

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING FEBRUARY 25, 2025**

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, Rebecca Cayen, Talitha Shiroma, and Robert Vandenhaak were present in person. District employees Hannah Palm, Eli Gunn-Hirsch and Cheryl Thompson were present in person. Gray & Osborne Engineer Roger Kuykendall was present via Zoom. One member of the public was present in person and one member of the public was present via Zoom.

Executive Session RCW 42.30.110(1)(i))

Robert announced an executive session with the District's Attorney to end at 6:38 pm.

The Executive Session ended at 6:38 pm.

RW/AA a motion was made and seconded authorizing District Counsel to sign the term sheet from the Department of Ecology to settle the appeal of the SWD permit. Motion carried 5-0.

ADOPTION OF MINUTES

Special Meeting January 15, 2025

Regular Meeting January 28, 2025

AA/RC a motion was made and seconded to approve the special meeting minutes from January 15, 2025, and the regular meeting minutes from January 28, 2025. Motion carried 5-0.

ENGINEERING BUSINESS

SCPPL Funding

4th quarter Payment Request/Progress reimbursement check has been received from DOE.

Scope of Work/Engineer's Report /GSP

G & O is waiting for Whatcom County to provide them with population growth numbers to incorporate them into the Engineer's Report/General Sewer Plan. The County Council will decide on the population projections in March 2025.

Scope of Work for Critical Improvements

The projected date for the critical improvements work to go out to bid is April 1, 2025.

Effluent Pump Station

The check valves were replaced by Farmers equipment on January 29, 2025. The draw down tests indicated the check valves are not the problem with the effluent pump station. Check valves were also replaced in 2023 and 2019.

Well #1 Issues

Farmers Equipment installed a high-pressure release valve on January 29, 2025. The pump is running normally again.

Radio/Cellular Communication System for Reservoirs and Wells

Farmers Equipment installed a timer system on the wells and is working well. Two companies have come out to give bids on a new radio communications system, one for a radio system and the other for a cellular based system.

New Water Sampling Stations

In March, Robert will work with staff to install a sample station in the Red Mountain development.

Effluent Force Main

The force main "as-builts" were found and digitized. The drawings show a 6-inch diameter pipe, but Roger feels that it might be a 4-inch pipe based on the results of the draw down test with the trash pump.

HACH Tech for sample machines

The wire between the sampler and the flow meter will be buried with the critical improvements work.

Easements for Monitoring Wells

Monitoring Well C is not located where the drawings and the legal description says it should be. It is in a customer's front yard. The next step might be to order a title report for the property and see if there is an easement attached to the property.

Roger will provide a fact sheet for the 2 neighbors next to the well so they are educated about not using any chemicals, fertilizers or other substances or behaviors that could impact Monitoring Well D. Roger suggested also meeting with the property owner to work together to find a workable solution for fencing monitoring Well D. The language in the easement is what matters. Robert and Richard will meet with the property owners.

UNFINISHED BUSINESS

WASWD Monthly update

WASWD's Spring Conference will be in Wenatchee this year. The legislative session is happening now.

Red Mountain

No updates

Balfour Village

No updates

Water Valve Repairs

Tabled until next meeting.

CUSI-Meter Reading Device Update

CUSI has installed the software onto the office computer. The commissioners suggested that a new tablet be purchased for the meter reads.

NEW BUSINESS

Water Operator Certification Pre-Exam Classes

There is a water operator certification pre-exam class being held in Mt. Vernon April 1-3, 2025. Eli will sign up for the class.

Resolution 02-2025 Sewer Ownership and Responsibilities

Cheryl presented the resolution that she and the District's attorney worked on for outlining ownership and responsibilities for the sewer mains, laterals and side sewers. *RC/AA a motion was made and seconded to approve Resolution 02-2025. Motion carried 5-0.*

Resolution 03-2025-Public Records Request Policy

Cheryl presented the resolution that she and the District's attorney worked on outlining the public records request policy. The District will not maintain the Public Records Index as it would create an undue burden on the District. The District creates multiple public records every day and it would require hiring a full time staff person with benefits to maintain the Public Records Index. *AA/RC a motion was made and seconded to approve Resolution 03-2025. Motion carried 5-0.*

Irrigation Meter in Balfour Village

A customer called Anthony to report the irrigation meter in Balfour Village was leaking. The meter has been replaced and locked.

BILLS PAYABLE

Claims Payment Request form dated 2/3/25 in the amount of \$4,276.63

Payroll dated 2/10/25 in the amount of \$15,670.95

Claims Payment form dated 2/25/25 in the amount of \$11,741.75 General Cash

Claims Payment Request Form for 2/25/25 in the amount of \$13,382.77 GFC Cash Account

Excise Tax Request Form 2/25/25 in the amount of \$2,740.45

Investment Transfer Form: Move \$4,500.00 from GFC Investment to GFC Cash Account

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

FINANCIAL REPORTS

YTD Expenses – Review

December 2024 and January 2025 Expense reports were presented to the Board for review.

Treasurer's Reports

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

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

January 2025 Treasurer's reports were presented to the Board for review.

RW/AA a motion was made and seconded to approve January 2025 Treasurers' Reports. Motion carried 5-0.

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

December 2024 and January 2025 Cash position reports were presented to the Board for review.

December 2024 and January 2025 Collections Report were presented to the Board for review.

January 2025 Aged Receivables and Delinquent Account Reports were provided for review.

Petty Cash

RW/AA a motion was made and seconded to approve January 2025 Petty Cash disbursements. Motion carried 5-0.

Payment Plan Arrangements

No payment plan arrangements were presented

WATER & WASTEWATER REPORT

District Operations Report

The January 2025 operations report was provided to the Board.

The meter relocation for 7171 Green Valley will begin soon now that the weather has improved and digging can begin. 2 tree trimming bids have been received for removal of large deciduous trees around the lagoon and contact chamber. Hannah will get one more bid.

Consumption Report

The January 2025 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, Robert Vandenhaak concluded the meeting at 7:55 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 3/25/25.

APPROVED: *R. L. L. L. L.* DATE: 3-25-25

[Signature] 3/25/24

[Signature] 3/25/25