

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JUNE 25, 2024**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Rebecca Cayen at 6:30 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, and Talitha Shiroma were present in person. Commissioner Robert Vandenhaak was absent. District employees Cheryl Thompson, Carson Cothren, and Eli Gunn-Hirsch were present in person. John Markus from Gray & Osborne was present via Zoom. One member of the public was present.

ADOPTION OF MINUTES

Special Meeting May 9, 2024

Regular Meeting May 28, 2024

AA/RW a motion was made and seconded to approve the special meeting minutes from May 9, 2024, and the regular meeting minutes from May 28, 2024. Motion carried 4-0.

UNFINISHED BUSINESS

SCPPL Funding

The contract amendment is still needed for the removal of Task #3.

Scope of Work/Engineer's Report /GSP

The Scope of Work for the Engineering Report and General Sewer Plan still needs approval from DOE. Cheryl emailed DOE on June 24, 2024, asking where things are with the approval process. The Scope of Work for Critical Improvements will be emailed next week.

Pond Liner Leak Detection Plan Update

The leak Detection Plan will be emailed on Wednesday, June 26, 2024. Cheryl will submit to DOE.

Electrical Bids for New Aerator/Electrical Closet Update

Roger sent the Scope of Work for the Small Works Roster Contract to Cheryl and Cheryl sent it to 3 companies from the MRSC Small Works Roster. Bids close July 2, 2024, at 1:00 pm.

WASWD Monthly update

No update

Balfour Valley-Manhole issues

Tabled

Red Mountain

4 GFCs paid to the District for Phase 3.

Radio/Cellular Communication System for Reservoirs and Wells

The radio communications system was incorrectly programmed by the company, so it has been shipped back to them to program it correctly.

Water Meters

WaterSMART grant is due July 6, 2024. Richard sent it to Roger and will send it to John Markus.

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

Tabled until the next meeting.

Late Fees

Cheryl would like some guidance on the minimum amount owing to charge late fees. Further discussion at the next meeting.

NEW BUSINESS

Capital Reserve Funds

Anthony suggested 3% of income could be set aside for capital reserves. More discussion to happen during the budgeting process starting in September.

2023 CCR-For Approval

TS/RW a motion was made and seconded to approve the 2023 CCR. Motion carried 4-0.
Cheryl will mail a copy to the Whatcom Water Alliance.

Data Sharing Agreement with the State Auditor's Office

AA/RW a motion was made and seconded to approve the Data Sharing Agreement with the State Auditor's Office. Motion carried 4-0.

Employment Contract for Eli

Cheryl reached out to the District's attorney about Eli's employment contract. He said that an Offer of Employment letter would be the appropriate format, as employment agreements are usually reserved for upper-level management. Cheryl will rework the contract into an Offer of Employment Letter to be reviewed at the next meeting.

Special Meeting Dates in July

Cheryl will send out a Doodle poll to the commissioners with dates in July.

PUBLIC COMMENT FORUM

No public comments were made.

BILLS PAYABLE

Claims Payment Request form dated 6/3/24 in the amount of \$4,472.24

Payroll dated 6/17/24 in the amount of \$15,997.50

Claims Payment form dated 6/25/24 in the amount of \$27,285.14

Excise Tax Request Form 6/25/24 in the amount of \$1,880.37

Investment Pool Transfer Form: Transfer \$10,000 from General Cash Investment to General Cash Account & Transfer \$78,265.00 from General Facilities Cash to General Facilities Investment Account.

AA/RW a motion was made and seconded to approve the above Bills Payable. Motion carried 4-0.

FINANCIAL REPORTS

YTD Expenses – Review

May 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 4-0.

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

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

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

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

Petty Cash

RW/AA a motion was made and seconded to approve May 2024 Petty Cash disbursements. Motion carried 45-0.

WATER & WASTEWATER REPORT

District Operations Report

The May 2024 operations report was provided to the Board.

Consumption Report

The May 2024 consumption report was provided to the Board.

BUSINESS MANAGEMENT REPORT


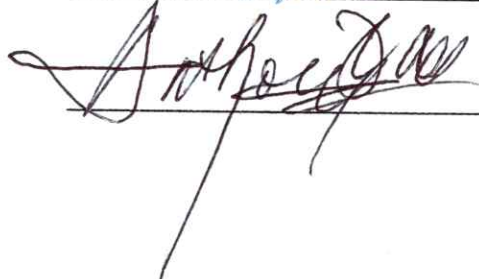
Meeting Log

The meeting log was presented to the Board.

CONCLUDE

There being no further business Rebecca Cayen concluded the meeting at 7:51 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 7/23/24.

APPROVED:  DATE: 7/23/24

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