

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JUNE 27, 2023**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Robert Vandenhaak at 6:01 pm. Commissioners Anthony Au, Rebecca Cayen, Richard Whitson, Talitha Shiroma, and Robert Vandenhaak were present in person. District employees Carson Cothren and Cheryl Thompson were present in person. Roger Kuykendall and John Markus from Gray & Osborne were present via Zoom. 1 member of the public was present.

BILLS PAYABLE

AA/RW a motion was made and seconded to approve the Claims Payment Request form dated 06/06/23 in the amount of \$2,491.83. Motion carried 5-0.

RW/AA a motion was made and seconded to approve Payroll dated 6/19/23 in the amount of \$12,805.75. Motion carried 5-0.

RW/RC a motion was made and seconded to approve the Claims Payment form dated 6/27/23 in the amount of \$ 11,610.14. Motion carried 5-0.

RW/RC a motion was made and seconded to approve the Excise Tax Request form dated 6/26/23 in the amount of \$2,343.52. Motion carried 5-0.

ADOPTION OF MINUTES

Regular Meeting May 23, 2023

RC/RW a motion was made and seconded to approve the regular meeting minutes from May 23, 2023. Motion carried 5-0.

FINANCIAL REPORTS

YTD Expenses – Review

May 2023 Expense report was presented to the Board for review.

Treasurer's Reports

May 2023 financial reports were presented to the Board for approval.

RW/AA a motion was made and seconded to approve the May 2023 financial reports. Motion carried 5-0.

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

May 2023 Cash position reports were presented to the Board for review.

May 2023 Aged Receivables and Delinquent Account Reports provided for review.

Petty Cash

No Petty Cash disbursements for May 2023.

Investment Form: Move \$31,306.00 from GFC Cash Account to GFC Investment Account

RC/RW a motion was made and seconded to approve the Whatcom County Investment Pool form dated 6/27/23 in the amount of \$31,306.00. Motion carried 5-0.

PUBLIC COMMENT FORUM

No public comments made.

WATER & WASTEWATER REPORT

District Operations Report

The May operations report was provided to the Board.

Consumption Report

The May consumption report was provided to the Board. Cheryl will draft and send a letter with statements asking ratepayers to call if anyone is having issues with water pressure.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

UNFINISHED BUSINESS

WASWD Monthly update

Rebecca started her new job and has not attended any WASWD meetings.

Balfour Valley

No update

Red Mountain

Jack is making his application to Whatcom County for the next phase. Whatcom County Health Department does not think that WCWD 13 WWTP has the capacity for another phase of development. Jack reached out to Roger for assistance.

Whatcom Water Alliance

There will be a July zoom meeting.

Engineering Capacity Analysis Report

No update-see below

New DOE Permit/Table 12 Funding

WCWD 13 made the Table 12 final offer list for the first round of design and engineering for \$215,000. Half will be in the form of a loan and the other half in the form of a forgivable loan. Approximately \$1,000,000 is set aside for construction costs. As part of the design phase an income study will be required, and capital projects identified that would push WCWD 13 into financial hardship. A life cycle cost analysis of 30-40 years will be part of the engineering report. The new DOE discharge permit will inform WCWD 13 of what upgrades will be required at the WWTP to meet the discharge permit guidelines. Once the permit is approved, a meeting with Whatcom County government is advised.

Sprague Valley Generator

An updated bid was received from Tri-County Diesel Marine. Carson called 3 electricians for the cost and their availability to get the generator hooked up, at prevailing wage. Carson will get updated bids that are consistent. Roger spoke with Green Coast Electric about the Well 1 electrical upgrade. He expects the work to begin in July 2023.

Security Camera System Upgrade Bid Review

Commissioners reviewed 4 security systems from Amazon. ***RW/AA a motion was made and seconded to approve the purchase of a Hisseeu security camera system from Amazon for the price of \$259.00 plus tax. Motion carried 5-0.***

Fencing: Drain Field

Fencing the north and south edges of the drain field will require \$300 feet of fencing material and 12 t posts. The approximate cost is \$306 plus tax. ***RC/TS a motion was made and seconded to approve purchasing fencing material and t posts for fencing the drain field. Motion carried 4-0-1.***

New L & I regulations for Employees

Effective June 15, 2023, new safety regulations are in place for employees who work outside during the summer. Cheryl will research the new regulations. Further L & I regulations are coming regarding working outside in smoky conditions. Cheryl will monitor the progress of these new regulations. A safety manual is needed. Cheryl will reach out to other Districts to see if they are willing to share what they have.

Red Mountain Irrigation Water Meters

Jack will pay the water GFC charge for the irrigation water meters and the Commissioners will revisit the charge once the irrigation meter is no longer needed.

Consumer Confidence Report (CCR)

The report is completed and has been sent by email on June 22, 2023. The rest will be mailed out by the end of the week.

Water Meter Tampering Account 10126-Next steps

A new letter has been mailed but no response from the ratepayer. Cheryl filed a report with the Whatcom County Sheriff's Office, Case # 23A18077 with Deputy Mellema. Cheryl will call the ratepayer to see if the letter was received and to request an in-person meeting at the office.

NEW BUSINESS

WUCC Meeting

Richard and Rebecca attended the WUCC meeting on June 6, 2023, from 5:30-7:00 pm. Discussion is about the Whatcom County Coordinated Water System Plan, in conjunction with the Whatcom County Comprehensive Plan. WUCC members will review and comment on whether the Coordinated Water System Plan should be updated in coordination with the WC Comprehensive plan. Richard and Rebecca are voting members and will attend the meeting on July 18, 2023.

Heat Pump Bids

3 bids were received for new heat pump systems for the office and the shop. Caz Construction had the lowest bid at \$19,243.14. ***RW/RC a motion was made and seconded to approve the purchase of heat pump systems for the office and shop from Caz Construction in the amount of \$19,243.14. Motion carried 5-0.***

Employee Vacation & Sick Time Coverage Plan

Tabled until next meeting.

Autopay through the website

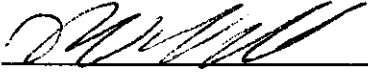
RC/RW a motion was made and seconded to approve enabling autopayments through the website for credit and debit cards only and passing the processing fees onto to the ratepayer, and eliminating the option to pay by ACH or e-check. Motion carried 5-0.

Special Meeting

Robert requested a special meeting on July 12, 2023, at 6:00pm. Cheryl will check with Jessica at the EWRR to see if it is available for use.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 8:02 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 07/25/23.

APPROVED:  DATE: 7/25/23

