

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
REGULAR MEETING JULY 23, 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 6:31 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, Robert Vandenhaak, and Talitha Shiroma were present in person. District employees Cheryl Thompson, Carson Cothren, and Eli Gunn-Hirsch were present in person. Roger Kuykendall and John Markus from Gray & Osborne were present via Zoom. Two members of the public were present.

**ADOPTION OF MINUTES**

Regular Meeting June 25, 2024

*AA/RC a motion was made and seconded to approve the regular meeting minutes from June 25, 2024. Motion carried 5-0.*

**UNFINISHED BUSINESS**

SCPPL Funding

DOE is willing to add the AKART study to the funding agreement.

Scope of Work/Engineer's Report /GSP

The Scope of Work for the Engineering Report and General Sewer Plan still needs approval from DOE. Roger will follow up with Dave Matthews, Permit Manager.

Scope of Work for Critical Improvements

If all projects of the Scope of Work are completed, the total cost would be around \$500,000.00 New influent and effluent data loggers will provide the engineers with the needed information for the planning and design of the new WWTP. There are concerns that the drain field may not be working properly. Concentration of values are higher at Well A compared to wells B, C, D, and E.

*RW/RC a motion was made and seconded to approve Tasks 2.1, 2.2, 2.8, and 2.9, along with Task 2.3, if necessary. Motion carried 4-0-1.*

Effluent Pump Station

New effluent pumps were installed by Grundfos in March 2019, but it appears that they haven't worked properly since they were installed. The pressure seems to be good in the pipes, so there does not appear to be issues with the force main to the drain field. The screens on the bottom of the impellers could be clogged, which would affect their performance. Better screening in the contact chamber would help keep leaves and debris out of the wet well, but it would be more labor intensive. Carson has reached out to Pump Tech to troubleshoot the pump issue. The bid for them to come out and pull the pumps and put them back is \$ 6,047.50.

*RW/AA a motion was made and seconded to approve the bid for \$6,047.50 from Pump Tech to troubleshoot the effluent pump issues. Motion carried 5-0.*

WWTP Operations and Maintenance Manual

The draft is complete, and the figures are being completed. The manual is due for submission to DOE on July 31, 2024, as a requirement of the SWD permit. It will be sent to Cheryl early next week for submission to DOE.

Well #1 Issues

There is a knocking sound when well #1 starts up. John believes there is an airlock somewhere in the check valve. Roger suggests looking for the brand and calling the manufacturer to see if there are replacement parts or a repair kit to fix the air lock issue.

WASWD Monthly update

Judi Gladstone, WASWD's Executive Director is retiring at the end of the year, and they are searching for a new Executive Director.

Red Mountain

No update

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.

Letter of Employment for Eli

*TS/RW a motion was made and seconded to approve the Letter of Employment for Eli as written. Motion carried 5-0.*

Resolution 05-2024-Delinquency/Lien Policy

*RW/AA a motion was made and seconded to approve Resolution 05-2024 Delinquency/Lien Policy. Motion carried 5-0.*

**NEW BUSINESS**

Special Meeting dates in August

A special meeting will be held on August 7<sup>th</sup>, 2024, if needed.

September Regular Meeting Date-Conflicts with WASWD Fall Conference

September's Regular Meeting will be held on Monday, September 30, 2024, at 6:30 pm at the East Whatcom Regional Resource Center.

Laptop and email address for Eli

Cheryl will contact Bill Hibler at West Seattle Internet Service to set up an email address for Eli.

*RW/RC a motion was made and seconded to approve the purchase of a laptop computer not to exceed \$750.00. Motion carried 5-0.*

Cheryl's Vacation

Cheryl will be on vacation from September 20<sup>th</sup> through October 1<sup>st</sup>. She will be back in the office on October 2, 2024.

**PUBLIC COMMENT FORUM**

No public comments were made.

**BILLS PAYABLE**

*Claims Payment Request form dated 7/8/24 in the amount of \$4,451.39*

*Payroll dated 7/15/24 in the amount of \$14,966.75*

*Claims Payment form dated 7/23/24 in the amount of \$44,863.14 General Cash*

*Claims Payment form dated 7/23/24 in the amount of \$20,994.44 Repairs & Maintenance Cash*

*Claims Payment form dated 7/23/24 in the amount of \$31,290.63 General Facilities Charges Cash*

*Excise Tax Request Form 7/25/24 in the amount of \$3,049.93*

*Investment Pool Transfer Form: Transfer \$20,994.44 from Repairs & Maintenance Investment to Repairs & Maintenance Cash Account*

*Cash Transfer Form: Transfer \$18,448.08 from General Facilities Cash to General Cash Account*

*RW/AA a motion was made and seconded to approve the above Bills Payable. Motion carried 4-0-1.*

WCWD13 Board of Commissioner's Meeting

July 23, 2024

## FINANCIAL REPORTS

### YTD Expenses – Review

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

### Treasurer's Reports

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

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

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

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

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

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

### Petty Cash

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

## WATER & WASTEWATER REPORT

### District Operations Report

The June 2024 operations report was provided to the Board. The District has 6 or 7 water meters. Carson will order 5 more.

### Consumption Report

The June 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 Robert Vandenhaak concluded the meeting at 8:05 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 8/27/24.

APPROVED: \_\_\_\_\_

*Rich White*

DATE: \_\_\_\_\_

*8-27-24*

*[Signature]*  
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