

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
SPECIAL MEETING JULY 10, 2024**

CALL TO ORDER

A hybrid Special meeting was held July 10, 2024, via Zoom and in-person at the East Whatcom Regional Resource Center. Meeting was called to order at 6:32 pm by President Robert Vandenhaak. Commissioners present were Anthony Au, Rebecca Cayen, Richard Whitson, Robert Vandenhaak and Talitha Shiroma. Staff present were Cheryl Thompson and Eli Gunn-Hirsch, and Carson Cothren present via Zoom. Gray & Osborne Engineers Roger Kuykendall and John Markus were present via Zoom. Sam Rodriguez from RCAC was present via Zoom.

Income Survey Update

Sam Rodriguez presented an update on the income survey. 5 more responses are needed to meet the 202 responses needed. However, the 196 responses received are within the margin of error. RCAC can add the 5 highest income amounts to the total to determine the median household income (MHI) and adding those 5 responses will not change the MHI very much.

RC/AA a motion was made and seconded to approve adding the 5 artificial responses to the income survey. Motion carried 5-0.

Small Works Contract for Aeration Project

2 proposals were received for the aeration project. Valley Plumbing & Electric's bid was \$42,812.20 plus sales tax and Green Cost Electric's bid was \$36,992.00. Roger will execute the contract.

RC/RW a motion was made and seconded to approve awarding the contract to Green Coast Electric for \$36,992.00. Motion carried 5-0.

WWTP Operations & Maintenance Manual Update

Jay Swift and Leo Black from Gray & Osborne are working on updating the WWTP O & M Manual. Leo will come up to meet with the District's operations staff to see what might need to be added to the manual.

Water Pressure in the Water Distribution System

The water pressure is high in the new developments compared with the original development. Roger will take a closer look at the spreadsheet that Cheryl will email to him. Roger suggested that Carson contact Whatcom County Planning and Development Services to find out what is code for water pressure.

Offer of Employment Letter

The commissioners reviewed the document and made some edits. Cheryl will rework the letter and present to the Board for approval at the July 23, 2024, regular meeting.

Paying Engineering Bills

Money will be moved from the GFC investment account to cash accounts to pay for the WWTP Engineering Report & General Sewer Plan, and the Aerator Small Works Contract.

Resolution 01-2013 Delinquency/Lien Policy/Late Fees

A discussion was had about the late fees portion of the resolution. Cheryl will rework the language and present an updated version of the resolution for the July 23, 2024, meeting.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 7:34 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 5/28/24.

APPROVED: Richard [Signature]

DATE: 8/27/24

[Signature]

[Signature]