

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JUNE 28, 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 6:00 pm. Commissioners Jackque Fowler, Rebecca Cayen, Richard Whitson, and Anthony Au were present. Also in attendance via Zoom were Kelly Wynn, DeAnna Estes and Tracy Yorke of Water & Wastewater Services, District Engineer Roger Kuykendall and 6 members of the public.

Additions/Deletions to agenda

There were no additions/deletions to the agenda.

BILLS PAYABLE

RC/RW a motion was made and seconded to approve the Excise tax Payment Request form dated 6/27/22 in the amount of \$1,886.52. Motion carried 5-0.

RC/AA a motion was made and seconded to approve the Claims Payment form dated 6/7/22 in the amount of \$197.15. Motion carried 5-0.

RC/AA a motion was made and seconded to approve the Claims Payment form dated 6/9/22 in the amount of \$ 13,817.64. Motion carried 5-0.

RC/AA a motion was made and seconded to approve the Claims Payment Request form dated 6/20/22 in the amount of \$ 7,300.00. Motion carried 5-0.

RW/RC a motion was made and seconded to approve the Claims Payment Request form dated 6/27/22 in the amount of \$ 10,443.21. Motion carried 5-0.

ADOPTION OF MINUTES

Special Meeting Minutes May 19, 2022

RC/RW a motion was made and seconded to approve the special meeting minutes from May 19, 2022. Motion carried 5-0.

Regular Meeting Minutes May 24, 2022

RC/RW a motion was made and seconded to approve the regular meeting minutes from May 24, 2022. Motion carried 5-0.

Special Meeting Minutes May 25, 2022

RW/AA a motion was made and seconded to approve the special meeting minutes from May 25, 2022. Motion carried 5-0.

State Audit Exit Interview May 31, 2022

RW/RC a motion was made and seconded to approve the State Audit Exit Interview meeting minutes from May 31, 2022. Motion carried 5-0.

FINANCIAL REPORTS

YTD Expenses – Review

YTD Expense report was presented to the Board for review.

Treasurer’s Reports

The Whatcom County Treasures reports for the month of May were presented to the Board for approval. ***RW/AA a motion was made and seconded to approve the May Treasurer’s Reports. Motion carried 5-0.***

Petty Cash Approval

The May Petty Cash Report was presented to the board.

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

The May Cash Position, Collection Report, AR and Delinquent accounts reports were reviewed.

PUBLIC COMMENT FORUM

WATER & WASTEWATER REPORT

District operations Report

Kelly presented the May operations report to the Board.

UNFINISHED BUSINESS

WASWD Monthly update

Rebecca provided a brief update.

Balfour Valley

No update

Red Mountain

Engineer is in process of preparing plans for review.

Engineering Capacity

Roger gave a brief update.

Whatcom Water Alliance

Rebecca gave a brief update.

Generator Wiring

Roger is in the process of putting together a small works contract.

NEW BUSINESS

WUE Goals for 2022-2028

Goals to be used from Small Water System Plan.

CCR 2021

RC/RW a motion was made and seconded to approve the 2021 CCR as presented. All were in favor. Motion carried 5-0.

Payment Arrangement

Acct. 30123 requested a payment plan. Board approved a payment plan of \$100.00 per month for prior balance along with the condition that customer stays current on new charges.

Leak Adjustments

Acct. 30095 requested a leak adjustment for March 2022 billing, repairs made in May.

RC/RW a motion was made and seconded to approve a leak adjustment in the amount of \$733.50 for Acct. 30095. All were in favor. Motion carried 5-0.

Acct. 30010 requested a leak adjustment.

RC/RW a motion was made and seconded to approve a leak adjustment in the amount of \$91.00 for Acct. 30010. All were in favor. Motion carried 5-0.

Acct. 20005 requested a leak adjustment.


RC/RW a motion was made and seconded to approve a leak adjustment in the amount of \$256.29 (\$124.83 for Nov. 2021 & \$131.46 for Jan. 2022) for Acct. 20005. All were in favor. Motion carried 5-0.


Office Staffing

Robert announced that the District had hired someone to fill the Office position and they will begin on July 18th.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 7:06 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 7/26/22.

APPROVED:  **DATE:** 7/26/22



Rebecca Cayen