

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING NOVEMBER 27, 2018**

CALL TO ORDER

President Phil Cloward called the regular meeting of the Board of Commissioners of Whatcom County Water District No. 13 to order at 6:00 pm. Board members present were Richard Whitson, Jackque Fowler, Rebecca Cayen. Also present was Kelly Wynn, Brenda Gamache and DeAnna Estes with Water and Wastewater Services LLC and Roger Kuykendall from G & O. There were 2 members of the public in attendance. Commissioner Robert Vandenhaak was excused from the meeting due to a prior engagement.

BILLS PAYABLE

RW/RC a motion was made and seconded to approve the Claims Payment Request form dated 11/8/18 in the amount of \$ 13,064.73. Motion carried 4-0.

RW/JF a motion was made and seconded to approve the Claims Payment Request form dated 11/26/18 in the amount of \$ 849.33. Motion carried 4-0.

RC/RW a motion was made and seconded to approve the Claims Payment Request form dated 11/27/18 in the amount of \$ 24,368.41. Motion carried 4-0.

ADOPTION OF MINUTES

Regular Meeting Minutes October 23, 2018

RW/RC a motion was made and seconded to approve the regular meeting minutes from October 23, 2018. Motion carried 4-0.

FINANCIAL REPORTS

2018 YTD Expenses - Review/Approval

RW/RC a motion was made and seconded to accept 2018 expense and income reports for the month. Motion carried 4-0.

Treasurer's Reports

The treasurer's reports for October were presented to the board for review and approval.

RW/RC a motion was made and seconded to approve October's treasurer's reports. Motion carried 4-0.

Petty Cash Approval

The board was provided the petty cash spreadsheet for the prior month in the amount of \$ 178.52

RW/RC a motion was made and seconded to approve the petty cash spreadsheet in the amount of \$ 178.52. Motion carried 4-0.

The Following reports were provided to the Board for review.

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

Commissioner Whitson informed the board that at the County Auction that was held on 11/16 the District did not need to use the check in the amount of \$ 25,000.00, so it was returned to the County office and will go back into the District's maintenance account. The property at 871 Deep Valley did sell at auction for \$ 17,000.00.

WATER & WASTEWATER REPORT

Kelly Wynn reviewed the provided reports for Water and Wastewater Services for the month of October to the board of Commissioners.

BUSINESS MANAGEMENT REPORT

Staff informed the board that there was a meeting log in the packet and if any issues are found to inform staff so it can be rectified.

She also stated the Robert Vandenhaak was appointed at last month's meeting and that he has been sworn in and is able to due the duties of his appointment.

UNFINISHED BUSINESS

Trek Properties

Roger delivered the as built to the office. He also stated that we can send him a letter of acceptance of project letter and also notify him that we won't release the performance bond until the maintenance bond has been received.

Balfour Valley

Roger has been in communication with Mark Henderson with DOE and the District's NPDES permit requires us to prevent and eliminate and inflow and or storm water intrusion. The DOE is concerned about the storm water being so close to the drainfield. Currently we have 3 monitoring wells down stream and 1 upstream of the drainfield. Roger met with Blair and Tom just prior to the Board meeting and they discussed the storm water infiltration. Roger will put together a plan of action, which will include the steps, process' and dates.

Small Water Plan

This item is to be tabled until next month. Roger and Kelly will get together and figure out who will do what and will present a scope of work and quote for next month.

Rates

Their was a brief discussion of the rates and some upcoming projects for future improvements that are going to be needed and how we would fund them.

RC/JF a motion was made and seconded to increase the current base rates by \$ 2.50 per month for sewer and \$ 1.00 for water, for a monthly total of \$ 3.50 and a bimonthly increase of \$ 7.00, this increase would be effective the March 1, 2018 billing. Motion failed for lack of majority 2-2.

2019 Budget

The Board was provided a proposed budget for 2019, a discussion ensued with regards to upcoming projects that are going to need to be completed. A few items were listed and the staff will revise the budget to include the future improvements and present a final budget at next month's meeting.

NEW BUSINESS

Effluent pumps

A quote was provided by Grunfos company to replace both effluent pumps. Pump 2 is currently not working and pump 1 the bearings are going out. It is important to get this project in process since it will take approximately 3 months to get the new pumps and have them installed. The quote that Grunfos provided was not quoted at prevailing wage, so staff will notify them that it needs to be at prevailing wage.

RC/JF a motion was made and seconded to approve the purchase and installation of the 2 effluent pumps as quoted by Grunfos at a not to exceed price of \$30,000.00, motion carried 4-0.

Reschedule December's Meeting

December's regularly scheduled meeting lands on Christmas day, so the board needs to change the meeting. It was decided to change the meeting to December 20, 2018 at 6:00 pm.

Resolution 03-2018 Visa card amendment

RW/RC A motion was made seconded to adopt resolution 03-2018 authorizing the Board's authority to bypass the staff's restriction of \$ 500.00 per month upon prior approval. Motion carried 4-0.

Resolution 04-2018 Petty cash increase

RW/JF A motion was made seconded to adopt resolution 04-2018 increasing the petty cash account from \$1000.00 to \$2000.00 due to increasing costs. Motion carried 4-0.

CONCLUDE

There being no further business Phil Cloward concluded the meeting at 7:54 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on: 12/20/2018.

APPROVED: *Phil Cloward*

DATE: 12-20-18

Rebecca Cayen

J. Cloward