

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING MAY 28, 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 6:31 pm. Commissioners Anthony Au, Richard Whitson, Talitha Shiroma, and Robert Vandenhaak were present in person. Commissioner Rebecca Cayen was present via Zoom. District employees Cheryl Thompson was present in person and Carson Cothren was absent due to illness. Roger Kuykendall, Jay Swift and John Markus from Gray & Osborne were present via Zoom.

ADOPTION OF MINUTES

Special Meeting April 3, 2024

Special Meeting April 9, 2024

Regular Meeting April 23, 2024

AA/RW a motion was made and seconded to approve the special meeting minutes from April 3, 2024, and April 9, 2024, and the regular meeting minutes from April 23, 2024. Motion carried 5-0.

UNFINISHED BUSINESS

SCPPL Funding

The DOE Loan Agreement has been signed and reimbursements can be submitted. Task #3 will be removed from the agreement through the amendment process. G & O has invoices to submit to the District for engineering services.

Scope of Work/Engineer's Report /GSP

G & O is preparing the Engineering Report and the General Sewer Plan for the new WWTP. They will be contracting with Aspect Consulting to assess the drain field and its capacity. It is expected that during the design phase that fieldwork will be done, but this will be a desktop assessment. In the drain field, there could be infiltration in the middle and insufficient discharge throughout the drain field. This is included in the engineering cost of \$175,000 for the Engineer's Report and General Sewer Plan. An AKART study could be done that could be included in the DOE Loan. *AA/TS a motion was made and seconded to approve the Scope Of Work for the completion of a General Sewer Plan and Engineering Report for the 20-year planning period of 2025-2045 for the wastewater collection system and Wastewater Treatment Plant. Motion carried 5-0.*

Pond Liner Leak Detection Plan Update

G & O presented their Scope of Work for the Pond Liner Leak Detection Plan. The plan must be submitted to DOE's permit manager by June 30, 2024. The ponds must be tested by September 30, 2025, and a report submitted to DOE by December 31, 2025. *AA/TS a motion was made and seconded to approve the Scope of Work for the Pond Liner Leak Detection Plan. Motion carried 5-0.*

Electrical Bids for New Aerator/Electrical Closet Update

Green Coast Electric updated their bid. Roger will create a Small Works Roster Contract with the details about the work that needs to be done. Roger will send the contract to Cheryl and Cheryl will solicit 3 bids from the MRSC Small Works Roster.

WASWD Monthly update

No update

Balfour Valley-Manhole issues

Tabled

Red Mountain

No update

Insurance Property Schedule

Cheryl emailed the property insurance schedule to the Enduris underwriter for review. The underwriter said the amounts look sufficient.

Radio/Cellular Communication System for Reservoirs and Wells

The system shipped on May 28, 2024, with an expected arrival date of May 31, 2024.

Water Meters

Correct Equipment and a representative from Master Meter met with Carson and Cheryl at the office on May 9, 2024. A bid has been received from Consolidated Supply for radio frequency water meters. Richard will look at water grant opportunities to fund this project.

Resolution 01-2024 Leak Adjustment Credit Policy

AA/TS a motion was made and seconded to adopt Resolution 01-2024. Motion carried 5-0.

EXECUTIVE SESSION RCW 42.30.110(G)

At 7:16 pm, Robert announced an executive session to evaluate the qualifications of the final employee candidates. The executive session will end at 7:36 pm. At 7:35 pm, Robert announced the executive session would end at 7:41 pm. At 7:41 pm, Robert announced the executive session would end at 7:45 pm.

TS/RC a motion was made and seconded to offer the OIT/Office Back Up position to Tyson Daggett at the wage of \$28-\$29 per hour. Motion carried 3-1-1.

TS/RC a motion was made and seconded to offer the OIT/Office Back Up position to Eli Gunn-Hirsch at the wage of \$25 per hour, should Tyler Daggett not accept the position. Motion carried 4-0-1.

NEW BUSINESS

Discussion of Delinquent Account/Lien Policy: Resolution 01-2013

The commissioners discussed the policy. Cheryl will send a Word document to the commissioners to share comments.

Evergreen Rural Water Of Washington Quest & Apprenticeship Programs

The commissioners discussed the new employee's participation in either the Apprenticeship or the Quest Programs. The commissioners thought the Quest Program would be a better fit for the employee. Should the employee leave the District before completing the program, the District would ask to be paid back for the cost of the program by the employee.

Leak Adjustment Credit Requests

Leak adjustment credit forms were turned in by the following:

Account #20091 *RW/AA a motion was made and seconded to approve a leak adjustment. Motion carried 5-0.*

Cheryl will provide the amount of the adjustment with the leak adjustment credit form.

QuickBooks Upgrade

The QuickBooks version that the District has is from 2017. The program is no longer supported with technical support or security updates. A new version will cost \$649 per year. *A motion was made and seconded to update the QuickBooks program to the 2024 version. Motion carried 4-0-1.*

Special Meeting

June 6, 2024, and June 12, 2024, were set aside in case a special meeting is needed in June.

PUBLIC COMMENT FORUM

No public comments were made.

BILLS PAYABLE

Claims Payment Request form dated 5/3/24 in the amount of \$4,341.02
Payroll dated 5/11/24 in the amount of \$12,065.00
Claims Payment form dated 5/9/24 in the amount of \$4,087.83
Claims Payment form dated 5/28/24 in the amount of \$17,557.41
Excise Tax Request Form 5/28/24 in the amount of \$1,136.68
RW/AA a motion was made and seconded to approve the above Bills Payable. Motion carried 5-0.

FINANCIAL REPORTS

YTD Expenses – Review

April 2024 Expense report was presented to the Board for review.

Treasurer’s Reports

April 2024 Treasurer’s reports were presented to the Board for review.
RW/AA a motion was made and seconded to approve April 2024 Treasurers’ Reports. Motion carried 5-0.

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

April 2024 Cash position reports were presented to the Board for review.
April 2024 Collections Report was presented to the Board for review.
April 2024 Aged Receivables and Delinquent Account Reports were provided for review.

Petty Cash

RW/AA a motion was made and seconded to approve April 2024 Petty Cash disbursements. Motion carried 5-0.

WATER & WASTEWATER REPORT

District Operations Report

The April 2024 operations report was provided to the Board.

Consumption Report

The April 2024 consumption report was provided to the Board.

BUSINESS MANAGEMENT REPORT

Meeting Log

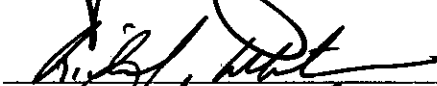
The meeting log was presented to the Board.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 8:54 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 6/25/24.

APPROVED: 

DATE: 06/25/2024


Rebecca Cayen