

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
REGULAR MEETING FEBRUARY 22, 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 6:00 pm. The meeting was held via Zoom. Commissioners Jackque Fowler, Rebecca Cayen, Richard Whitson, and Anthony Au were present. Also in attendance were Kelly Wynn and DeAnna Estes of Water & Wastewater Services, District Engineer Roger Kuykendall and 2 members of the public (Jack Hovenier & Jenny Everidge).

**Additions/Deletions to agenda**

There were no additions/deletions to the agenda.

**BILLS PAYABLE**

*RW/RC a motion was made and seconded to approve the Claims Payment Request form dated 2/10/22 in the amount of \$12,708.54. Motion carried 5-0.*

*RC/RW a motion was made and seconded to approve the Excise tax Payment form dated 2/25/22 in the amount of \$ 2,816.09. Motion carried 5-0.*

*RC/RW a motion was made and seconded to approve the Excise tax Payment form dated 2/25/22 in the amount of (\$ 771.43). Motion carried 5-0.*

*RC/RW a motion was made and seconded to approve the Claims Payment Request form dated 2/22/22 in the amount of \$ 34,504.35. Motion carried 5-0.*

*RC/RW a motion was made and seconded to approve the Claims Payment Request form dated 2/22/22 in the amount of \$ 1,945.13. Motion carried 5-0.*

**ADOPTION OF MINUTES**

Regular Meeting Minutes December 28, 2021

*RC/RW a motion was made and seconded to approve the regular meeting minutes from December 28, 2021. Motion carried 5-0.*

Special Meeting Minutes January 20, 2022

*RW/RC a motion was made and seconded to approve the special meeting minutes from January 20, 2022. Motion carried 5-0.*

Regular Meeting Minutes January 25, 2022

*RC/RW a motion was made and seconded to approve the regular meeting minutes from January 25, 2022. Motion carried 5-0.*

Special Meeting Minutes February 14, 2022

*RW/RC a motion was made and seconded to approve the special meeting minutes from February 14, 2022. Motion carried 5-0.*

Special Meeting Minutes February 16, 2022

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

## **FINANCIAL REPORTS**

### December 2021 and January YTD Expenses – Review

The December 2021 and January YTD Expense reports were presented to the Board for review. Staff to review approved Budget and present the January expense report at the March meeting.

### Treasurer's Reports

The Treasurer's reports for January will be presented at the March meeting.

### Petty Cash Approval

The board was provided the petty cash spreadsheet for the prior month in the amount of \$403.81  
*RW/RC a motion was made and seconded to approve the petty cash in the amount of \$403.81. Motion carried 5-0.*

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

The Cash Position, and Collection Report for December and January was reviewed.

## **PUBLIC COMMENT FORUM**

Jack requested public appearance at the Whatcom County Council meeting on March 8, 2022, where ARPA funding will be discussed.

Jack stated that he plans to submit a SEPA for the Red Mountain development soon.

## **WATER & WASTEWATER REPORT**

Kelly presented the reports for both water and wastewater for the month of January to the board of Commissioners. There was a request for Kelly to discuss credit/refund arrangements with Edge Analytical for sample handling errors made to engineering analysis testing.

### Business Management Report

The board was provided with a meeting log for review.

## **UNFINISHED BUSINESS**

### WASWD Monthly update

Rebecca gave a brief update.

### Balfour Valley

No update

### Red Mountain

No recent update.

### Well Generator

There was a request for Kelly to provide the Board with an updated estimate for wiring from PMG Control (excluding a generator) and any other contractors who could provide an estimate within a timely manner.

Website

Tabled until March special meeting

Small Water Plan

Roger reported that he mailed copies of the Water system Plan to the office today.

WWA

Rebecca reported that the Whatcom Water Alliance Spring Toolkit was available, and she would forward it to the other Board members.

Engineering Analysis Report


No update.

**NEW BUSINESS**

Robert announced that a Special Meeting will be held on March 09, 2022, at 6:00pm via Zoom.

**CONCLUDE**

There being no further business Robert Vandenhaak concluded the meeting at 6:58 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 3/22/22.

APPROVED:       DATE: 3/22/22

