

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JANUARY 25, 2022**

CALL TO ORDER

The regular meeting of the commissioners of Whatcom County Water District 13 was called to order by President Robert Vandenhaak at 6:02 pm. The meeting was remotely via Zoom. The commissioners in attendance were Jackque Fowler, Rebecca Cayen, Richard Whitson, and Anthony Au. Also in attendance were Kelly Wynn, Brenda Gamache, and Nikki Pritchard of Water & Wastewater Services, District Engineer Roger Kuykendall and two members of the public (Jack Hovenier & Jamie White).

Additions/Deletions to agenda

There were no additions/deletions to the agenda.

BILLS PAYABLE

RW/RC a motion was made and seconded to approve the Claims Payment Request form dated 1/13/22 in the amount of \$ 13,299.09. Motion carried 5-0.

RC/AA a motion was made and seconded to approve the Excise Tax Payment form dated 1/25/22 in the amount of \$ 1,301.19. Motion carried 5-0.

RC/RW a motion was made and seconded to approve the Claims Payment Request form dated 1/25/22 in the amount of \$ 14,365.47. Motion carried 5-0.

ADOPTION OF MINUTES

Regular Meeting Minutes December 28, 2021

RC/RW a motion was made and seconded to table the regular meeting minutes from December 28, 2021. Due to errors, Motion carried 5-0.

FINANCIAL REPORTS

2021 YTD Expenses - Review/Approval – Financial reports had not arrived from Whatcom County at the time of packet preparation.

Treasurer's Reports

Petty Cash Approval

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

The Aged Receivables and Delinquent Accounts Reports were reviewed.

PUBLIC COMMENT FORUM

Jamie White and Jack Hovenier were asked if they had any comments, and they both replied they were interested in the results of the capacity analysis report.

WATER & WASTEWATER REPORT

Kelly presented the December water and wastewater reports to the board of commissioners. Board Member notification of treatment plant emergencies was discussed.

Business Management Report

The board was provided with a meeting log for review.

UNFINISHED BUSINESS

WASWD Monthly update

Rebecca attended the meeting and discussed WA-WARN program, they accept and provide mutual aid.

Balfour Valley & Red Mountain

No update on either project.

Well Generator

A decision was made to no longer pursue a grant. The Board will review the prior bid from PMG Controls to install a permanent generator. Staff will review historical meeting minutes for a possible motion made to proceeding with wiring the generator.

Small Water Plan

Roger received notification that the Small Water System Plan was approved by the Department of Health. He will deliver copies of the approved plan to the office.

WWA

Customer emergency notification systems were discussed. Staff to research notification programs and present at the next meeting.

Engineering Analysis Report

WWS is again collecting data so the Engineers can analyze it. The plan does not provide good treatment in the winter months. Roger recommends the District not allow any water or sewer commitments until further notice. It was recommended that we consult the District’s Attorney for legal protection. Robert Vandenhaak will contact the Attorney regarding a moratorium.

A special meeting was scheduled for February 16th at 6:00pm. The well generator and website will be on the agenda for discussion.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 7:38 pm. These minutes were presented and approved at a regular meeting of the board of commissioners on 2/22/22.

APPROVED: _____

DATE: _____
