

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JANUARY 23, 2024**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Robert Vandenhaak at 6:30 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, and Robert Vandenhaak were present in person. Commissioner Talitha Shiroma was present via Zoom. District employee Cheryl Thompson and Carson Cothren were present in person. Roger Kuykendall and John Markus from Gray & Osborne and 1 member of the public were present via Zoom.

EXECUTIVE SESSION 42.30.110(1)(i)

Robert announced an executive session to meet with the District's attorney to discuss litigation. The executive session will end at 7:00 pm.

ADOPTION OF MINUTES

Special Meeting December 14, 2023

Regular Meeting December 19, 2023

RC/AA a motion was made and seconded to approve the special meeting minutes from December 14, 2023 and the regular meeting minutes from December 19, 2023. Motion carried 5-0.

UNFINISHED BUSINESS

Scope of Work/Engineer's Report

G & O working on an abbreviated report for the critical improvements for the WWTP.

New DOE Permit

The District will appeal the new SWD permit to the Pollution Control Hearings Board.

SCPPL Funding

New draft funding agreement with DOE will have 3 tasks:

Task 1: Grant & Loan Administration

Task 2: Engineering Report for the updated WWTP

Task 3: Engineering Report for the interim critical improvements to the WWTP

Well # 1 Electrical Project/Mobile Generator for Well #1/Back up for Sprague Valley

Green Coast Electric is finishing up the Well #1 project. The well pressure is too high for the pump to run and turns off after being started. Shaun, Carson and Gray & Osborne are troubleshooting the well issue.

The rental generator is now starting automatically after Valley Plumbing & electric fixed the issue.

WASWD Monthly update

There are a lot of bills in the legislative session. Check WASWD's website for updates.

Balfour Valley-Manhole issues

Robert will follow up with Jaime on the manholes being too low.

Red Mountain

Carson turned off the water to Phase 3 with the cold weather. Final plat is still a month away so the water will stay off until it is needed.

Whatcom Water Alliance

The Winter Toolkit is available for posting information on websites and social media. The rebate program still has funds available. Cheryl will investigate rebate signs for the sign boards. Water rights will be a big issue in Whatcom County this year.

Rates Discussion

Tabled until special meeting

Ziply Fiber Internet & Phone vs Comcast Business

The commissioners reviewed both bids from Ziply Fiber and Comcast Business. The District will stay with Comcast Business and Cheryl will sign the new contract with Comcast Business.

Electrical Bids for New Aerator/Electrical Closet

Roger will write up what the bids are missing and share that with Carson.

Water Reservoirs-Emergency Plan

Tabled until special meeting

NEW BUSINESS

Leak Adjustment Credit Policy

Tabled until special meeting

Special Meeting Dates

Tuesdays and Thursdays work best for all the commissioners. Next special meeting dates will be February 15, 2024 and March 14, 2024, starting at 6:30 pm at the East Whatcom Regional Resource Center.

WWTP

Tabled until next regular meeting.

Emergency Response Procedures

Carson is on call 24/7 but can also call the commissioners for assistance if needed. More discussion on this topic in future meetings.

PUBLIC COMMENT FORUM

No public comments made.

BILLS PAYABLE

Claims Payment Request form dated 1/8/24 in the amount of \$7,311.52

Payroll dated 1/12/24 in the amount of \$14,362.62

Claims Payment form dated 1/23/24 in the amount of \$ 10,014.91

RC/RW/RW a motion was made and seconded to approve above Bills Payable. Motion carried 5-0.

The Excise Tax Form for December was not yet completed as the financial reports from WC Finance Department had not been received and will be approved at February's meeting.

FINANCIAL REPORTS

YTD Expenses – Review

December 2023 Expense report was presented to the Board for review. These are preliminary numbers as WC Finance Department has not yet provided the reports to the District yet.

Treasurer's Reports

December 2023 financial reports were presented to the Board for review. These are preliminary numbers as WC Finance Department has not yet provided the reports to the District yet. Approval will be in February 2024.

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

December 2023 Cash position reports were presented to the Board for review.
December 2023 Aged Receivables and Delinquent Account Reports provided for review.

Petty Cash

No petty cash disbursements for December 2023.

WATER & WASTEWATER REPORT

District Operations Report

The December operations report was provided to the Board.
The signal wire between the reservoirs and the wells is broken some place in between. Investigate another solution that does not require on-site electricity.

Consumption Report

The December consumption report was provided to the Board.

BUSINESS MANAGEMENT REPORT

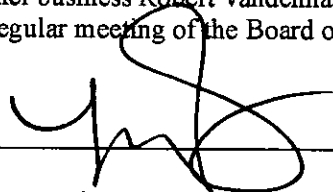
Meeting Log

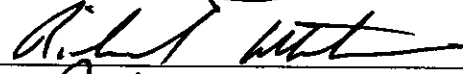
The meeting log was presented to the Board.


CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 7:53 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 2/27/24.

APPROVED: _____







DATE: 2/27/2024