

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
SPECIAL MEETING OCTOBER 3, 2023**

**CALL TO ORDER**

A hybrid Special meeting was held October 3, 2023, via Zoom and in-person at the East Whatcom Regional Resource Center. Meeting was called to order at 6:05 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. Roger Kuykendall and John Markus from Gray & Osborne Engineering were present via Zoom. One member of the public was present.

DOE Draft Funding Agreement Discussion

There are 3 phases to the overall agreement with DOE: planning, design, and construction. The initial agreement covers the planning phase. The initial agreement is amended during the design phase, and then again in the construction phase. The initial agreement amount is \$195,000 which covers \$150,000 for the engineering report and general sewer plan, \$20,000 for grant/loan administration, \$10,000 for the sewer rate study, and \$15,000 for public involvement. The money originally asked for from DOE for critical improvements is being defined as deferred maintenance by DOE, although Gray & Osborne disagrees. G & O would like to request that items that improve water quality be funded, such as adding the 4<sup>th</sup> aerator and the fine screen at the headworks. The Draft Agreement Funding Meeting is October 12, 2023, and will be attended by John, Roger, Cheryl, Richard, and Robert.

Income Survey

RCAC has sent the signed agreement document between RCAC and the district to DOE for approval.

Engineering Report/DOE Permit Update

G & O is pushing back on the draft permit requirements, particularly, removing the lagoon liner requirements and well monitoring requirements that are unattainable. Improvements that are needed now are adding the 4<sup>th</sup> aerator, replacing the communitor with a fine screen system at the headworks, replacing the lids at the drain field, diagnosing the issue with the effluent pump station not pumping at capacity, adding a basket strainer or baffle at the contact chamber to reduce the scum/duckweed coming into the contact chamber, installing baffles in the second lagoon to slow down the water to lagoon 3 and improve water treatment,. Flow monitoring is not as good as it could be and mag meters could be installed, which monitor flows better.

Aerator Electrical: Adding 4<sup>th</sup> aerator & code compliance

G & O is looking for a new location for the power box.

Mobile Generator & transfer switch for Sprague Valley

Valley Electric is looking at installing the transfer switch in mid-November. Power Systems West is looking at reconfiguring the electrical on the mobile generator to see if it could work for both the WWTP and Well #1.

Printer

Michelle at Kelley Connect cannot find the current contract. Cheryl will reach out to Pacific Office Automation to get a bid on copier for lease from them. Tabled until the next meeting.

Nick's Employment Contract

Richard will reach out to Nick to discuss his plans for the future.

Special Meeting to be held on October 18, 2023, at 6:00 pm. Cheryl will reach out to Jessica to secure the Project Room in the East Whatcom Regional Resource Center.

**CONCLUDE**

There being no further business Robert Vandenhaak concluded the meeting at 7:21 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 11/28/23.

APPROVED: \_\_\_\_\_



DATE: \_\_\_\_\_

11/28/23

Rebecca Layen

11/28/23