

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING APRIL 23, 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, Rebecca Cayen, and Robert Vandenhaak were present in person. District employees Cheryl Thompson and Carson Cothren were present in person. Roger Kuykendall from Gray & Osborne was present via Zoom. One member of the public was present.

ADOPTION OF MINUTES

Special Meeting March 14, 2024

Regular Meeting March 26, 2024

AA/RW a motion was made and seconded to approve the special meeting minutes from March 14, 2024, and the regular meeting minutes from March 26, 2024. Motion carried 5-0.

UNFINISHED BUSINESS

Scope of Work/Engineer's Report /SCPPL Funding/Communitor

Roger shared that DOE will not pay for the aerator and the generator because the District did not follow proper procurement procedures. The District purchased them prior to having them included in the loan agreement. If the District doesn't install them, DOE might pay for them later, but that is not guaranteed. The cost estimate for the new communitor and data logging equipment is approximately \$145,000. New data logging equipment will provide more accurate data for the engineers and will assist them in designing the long-term WWTP. The engineering costs for the new treatment plant can be reimbursed at 50% to the District through the DOE loan. Dave Matthews is the new permit manager for the District and he needs to be informed of any changes to the treatment process. Maintenance does not require approval by DOE, but adding the new aerator will require approval from Dave.

Electrical Bids for New Aerator/Electrical Closet Update

2 bids have been received. Valley Plumbing & Electric at \$37,388.85 and Green Coast Electric at \$21,997.79. There appears to be some materials missing from Green Coast's bid. Carson will reach out to Shawn to rework it. The new electrical closet will be located southwest of the lagoons and closer to the office. Roger will send a contract with a drawing for review. Further discussion at the next regular meeting in May.

Well # 1 Electrical Project

Green Coast Electric will be coming up on April 24, 2024, with the generator cable for hooking up the generator and bringing the extra fuses.

WASWD Monthly update

No update

Balfour Valley-Manhole issues

Tabled

Red Mountain

There are 3 pre-paid homes in Phase 3. Jack asked the commissioners for approval to talk with the District's attorney. Whatcom County Health Department has a preference for Birch Bay Water & Sewer District's developer extension agreement and Jack would like to share that document with the District's attorney to see if it meets with his approval. Jack will share that agreement with the commissioners at the regular meeting in May. More discussion at the next regular meeting.

Whatcom Water Alliance

NWS has declared drought for the summer due to low snowpack.

Insurance Property Schedule

Cheryl presented to the board a spreadsheet of the property schedule the commissioners discussed at the April 9, 2024, special meeting. Cheryl will email the spreadsheet to Enduris for review.

New Employee Hire

9 applications have been received. First interviews are scheduled for May 6 and May 8, 2024. Second interview schedule to be determined.

Radio/Cellular Communication System for Reservoirs and Wells

The system has been ordered but has not shipped yet.

Water Meters

Correct Equipment and a representative from Master Meter will meet with Carson and Cheryl at the office on May 9, 2024. A bid has been received from Consolidated Supply for radio frequency water meters. More discussion at the May 28, 2024, regular meeting.

Resolution 01-2024 Leak Adjustment Credit Policy

Additional language is needed for clarification. Cheryl will add the new language and present at the May regular meeting.

Resolution 02-2024 Water Rate Block Adjustment

RC/TS a motion was made and seconded to adopt Resolution 02-2024. Motion carried 5-0.

Resolution 03-2024 Sewer Rate Increase

RC/AA a motion was made and seconded to adopt Resolution 03-2024. Motion carried 5-0.

Resolution 04-2024 DOE Loan Acceptance

AA/RC a motion was made and seconded to adopt Resolution 04-2024. Motion carried 5-0.

Letter to the County Executive

AA/RC a motion was made and seconded to approve sending the letter to the County Executive. Motion carried 5-0.

NEW BUSINESS

Leak Adjustment Credit Requests

Leak adjustment credit forms were turned in by the following:

1721 Peaceful Valley Drive *AA/RW a motion was made and seconded to approve a leak adjustment. Motion carried 5-0.*

271 Flair Valley Drive *TS/RC a motion was made and seconded to approve a leak adjustment. Motion carried 5-0.*

Special Meeting

May 9, 2024 was set aside in case a special meeting is needed in May.

Liens

AA/RC a motion was made and seconded to approve filing a lien against the property of account number 10066 and account number 10100. Motion carried 5-0.

RC/RV a motion was made and seconded to approve Cheryl discussing account number 10126 with the District attorney. Motion carried 5-0.

TS/RW a motion was made and seconded to file a lien against the property of account number 10126 if the attorney advises to do so. Motion carried 5-0.

PUBLIC COMMENT FORUM

No public comments were made.

BILLS PAYABLE

Claims Payment Request form dated 4/8/24 in the amount of \$1,608.57

Payroll dated 4/12/24 in the amount of \$11,972.50

Claims Payment form dated 4/23/24 in the amount of \$59,213.34

Excise Tax Request Form 4/25/24 in the amount of \$1,846.82

Investment Transfer Form for 4/26/24 in the amount of \$30,000.00 from General Cash Investment to General Cash Fund

RW/AA a motion was made and seconded to approve the above Bills Payable. Motion carried 5-0.

FINANCIAL REPORTS

YTD Expenses – Review

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

Treasurer's Reports

March 2024 Treasurer's reports were presented to the Board for review.

RW/AA a motion was made and seconded to approve March 2024 Treasurers' Reports. Motion carried 5-0.

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

March 2024 Cash position reports were presented to the Board for review.

March 2024 Collections Report was presented to the Board for review.

March 2024 Aged Receivables and Delinquent Account Reports were provided for review.

Petty Cash

No petty cash disbursements for March 2024.

WATER & WASTEWATER REPORT

District Operations Report

The March 2024 operations report was provided to the Board.

Consumption Report

The March 2024 consumption report was provided to the Board.

Carson has a bid from On-Site Testing to repair the backflow preventor at the Green Valley Lift Station and have the one at the treatment plant inspected. Bid amount \$835.00. *RW/RC a motion was made and seconded to accept the bid from On-Site Testing. Motion carried 5-0.*

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 8:25 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 5/28/24.

APPROVED: 

DATE: 5/28/24


