

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
SPECIAL MEETING NOVEMBER 7, 2023**

**CALL TO ORDER**

A hybrid Special meeting was held November 7, 2023, via Zoom and in-person at the East Whatcom Regional Resource Center. Meeting was called to order at 6:02 pm by President Robert Vandenhaak.

Commissioners present were Anthony Au, Rebecca Cayen, Richard Whitson, Robert Vandenhaak, and Talitha Shiroma. Staff present were Cheryl Thompson and Carson Cothren. Roger Kuykendall and John Markus from Gray & Osborne Engineering were present via Zoom. One member of the public was present.

Red Mountain Phase 3 Acceptance

Carson oversaw the air pressure tests for water and sewer mains. There are some corrections to the as-builts that Jack's engineer will send to Gray & Osborne. The easement document will be signed after the plat is recorded. The maintenance bond will be coming on November 8, 2023. The DOH completion statement form from Jack's engineer is in process.

*AA/RC, a motion was made and seconded to approve Red Mountain Phase 3. Motion carried 5-0.*

Letter of Availability Red Mountain Phase 4

Jack provided letters to the District that were given to him in the past from the District. Jack is trying to get a preliminary plat for 88 new lots for the 2025/2026 time frame. Jack shared a letter that he crafted that could be sent to DOH to get the preliminary plat approved. Based on the 2011 Engineering Report, 549 sewer connections are possible. Groundwater issues may impact the number of connections, but Gray & Osborne is comfortable with the language of the letter. Jack has a deadline of November 25, 2023, with DOH to turn in the letter.

*RC/AA, a motion was made and seconded to approve Jack's letter with modifications. Motion carried 5-0.*

Well # 1 Electrical Generator Project

The equipment has been ordered by the contractor and will be delivered to the District's shop in late November with construction to begin in January 2024.

Printer

*RC/TS, a motion was made and seconded to approve the purchase of a printer from Costco. Motion carried 5-0.*

Income Survey Letter/Flyer/Sandwich Board Inserts

The income survey letter, flyer for bulletin boards, and the sandwich board insert designs were reviewed by the Board. Cheryl will send the letter with November statements, hang up the flyers at community bulletin boards and order the sandwich board inserts.

Budget Discussion and Rate Discussion

A special meeting will be held to discuss the budget and the current water and sewer rates. Cheryl will add a line item for 2-3% of income to be invested in Capital Projects and in Maintenance and Repair. Cheryl will add a \$3/month rate increase to the budget and share the excel spreadsheet with them via email.

Special Meeting to be held on November 15, 2023, at 6:00 pm. Cheryl will reach out to Jessica to secure the Project Room in the East Whatcom Regional Resource Center.

**CONCLUDE**

There being no further business Robert Vandenhaak concluded the meeting at 7:29 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 12/19/23.

APPROVED: *[Signature]*

DATE: 12/19/23

*Richard Bell*

*Rebecca Cayen*