

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
REGULAR MEETING DECEMBER 28, 2021**

**CALL TO ORDER**

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by President Robert Vandenhaak at 6:00 pm. The meeting was held online through Zoom. The commissioners in attendance were Jackue Fowler, Rebecca Cayen, Richard Whitson, and Anthony Au. Also in attendance were Kelly Wynn, Brenda Gamache of Water & Wastewater Services, District Engineer Roger Kuykendall and 2 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 12/09/21 in the amount of \$11,517.66. Motion carried 5-0.*

*RW/RC a motion was made and seconded to approve the Excise tax Payment form dated 12/27/21 in the amount of \$ 1,380.65. Motion carried 5-0.*

*RW/RC a motion was made and seconded to approve the Claims Payment Request form dated 12/28/21 in the amount of \$ 10,419.62. Motion carried 5-0.*

**ADOPTION OF MINUTES**

Regular Meeting Minutes November 23, 2021

*RC/RW a motion was made and seconded to approve the regular meeting minutes from November 23, 2021. Motion carried 5-0.*

**FINANCIAL REPORTS**

2021 YTD Expenses - Review/Approval

*RW/RC a motion was made and seconded to table the YTD expenses for November for further discussion. Motion carried 5-0.*

Richard and Brenda will review the financials and report back to the board.

Treasurer's Reports

The treasurer's reports for November were presented to the Board for approval.

*RW/RC a motion was made and seconded to approve the November Treasurer's Reports. Motion carried 5-0.*

Petty Cash Approval

The board was provided the petty cash spreadsheet for the prior month in the amount of \$132.43

*RW/RC a motion was made and seconded to approve the petty cash in the amount of \$132.43. Motion carried 5-0.*

- Cash Position, Collection Report, Aged Receivables, and the Delinquent Account Report. The Cash Position, and Collection Report for November was reviewed.

## **PUBLIC COMMENT FORUM**

### **WATER & WASTEWATER REPORT**

Kelly presented the reports for both water and wastewater for the month of November to the board of Commissioners. There was a request to have the meters re read in Balfour new development, as soon as the snow melts the operator will re-read the meters

#### Business Management Report

The board was provided with a meeting log for review.

### **UNFINISHED BUSINESS**

#### WASWD Monthly update

Rebecca stated that any project we intend to do must be on the comp plan.

#### Balfour Valley

No update

#### Red Mountain

No recent update.

#### Well Generator

Tabled until next meeting, the board is requesting further information.

#### Website

Staff is going to work with a WWU student (Emily) who is very enthusiastic and motivated, we are working out a few small details, but we are moving forward.

#### Small Water Plan

The Small Water Plan revision has been submitted to DOH & Ecology; We are awaiting approval from Richard Rodríguez; it is possible that the hold up is a water right issue.

#### WWA

Table until next month

#### Engineering Analysis Report

WWS Staff sampled in October and the test results were outrageous. We are unable to explain the numbers that came from Edge Analytical, the samples were mis-handled, our strategy is to continue to move forward on more testing so the Engineers can have the data. After the update, the board asked if any members of the public had any questions. Jamie White asked about getting a letter of availability for Balfour Phase 3, we informed her that we understand it has taken longer than expected, but until the analysis is completed, we are unable to issue the letter at this time.

#### 2020 Budget

***RW/RCA motion was made and seconded to adopt the 2022 budget for both water & wastewater as presented. Motion carried 4-1***

There was discussion of a possible rate increase in water. Most have been hearing a 3-5% rate increase, we will call another meeting in January to discuss this.

**NEW BUSINESS**

Oath of Office

Both Robert and Anthony were re-elected and sworn in. Both Commissioners recited the oath and staff will notarize the document and send it off to Whatcom County for recording.

2022 Officers

*RW/RC a motion was made and seconded to leave the officers in place as they are; Robert Vandenhaak will remain the Board President and Richard Whitson will continue to be the Auditing Officer, All were in favor, motion carried 5-0.*

**CONCLUDE**

There being no further business Robert Vandenhaak concluded the meeting at 8:04 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 1/25/22.

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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