

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING DECEMBER 27, 2022**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Robert Vandenhaak at 6:05 pm. Commissioners Rebecca Cayen, Jackque Fowler, Richard Whitson and Anthony Au were present. District employees Cheryl Thompson and Carson Cothren were present in person and Brenda Gamache via Zoom. 2 members of the public were present.

BILLS PAYABLE

RC/RW a motion was made and seconded to approve the Claims Payment Request form dated 12/08/22 in the amount of \$5,122.24. Motion carried 5-0.

AA/RW a motion was made and seconded to approve Payroll dated 12/19/22 in the amount of \$13,238.25. Motion carried 5-0.

RC/RW a motion was made and seconded to approve the Claims Payment form dated 12/27/22 in the amount of \$ 11,735.79. Motion carried 5-0.

AA/RW a motion was made and seconded to approve the Excise Tax Request form dated 12/27/22 in the amount of \$1,388.49. Motion carried 5-0.

ADOPTION OF MINUTES

Special Meeting November 16, 2022

RC/RW a motion was made and seconded to approve the special meeting minutes from November 16, 2022. Motion carried 5-0.

Regular Meeting November 22, 2022

RC/RW a motion was made and seconded to approve the regular meeting minutes from November 22, 2022. Motion carried 4-0, with Robert abstaining.

Special Meeting Minutes November 29, 2022

RC/RW a motion was made and seconded to approve the regular meeting minutes from November 29, 2022. Motion carried 5-0.

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 November were presented to the Board for approval.

RC/RW a motion was made and seconded to approve the November Treasurer's Reports. Motion carried 5-0.

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

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

Petty Cash

RW/RC a motion was made and seconded to approve Petty Cash disbursement for \$297.50. Motion carried 5-0.

WWTP Capacity Analysis Funds

RW/RC a motion was made and seconded to approve moving \$54,076.98 from the General Facilities Reserve Cash Fund to the General Cash account for engineering expenses related to the WWTP Capacity Analysis. Motion carried 5-0.

PUBLIC COMMENT FORUM

No public comments made.

WATER & WASTEWATER REPORT

District Operations Report

The November operations report was provided to the Board.

Operators were unable to measure sludge due to lagoon 3 being frozen. Aerator pumps were turned off because they were frozen, as well. John Markus requested Carson and Nick call him to discuss recirculating wastewater from lagoon 3 to lagoon 1.

Consumption Report

The November consumption report was not provided to the Board as water meters were covered in snow and not able to be read.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

UNFINISHED BUSINESS

WASWD Monthly update

Non-profit laws have changed. There is a consensus amongst the smaller districts that reduced rates are unaffordable. WASWD has a new website. Commissioners should be receiving an email outlining how to create a profile to access the "members only" portion of the website.

Balfour Valley

No update

Red Mountain

No update

Whatcom Water Alliance

Quarterly Meeting invites have been sent out via email.

Engineering Capacity Analysis Report

The district should be notified in mid-January if the Table 12 criteria has been met for funding.

Website/Email update

Draft website was reviewed, and an updated link will be emailed on Thursday, December 29th. Feedback can be given to Cheryl via email or by phone.

2023 Budget

AA/RC a motion was made and seconded to approve the 2023 Budget as presented. Motion carried 5-0.

NEW BUSINESS

Elect Officers for 2023

RC/RW a motion was made and seconded to have Robert Vandenhaak continue as President and Richard Whitson continue as Secretary/Auditing Officer. Motion carried 5-0.

WASWD Commissioner's Meeting

All Commissioners and Cheryl will attend the meeting on January 28, 2023. Enduris will pay for the Commissioners' attendance.

Policy Review and Development

Rebecca proposed reviewing and updating current policies, and developing new policies, as needed. January 2023's meeting will be a discussion about water meters: unauthorized use; turning water meters on and off; and meter tampering. Brenda will review what is already in place and have something to look at for January 2023's meeting.

Employee Health Insurance

The Public Employee Benefits Board full benefits package for Carson, including medical, dental and vision insurance, life and accidental death insurance is less than \$100 per month more than just medical insurance.

RW/RC a motion was made and seconded to approve a \$2.00 per hour medical insurance stipend for Cheryl, effective January 1, 2023. Motion carried 5-0.

90 Day Wage Evaluation

RW/RC a motion was and seconded to adjust Carson's hourly wage from \$27/hour to \$30/hour, effective January 1, 2023. Motion carried 5-0.

Retirement Benefits

The Deferred Compensation Plan through Washington State Department of Retirement Service is an employee contribution only retirement plan. The district would have to become a member to be eligible and a resolution would have to be passed to do so.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 7:15 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 01/24/23.

APPROVED:

Rebecca Cayen

DATE:

1/24/23

M. Williams 1/24/23

J. H. ...