discussion about using the sandwich boards to advertise the rebates and encourage winterization.

Scope of Work/Engineer's Report/New DOE Permit

The scope of work provided by G & O will cover the improvements to the WWTP for the next 5 years. Then the Engineering Report will cover what the new WWTP will look like for the future. G & O is attempting to have DOE pull back on some of the requirements for the DOE permit as the technology in place at the WWTP won't allow the permit to be met. If DOE insists on leaving the permit as it is now, G & O will ask DOE for more time for the district to acquire the technology needed. They are also requesting that DOE remove the pond liner replacement from the requirements as it is an expensive replacement that will not be used in the future WWTP. If the critical improvements

are made, it would be possible to have 700 connections to WWTP. There is the potential for 1,000 to 1,100 connections, based on the UGA plan. The district has 1,338 water connections available.

Table 12 Funding

Tabled until October 3, 2023, special meeting. Meeting with DOE Financial team on October 12, 2023, at 3:00 pm with the engineers, Robert, Richard, and Cheryl.

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

Well #1 electrical submittals have been approved by Roger. The contractor will be ordering the needed materials, and once they are received, Roger will schedule a pre-construction meeting. After the pre-construction meeting, the contractor can schedule his work.

The district is waiting to get an updated quote from Power Systems on a mobile generator that has a voltage selector switch so the generator can be used at both the WWTP and Well #1. A procedure will need to be created for starting the generator, if the mobile generator is used as a backup, so that the generator is not overloaded on startup. Roger recommends a 60 kw generator if the mobile generator is going to be used as a backup to the WWTP.

Fencing: Drain Field

The fencing is keeping vehicles out of the drain field area.

Safety Manual

Tabled until next meeting.

Office Printer

Tabled until next meeting.

NEW BUSINESS

Resolution 07-2023: Cancellation of Warrants More than One Year Old

RC/AA a motion was made and seconded to approve Resolution Number 07-2023, Cancellation of warrants. Motion carried 5-0.

Income Survey

RC/AA a motion was made and seconded to approve conducting an income survey with RCAC. Motion carried 5-0.

Pressure Gauge Bid

Carson received a bid of \$1,500 to install pressure gauges in the sewer lines. Another bid is coming next week. This will measure the pressure to see if the issue is the pumps or the in the pipes. Carson will send the bid to John for review.

Nick's Employment Contract

Ask Nick if he is willing to go month to month until Carson gets his Operator's License. Nick might want to go down to once per month. Carson is testing at the end of October.

Rates Discussion/Loan Repayment

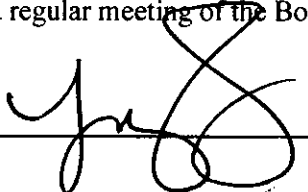
Richard shared a spreadsheet that calculates how many customers are needed and at what rate to repay a loan over time. The current rates do not meet the current budget, without having a loan. A significant increase in rates is needed to meet operating and maintenance expenses, plus paying a loan over 20 years with interest. A tired increase would reduce the burden on the ratepayers. New homes are being built so there will be new ratepayers and new GFC charges

as income for the district. One question is when does the loan repayment start. More information will be forthcoming after the meeting with DOE's financial team on October 12, 2023.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 7:42 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 10/24/23.

APPROVED: _____



DATE: 10-24-2023

2023/10/24 10/24/23
Robert Vandenhaak 10/24/23