

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
REGULAR MEETING OCTOBER 24, 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 6:07 pm. Commissioners Anthony Au, Talitha Shiroma, and Robert Vandenhaak were present in person. Richard Whitson and Rebecca Cayen were present via Zoom. District employee Cheryl Thompson was present in person. Roger Kuykendall and John Markus from Gray & Osborne were present via Zoom. 1 member of the public was present in person.

**BILLS PAYABLE**

*AA/TS a motion was made and seconded to approve the Claims Payment Request form dated 10/9/23 in the amount of \$7,697.93 Motion carried 5-0.*

*AA/TS a motion was made and seconded to approve Payroll dated 10/13/23 in the amount of \$11,142.00. Motion carried 5-0.*

*AA/TS a motion was made and seconded to approve the Claims Payment form dated 10/24/23 in the amount of \$ 7,146.74. Motion carried 5-0.*

*AA/TS a motion was made and seconded to approve the Excise Tax Request form dated 10/25/23 in the amount of \$1,764.24. Motion carried 5-0.*

**ADOPTION OF MINUTES**

Special Meeting September 12, 2023

*AA/TS a motion was made and seconded to approve the special meeting minutes from September 12, 2023. Motion carried 5-0.*

Regular Meeting September 26, 2023

*AA/TS a motion was made and seconded to approve the regular meeting minutes from September 26, 2023. Motion carried 5-0.*

**FINANCIAL REPORTS**

YTD Expenses – Review

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

Treasurer's Reports

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

*AA/TS a motion was made and seconded to approve the September 2023 financial reports. Motion carried 5-0.*

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

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

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

Petty Cash

No Petty Cash disbursements for September 2023.

**PUBLIC COMMENT FORUM**

No public comments made.

## **WATER & WASTEWATER REPORT**

### District Operations Report

The September operations report was provided to the Board

### Consumption Report

The September consumption report was provided to the Board.

## **BUSINESS MANAGEMENT REPORT**

### Meeting Log

The meeting log was presented to the Board.

## **UNFINISHED BUSINESS**

### WASWD Monthly update

Judy Gladstone, the Executive Director of WASWD, is retiring next year. The search is on for a new ED.

### Balfour Valley

No update

### Red Mountain

Jack is requesting acceptance of Red Mountain Phase 3. In the process of getting as-built drawings to Roger for review.

### Whatcom Water Alliance

WWA is surveying members for guidance on their vision moving forward. There is rebate money still available.

### Scope of Work/Engineer's Report/New DOE Permit/ Table 12 Funding

In an email from Sue Cook at DOE, she responded that there is not going to be funding for most of the critical improvements, except there could be funding for the data logging and monitoring. G & O will prepare a formal response to DOE regarding the 2011 Engineering Report and the 2012 General Sewer Plan. It will probably be a year or more before the new Engineering Report will be approved by DOE. A question for the district to consider is whether the district wants to pay for the critical improvements on its own. If the critical improvements are done before the approval of the planning documents by DOE, those improvements are not reimbursable under the Table 12 funding.

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

G & O waiting to hear from the electrical contractor to schedule the pre-construction meeting.

### Safety Manual

Tabled until next meeting.

### Office Printer

Buy versus lease is the question. Cheryl will get information about purchasing a printer.

### Income Survey

Cheryl presented a letter to the ratepayers informing them of the upcoming income survey and its purpose for review. RCAC will also be sending an introductory letter to the ratepayers in English and in Russian.

Pressure Gauge Bid

AA/RC a motion was made and seconded to approve the bid from Highlander Pump and Well Services, LLC to install pressure gauges on the effluent pumps in the amount of \$759.50. Motion carried 5-0.

Rates Discussion/O & M

Tabled until Special Meeting on November 7, 2023.

Nick's Employment Contract

Nick will continue assisting the district until Carson gets his wastewater and water licenses.

**NEW BUSINESS**

Budget Discussion

Cheryl will prepare a spreadsheet for the budget discussion at the Special Meeting on November 7, 2023.

Agenda for Special Meeting on November 7, 2023

- Red Mountain Phase 3 Acceptance
- Well #1 Generator
- Printer
- Letter for Income Survey
- Rate Discussion
- Budget Discussion

**CONCLUDE**

There being no further business Robert Vandenhaak concluded the meeting at 7:48 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 11/28/23.

APPROVED: Rebecca Cayen DATE: 11/28/23

[Signature] 11/28/23

[Signature]