

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
SPECIAL MEETING MARCH 14, 2024**

CALL TO ORDER

A hybrid Special meeting was held March 14, 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 Engineer Jay Swift was present via Zoom. One member of the public was present.

Draft Agreement with DOE update

The draft agreement has been emailed to the District's attorney for review. He also sent sample resolutions for drafting a resolution of acceptance of the loan.

Meeting with DOE update

The meeting went well. The Pollution Control Board hearing has been delayed for 5 weeks.

Scope of Work for Critical Improvements

G & O has brought in an additional engineer, Jay Swift, to work on the scope of work for the critical improvements. This will help G & O meet the schedule for the planning phase.

RC/AA a motion was made and seconded to accept the scope of work for the critical improvements and to approve G & O to proceed. Motion carried 5-0.

Lease Proposal for Cell Tower on WCWD 13 Property

The proposed lease is for 30 years. There would need to be a separate entrance to the cell tower and no access to the treatment plant. With the upgraded facility project coming online in the near future, there is concern for siting of the cell tower that would not impact the new upgraded treatment plant.

Emergency Response and Communication Plan

Cheryl presented what she has created to date. The plan will be complete by the regular meeting on March 26, 2024.

Bids for Reservoir Road Regrading

P & P Excavating submitted 3 bids for repairing the road to the reservoirs. Each bid has a slightly different scope of work. *RW/AA a motion was made and seconded to approve the bid for @2,134.00 from P & P Excavating for repair work for the road to the reservoir. Motion carried 5-0.*

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. *RW/RC a motion was made a seconded to approve the job description for the new employee. Motion carried 5-0.*

Meters

We currently have 25 water meters. This amount should be enough for this year. Carson and Cheryl will do some more research on the radio frequency water meters, as the current meters were replaced in 2015 & 2016. They start to wear out around 10 years of use.

Water: Usage/Leak Adjustment Policy

Richard presented a reworked version of the current leak adjustment credit policy. Talitha suggested a rolling 12-month period instead of 12 months. Further discussion on April 9, 2024, special meeting.

Electrical Bid for new aerator/electrical closet

Roger sent Carson information to get the 2 bids received from Valley & Reed Electric aligned with the same items. John Markus will check with Liz at DOE about the SEPA requirements.

Communication System for Wells and Reservoirs

John suggested that a radio survey be done to see how strong the radio signal needs to be for the radio frequency style of communication system. Most utilities are moving to cellular, but it is more expensive and requires solar power.

Rates

A special meeting will be held on April 3, 2024, to discuss water and sewer rates.

Insurance Property Appraisal

Investigate the replacement value of items on the property schedule. Further discussion at the regular meeting on March 26, 2024.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 8:00 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 4/23/24.

APPROVED: *R. L. L. Witt*

DATE: 4-23-24

Rebecca Gayen

[Signature]