

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING SEPTEMBER 30, 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 6:43 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, Robert Vandenhaak, and Talitha Shiroma were present in person. District employee Eli Gunn-Hirsch was present in person. District employee Cheryl Thompson was on vacation and Carson Cothren was absent. Roger Kuykendall from Gray & Osborne was present in person and Jay Swift from Gary & Osborne was present via Zoom.

ADOPTION OF MINUTES

Regular Meeting August 27, 2024

RW/RC a motion was made and seconded to approve the regular meeting minutes from August 27, 2024. Motion carried 5-0.

UNFINISHED BUSINESS

SCPPL Funding

Tabled until the next meeting on October 22, 2024.

Scope of Work/Engineer's Report /GSP

Gray & Osborne emailed the first 4 chapters of the General Sewer Plan (GSP) to the commissioners for review. These chapters include an introduction, population projections, a description of the wastewater treatment facility, and a description of regulations related to wastewater collection treatment. The population projections are based on the numbers in the Small Water System Plan, which is now 3 years old. Whatcom County is working on their Comprehensive Plan and will have their population projection numbers for Columbia Valley UGA as part of their Comprehensive Plan. Roger is in contact with Matt Aamot, Senior Planner at Whatcom County Planning & Development Services, and will submit the GSP to him for final comments and approval. Once Gray & Osborne gets to the treatment and capital projects aspects of the GSP, the plan will also go to the Whatcom County Health Department and Public Work Department Services for review.

Scope of Work for Critical Improvements

Roger said that Gray & Osborne is hoping to get the first draft of the Critical Improvements memo to the commissioners and employees during the first week in October 2024. This memo will include all the information about the effluent pump station, the communitor, and the data logging information. Carson and Eli will also need to familiarize themselves with the information as operators. Gray & Osborne has received a quote for \$29,850.00 plus freight, for a new communitor and the general lead time is 6-8 weeks. Installation cost could be around \$60,000 and it would be installed by a general contractor.

Effluent Pump Station

Gray & Osborne emailed some drawings to install a temporary bypass system and to add a vent to vent any air that might accumulate in the high spot of the discharge piping that could impact the performance of the effluent pumps. This work would need to be performed by a small works contractor, as Eli and Carson don't have the skills necessary to do this work. Gray & Osborne can draw up a small works contract for this job. Carson did reach out 2 contractors for bids.

RW/AA a motion was made and seconded to declare the work to install a temporary bypass system from the effluent pump station an emergency. Motion carried 4-0-1.

Well #1 Issues

The valve has been ordered and received from HD Fowler. The operators are waiting to hear back from Farmers Equipment for an installation date.

Radio/Cellular Communication System for Reservoirs and Wells

Ritron has approved a refund if they cannot get the equipment to work. The operators are waiting to hear back from Farmers Equipment to see if they can work with Ritron to get the equipment reprogrammed and installed.

WASWD Monthly update

WASWD has a new slate of Board members. 45 applications were received for the Executive Director position and the pool has been narrowed to 15 viable candidates. That number will be whittled down to 4 candidates with interviews to happen on October 8, 2024. The State Legislative session is a short session, and the State is \$1 billion dollars short to create a balanced budget.

Red Mountain

The first 2 houses in Phase 3 are set to close at the beginning of October 2024. PSE has installed 3-phase power within 500 feet of the Green Valley Lift Station.

Sewer Service Line Root Issue-981 Red Valley

The District currently does not have a policy for sewer line/lateral repair. Cheryl provided examples of policies from 2 other Districts. It appears the roots came through the joint between the side sewer and the lateral to the main from the video provided by the customer. The commissioners would like more information to make a decision. Eli will contact Andgar to see if there is more video footage that has better details.

Water Valve Repairs

Discussion on the need to repair and maintain water valves in the District. The importance of knowing the location of all valves was emphasized. Further discussion at the October 22, 2024, meeting.

NEW BUSINESS

Lead Service Line Inventory

Eli has been working on the inventory. There are 111 houses built before 1986. 20% of those houses will need to have verification that they do not have lead service line. Eli will begin to dig those up for the inventory. It is anticipated to be turned into the State by October 16, 2024.

Preliminary Budget Version #1

Commissioners to review and be prepared to discuss at the October 22, 2024, meeting. There will be a special meeting in November just to discuss the budget.

Time Clock for Employee Payroll as Backup Documentation

Robert would like to have a more formal documentation process for the employee documentation of time worked, especially since the Department of Ecology is reimbursing the District for wages as part of the SCPPL loan. Rebecca and Talitha suggested an application that could be loaded on to a tablet. Discussion to be continued at the next meeting on October 22, 2024.

Letter for 3745 Leonard Lane-Installing New Well

The new owner of this property is requesting a Denial-of-Service Letter from the District to turn into the Whatcom County Health Department, as he would like to drill a well on this property. The property is located up above the District's property on a hill. Conditions will be set forth in the letter that a future connection would be required if development were to occur in his area.

PUBLIC COMMENT FORUM

Jack Hovenier requested to be included in the distribution of information related to the general sewer plan to ensure the District's interests are well-represented in Whatcom County's planning process. The Board agreed to share the information, emphasizing that it has not been approved yet.

BILLS PAYABLE

Claims Payment Request form dated 8/30/24 in the amount of \$4,899.50

Claims Payment Request Form for 9/9/24 in the amount of \$1,883.49

Payroll dated 9/16/24 in the amount of \$14,349.50

Claims Payment form dated 9/19/24 in the amount of \$9,000.21 General Cash

Excise Tax Request Form 9/25/24 in the amount of \$1,378.34

Investment Pool Transfer Form: Transfer \$10,000.00 from General Cash Investment Account to General Cash Account

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

FINANCIAL REPORTS

YTD Expenses – Review

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

Treasurer's Reports

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

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

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

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

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

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

Petty Cash

RW/RC a motion was made and seconded to approve August 2024 Petty Cash disbursements. Motion carried 5-0.

WATER & WASTEWATER REPORT

District Operations Report

The August 2024 operations report was provided to the Board.

Consumption Report

The August 2024 consumption report was provided to the Board.

Confined Space Entry Training and Equipment Update

Both Carson and Eli have completed their Confined Space Training, which is valid for 3 years. Equipment will need to be rented before they can go down into the wet well.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

EXECUTIVE SESSION RCW 42.30.110(1)(g)

President Robert Vandenhaak called an executive session to discuss personnel performance review. Executive Session will end at 8:15 pm.

The Executive Session ended at 8:15 pm.

RW/AA a motion was made and seconded to raise Eli Gunn-Hirsch's hourly wage from \$25 per hour to \$29 per hour, effective October 1, 2024. Motion carried 5-0.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 8:21 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 10/22/24.

APPROVED: Talitha Shipoma DATE: 10.22.2024
Rebecca Cayen
RP [Signature] 10/22/24