

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING NOVEMBER 28, 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 6:03 pm. Commissioners Anthony Au, Talitha Shiroma, Richard Whitson, Rebecca Cayen, and Robert Vandenhaak were present in person. District employee Cheryl Thompson was present in person. District employee Carson Cothren, Roger Kuykendall, and John Markus from Gray & Osborne, and 1 member of the public were present via Zoom.

BILLS PAYABLE

AA/RW a motion was made and seconded to approve the Claims Payment Request form dated 11/6/23 in the amount of \$5,691.93 Motion carried 5-0.

AA/RW a motion was made and seconded to approve Payroll dated 11/14/23 in the amount of \$12,384.50. Motion carried 5-0.

AA/RW a motion was made and seconded to approve the Claims Payment form dated 11/28/23 in the amount of \$ 19,083.39. Motion carried 5-0.

AA/RW a motion was made and seconded to approve the Excise Tax Request form dated 11/27/23 in the amount of \$1,677.72. Motion carried 5-0.

ADOPTION OF MINUTES

Special Meeting October 3, 2023

RC/AA a motion was made and seconded to approve the special meeting minutes from October 3, 2023. Motion carried 5-0.

Special Meeting October 18, 2023

AA/RC a motion was made and seconded to approve the special meeting minutes from October 18, 2023. Motion carried 5-0.

Regular Meeting October 24, 2023

RC/AA a motion was made and seconded to approve the regular meeting minutes from October 24, 2023. Motion carried 5-0.

FINANCIAL REPORTS

YTD Expenses – Review

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

Treasurer's Reports

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

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

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

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

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

Petty Cash

RW/RC a motion was made and seconded to approve Petty Cash disbursement of \$18.00. Motion carried 5-0.

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

RW/AA a motion was made and seconded to approve the Whatcom County Investment Pool form dated 11/30/23 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 October operations report was provided to the Board

Consumption Report

The October consumption report was provided to the Board. Cheryl will look for the leak adjustment resolution and contact the attorney about the district's right to shut off a customer who has an excessive water leak.

Richard will contact a leak detection company to see what might be done about the District's water loss.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

UNFINISHED BUSINESS

Scope of Work/Engineer's Report/New DOE Permit/ SCPPL Funding

The discharge permit paperwork is on Steve Hood's supervisor's desk. Steve is retiring in mid-January 2024. DOE will need to approve the Scope of Work which will be coming soon. No word on the draft agreement from DOE.

DoE had agreed to honor the 2012 Engineering Report which outlines some of the critical improvements that are needed which is good news for the District.

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

Green Coast Electric had the supplies and materials delivered to the District for the project. Roger will schedule a pre-construction meeting. Carson will assist the contractor to access the well house.

The 60kW generator at the plant will not start. Gray & Osborne recommends getting a larger generator, 75 or 100 kW and does not recommend putting it on a trailer. Cheryl will get a quote from Valley Plumbing & Electric on a 75- and 100-kW generators and ask if there is a restocking fee if the size is changed. Options might be to keep the 60kW generator on order and move it to Well #1 or rent a generator for Well #1 when a generator is needed.

WASWD Monthly update

No update

Balfour Valley-Manhole issues

Manholes are too low, and it needs to get fixed. Cheryl will check to see if the maintenance bond has been released and look for the PDF plans in the office.

Red Mountain

Jack sent off the letters to Whatcom County. Jack will get easement paperwork to the District once the final plat is recorded.

Whatcom Water Alliance

No update

Budget Discussion

A robust discussion was had about the budget.

Rates Discussion

RC a motion was made but not seconded to approve a rate increase. No action taken.

Income Survey

RCAC has sent out the introductory letter and the first round of surveys. The Facebook group Kendall/Maple Falls discussed the income survey in a post. A discussion was had about creating a Facebook page to share information with the community but turning off the ability to comment.

Nick's Employment Contract

Cheryl will reach out to Nick to see what his proposal is for assisting the District in 2024.

NEW BUSINESS

Resolution 08-2023, Declaration of Surplus Items

RW/RC a motion was made and seconded to approve Resolution 08-2023. Motion carried 5-0.

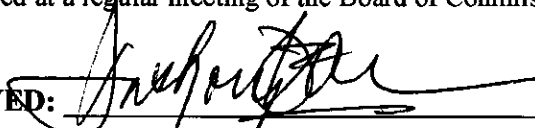
Resolution 09-2023, Meeting Time Change

AA/RW a motion was made and seconded to approve Resolution 09-2023. Motion carried 4-1.

CONCLUDE

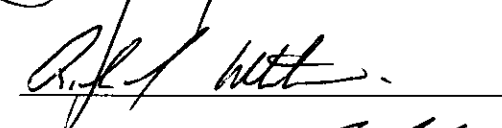
There being no further business Robert Vandenhaak concluded the meeting at 8:25 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 12/19/23.

APPROVED:



DATE:

12-21-2023



 12/21/23