

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING FEBRUARY 27, 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 6:33 pm. Commissioners Anthony Au, Richard Whitson, Talitha Shiroma, and Rebecca Cayen were present in person. Commissioner Robert Vandenhaak was absent. District employees Cheryl Thompson and Carson Cothren were present in person. Roger Kuykendall and John Markus from Gray & Osborne were present via Zoom.

ADOPTION OF MINUTES

Special Meeting January 10, 2024

Regular Meeting January 23, 2024

AA/RW a motion was made and seconded to approve the special meeting minutes from January 10, 2024, and the regular meeting minutes from January 23, 2024. Motion carried 4-0.

UNFINISHED BUSINESS

Scope of Work/Engineer's Report

G & O has completed the engineer's report for the critical improvements for the WWTP but has not yet submitted it to DOE.

SCPPL Funding

The final agreement has been received from DOE. The commissioners and Gray & Osborne have reviewed the agreement and Cheryl will send it to the District's attorney for review. *RW/TS a motion was made and seconded to approve the acceptance of the final agreement. Motion carried 4-0.*

New DOE Permit

There will be a meeting with DOE and their attorney and the District and its attorney on March 6, 2024, at 11:00 am at the DOE Office in Bellingham. Richard and Cheryl, along with Roger Kuykendall and Jay Swift from Gray & Osborne will attend. The District's attorney will lead the discussion. The O & M manual needs to be updated and sent to DOE in July 2024 and a leak detection plan for the pond liners needs to be created and submitted to DOE in June 2024. Roger offered to assist the District in these tasks.

Well # 1 Electrical Project

Green Coast Electric has finished the Well #1 project and Shaun is waiting for the L & I electrical inspection.

WASWD Monthly update

No update

Balfour Valley-Manhole issues

Tabled

Red Mountain

No update

Whatcom Water Alliance

No update

Rates Discussion

Tabled until regular special meeting on March 14, 2024.

New Employee Hire

Tabled until regular special meeting on March 14, 2024.

Electrical Bids for New Aerator/Electrical Closet

Roger will write up what the bids are missing and share that with Carson. Adding the 4th aerator is part of the DOE final agreement.

Leak Adjustment Credit Policy

Richard will rework the leak adjustment credit policy and will present it to the Board at the special meeting on March 14, 2024. The number of times a leak adjustment could be requested, determining what water pipes will be covered for the credit and what water usage needs to drop down to following the leak repair was discussed.

WWTP Snow Management

The District will continue to use John Horsmon for future snow plowing,

Emergency Response Plan

Cheryl will present a draft of the plan at the special Meeting on March 14, 2024, for the board to review. The final plan is due to DOH on March 30, 2024.

NEW BUSINESS

Lumber Rack for Truck

HD Fowler will pick up the pipe and fittings that weren't used for the water line repair as the District can not safely transport the pipe to Bellingham. A lumber rack on the truck would be useful for Carson in transporting materials. *AA/RW a motion was made and seconded to approve the purchase of a lumber rack for the truck, not to exceed \$500.00 Motion carried 3-1.*

Covenant to Combine Lots 249, 250 and 251: Request to De-Combine Lots

A request was made to de-combine lots 249, 250, and 251. The owner will be responsible for doing the necessary paperwork that the County will need. The District will not charge for back water and sewer fees, but reserves the right to charge the vacant lots a General Facilities Charge for connecting to the water and sewer systems.

Lease Proposal for Cell Tower on WCWD 13 Property

Anthony suggested that the District have a consulting company review the contract proposal. He knows of a firm that will review the contract for free. Cell towers require back up diesel generators, so there is concern about protecting the property from spills, along with access to the property. Atlas Towers has approached several organizations in the area. More discussion at the special meeting on March 14, 2024.

PUBLIC COMMENT FORUM

No public comments made.

BILLS PAYABLE

Claims Payment Request form dated 2/5/24 in the amount of \$6,351.90

Payroll dated 2/11/24 in the amount of \$13,158.75

Claims Payment form dated 2/27/24 in the amount of \$44,655.80

Excise Tax Request Form for 1/25/24 in the amount of \$1,111.75

Amended Excise Tax Request Form 2/16/24 in the amount of \$120.27

Excise Tax Request Form 2/26/24 in the amount of \$1,704.43

Claims Request Form for 2/27/24 in the amount of \$9,419.89 Repair & Maintenance

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

Rates

A review of current income and expenses is needed with the addition of a new employee and unexpected expenses. Further discussion at the regular meeting on February 27, 2024.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 8:12 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 3/26/24.

APPROVED: *Richard Smith*

DATE: 3-26-24

Robert Vandenhaak