

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JANUARY 24, 2022**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Robert Vandenhaak at 6:00 pm. Commissioners Rebecca Cayen, Jackque Fowler, Richard Whitson and Anthony Au were present. District employees Cheryl Thompson and Carson Cothren were present in person and Brenda Gamache via Zoom. 2 members of the public were present via Zoom.

BILLS PAYABLE

RC/AA a motion was made and seconded to approve the Claims Payment Request form dated 01/09/23 in the amount of \$3,373.95. Motion carried 5-0.

RC/AA a motion was made and seconded to approve Payroll dated 1/17/23 in the amount of \$11,798.50. Motion carried 5-0.

RC/AA a motion was made and seconded to approve the Claims Payment form dated 1/24/23 in the amount of \$ 11,197.99. Motion carried 5-0.

RC/AA a motion was made and seconded to approve the Excise Tax Request form dated 1/25/23 in the amount of \$1,172.60. Motion carried 5-0.

ADOPTION OF MINUTES

Regular Meeting December 27, 2022

RC/RW a motion was made and seconded to approve the regular meeting minutes from December 27, 2022. Motion carried 5-0.

FINANCIAL REPORTS

YTD Expenses – Review

Draft YTD Expense report was presented to the Board for review. December financial reports not yet received from Whatcom County Finance Department.

Treasurer's Reports

December financial reports not yet received from Whatcom County Finance Department. Reports will be provided at February 2023's regular meeting.

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

December financial reports not yet received from Whatcom County Finance Department for the cash position and collection reports. Reports will be provided at February 2023's regular meeting. Aged Receivables and Delinquent Account Reports provided for review.

Petty Cash

RC/RW a motion was made and seconded to approve Petty Cash disbursement for \$149.92. Motion carried 5-0.

PUBLIC COMMENT FORUM

No public comments made.

WATER & WASTEWATER REPORT

District Operations Report

The December operations report was provided to the Board.

Consumption Report

The December consumption report was provided to the Board. The consumption report was for both November and December. In November, the water meters were covered in snow and not able to be read.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

Motorecycle on the drain field

A local resident has been riding his motorcycle on the drain field. Roger said the pipes are 2-3 feet down into the ground, so the chance of damaged pipes is unlikely. However, DOE's permit requires the drain field to be secure. Richard and Anthony will walk around the drain field to see if there is sufficient "No trespassing" signs up. A partial fence may be required to keep people off the drain field.

UNFINISHED BUSINESS

WASWD Monthly update

The commissioners' workshop is January 28, 2023. WASWD's new website is up and running. 2 bills are being considered in the State legislative session: no water shut offs over 90 degrees in temperature and raising the threshold dollar amount that is exempt from bidding requirements for work that can be done in-house. The current threshold is \$50,000.

Balfour Valley

No update

Red Mountain

Jack called a meeting with his attorney, the head of the Whatcom County Health Department (WCHD), WCHD's attorney and Board representatives from WCWD13. WCHD is not happy with the language in WCWD13's intent to serve letter that states "the district is making arrangements to serve as per RCW." Jack said the point of the concurrency letter is to show that the district is trying to serve, not that service is already available. Robert and Richard will attend the meeting on behalf of WCWD13. Jack will let Robert and Richard know when the meeting will be.

Whatcom Water Alliance

Cheryl will take pictures of our water conservation sign boards and email them to Aneka. Rebate funding is in place for those who purchase high efficiency toilets and clothes washer upgrades, along with WaterSense irrigation controllers.

Engineering Capacity Analysis Report

DOE has not released the preliminary list for Table 12 but Roger did notice that there were less applications for funding than in years past.

Website/Email update

The new website went live on Sunday, January 22, 2023. Relaelaena will come up sometime in March to train Cheryl in editing and maintaining the website. Minutes and resolutions not yet uploaded to the website.

NEW BUSINESS

Policy Review and Development

A water meter tampering resolution was discussed and was tabled until February's meeting. It was proposed that all current resolutions be looked at again and was tabled until February's meeting.

Medical Insurance Premium Reimbursement for Carson

AA/RC a motion was made and seconded to approve reimbursing Carson's medical insurance premiums until the Washington Health Care Authority application is approved. Motion carried 5-0.

Employee Health Insurance

The Public Employee Benefits Board full benefits package for Carson, including medical, dental and vision insurance, life and accidental death insurance is less than \$100 per month more than just medical insurance.

Resolution 02-2023 Sewer Rate Increase March 2023

AA/RV a motion was made and seconded to approve a sewer rate increase of \$2 per month effective March 2023. Motion carried 5-0.

Department of Health Lead Pipe Changeout

The Department of Health has funding available for lead service line replacement. Roger thinks that the district does not have any lead service lines. The district tests the water for lead and copper in 10 locations every 3 years.

Bid for Engineering Firms

Brenda has an ad placed in the Lynden Tribune to request bids from engineering firms.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 7:16 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 02/28/23.

APPROVED: _____



DATE: _____

3/1/23

