

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

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by President Robert Vandenhaak at 6:08 pm. Commissioners Richard Whitson, Rebecca Cayen, Jackque Fowler and Anthony Au were present. District employees Cheryl Thompson was present in person and Brenda Gamache via Zoom. Also in attendance via Zoom were District Engineer Roger Kuykendall and John Markus from Gray & Osbourne. Members of the public were Jack Hovenier and Jaime White.

BILLS PAYABLE

RC/RW a motion was made and seconded to approve the Excise tax Payment Request form dated 9/26/22 in the amount of \$1,902.36. Motion carried 5-0.

RC/AA a motion was made and seconded to approve the Claims Payment form dated 9/08/22 in the amount of \$8,199.35. Motion carried 5-0.

RC/RW a motion was made and seconded to approve the Claims Payment form dated 9/09/22 in the amount of \$ 36,810.29. Motion carried 5-0.

RC/RW a motion was made and seconded to approve Payroll dated 9/16/22 in the amount of \$9,341.00. Motion carried 5-0.

RC/RW a motion was made and seconded to approve the Claims Payment form dated 9/27/22 in the amount of \$23,314.24. Motion carried 5-0.

ADOPTION OF MINUTES

Special Meeting Minutes August 17, 2022

RW/AA a motion was made and seconded to approve the special meeting minutes from August 17, 2022. Motion carried 5 -0.

Regular Meeting Minutes August 23, 2022

RC/AA a motion was made and seconded to approve the special meeting minutes from August 23, 2022. Motion carried 5-0.

Special Meeting Minutes August 31, 2022

RC/AA a motion was made and seconded to approve the special meeting minutes from August 31, 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 August were presented to the Board for approval.

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

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

The August 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 \$45.60. Motion carried 5-0.

PUBLIC COMMENT FORUM

Richard Whitson said that Peaceful Valley HOA will be consulting a lawyer after Ziplly began installation of fiber internet within Peaceful Valley without first contacting the HOA Board of Directors for permission.

WATER & WASTEWATER REPORT

District Operations Report

The August operations report was provided to the Board.

Consumption Report

The August consumption report was provided to the Board.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

Computer Update

Transfer of data is almost complete

Employees

Carson Cothren started training on September 20, 2022, and Nick Duran will begin on October 3, 2022.

UNFINISHED BUSINESS

WASWD Monthly update

WASWD Annual Business Meeting will be hybrid on September 30, 2022

Balfour Valley

Jaime requested a new letter of Intent to Serve with 57 new homes. Cheryl will change the letter and Robert will sign it.

Red Mountain

Jack is working with Gray & Osbourne on the sewer design for Phase 3. Groundbreaking will occur towards the end of October. Preconstruction meeting on September 30, 2022, at 10:00 am. Robert, Cheryl and Carson will attend.

Whatcom Water Alliance

Next meeting is October 12, 2022.

Generator Wiring

Green Coast Electric was awarded the electrical bid. Roger will get a contract together.

RC/RW a motion was made and seconded to approve the bid award to Green Coast Electric, LLC in the amount of \$33,666.00. Motion carried 5-0.

Website/Email update

Cheryl was allotted 16 extra hours to work on the website with Sindelar Communications and Marketing.

Engineering Capacity Analysis Report

Gray & Osbourne met with DOE regarding the issues with the Wastewater Treatment Plant. DOE is aware of the issues with plant and with the permit they issued to the district. New criteria will be in the permit that will be issued next year. DOE has a new funding program for identified disadvantaged small communities. They have created a new program with one application that covers, design, planning and construction, instead the need to apply in each phase. Roger recommended to apply for funding under this new program and put a hold on the engineering report for now. June 2023 is when applications will be finalized, and the district could ask for reimbursement for money already spent if the application is approved. An income study would be needed to determine financial hardship for the ratepayers which could make the district eligible for a portion of loans to be forgiven in the form of a grant. Application deadline is October 12, 2022. Cheryl will get the EAGL account set up. A special meeting will be held on October 4, 2022, to discuss the application process in more detail.

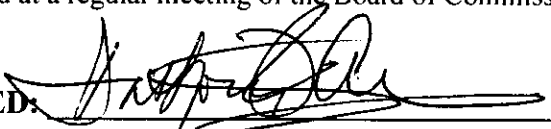
NEW BUSINESS


Leak Detection Equipment

Tabled for later

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 7:12 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 10/25/22.

APPROVED:  DATE: 10/25/2022

 10/24/22

