

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
REGULAR MEETING OCTOBER 22, 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 6:30 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, Robert Vandenhaak, and Talitha Shiroma were present in person. District employees Eli Gunn-Hirsch and Cheryl Thompson were present in person. Roger Kuykendall and Jay Swift from Gray & Osborne were present via Zoom. One member of the public was present in person.

**ADOPTION OF MINUTES**

Regular Meeting September 30, 2024

*RC/RW a motion was made and seconded to approve the regular meeting minutes from September 30, 2024. Motion carried 5-0.*

**UNFINISHED BUSINESS**

SCPPL Funding

The Department of Ecology sent a form via email to the District and Gray & Osborne requesting anticipating funding costs for FY2026. DOE Will evaluate project funding needs and timing for future steps/phases to prioritize the SCPPL project funding demands in conjunction with the funding requests received through the SFY26 annual funding cycle. Completing the request form does not guarantee funding for the next step/phase. Roger and Cheryl will collaborate on filling out the form and Cheryl will email the completed form to DOE by November 1, 2025. The 3<sup>rd</sup> quarter PR/PR is due by October 31, 2024. Cheryl reached out to DOE about the contract amendment for removing the critical improvements from the funding agreement. This contract amendment will be initiated once the planning phase is completed.

Scope of Work/Engineer's Report /GSP

Gray & Osborne emailed the first 4 chapters of the General Sewer Plan (GSP) to Matt Aamot at Whatcom County Planning & Development Services for review. With Whatcom County updating its Comprehensive Plan, which includes population projections for the Columbia Valley UGA, Matt will look at Gray & Osborne's population projection numbers to see if those align with Whatcom County's projections.

Scope of Work for Critical Improvements

Roger sent the Critical Improvements Memo and Scope of Work to the District on October 17, 2024. The memo includes a description of the existing conditions at the WWTP and an analysis of needed recommendations. 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. Electrical improvements are needed to move the electrical systems away from the lagoons, with a rough estimate of \$10,000 for the electrical work.

*RC/TS a motion was made and seconded to approve \$85,815.00 for the Scope of Work for the Design Costs for the Critical WWTP Improvements. Motion carried 5-0.*

Effluent Pump Station

Eli and Carson rented safety equipment for going down into the wet well. Debris was removed from the bottom of the pumps and from inside the wet well. Pump hours on Pump #2 dropped from 12 to 4 after cleaning. Pump #1 run hours are the same. It is possible that there could be debris that is inside the pump itself that is causing it to run poorly. Farmers Equipment came out to look at the check valves and they said that they appeared to be operating correctly. Gray & Osborne recommends replacing the pumps with a different type of pump altogether.

Well #1 Issues

Farmers Equipment discovered that the Cla-Val was bypassed and hotwired to stay open. Farmers Equipment rewired to have the Cla-Val work correctly. Roger would like Farmers Equipment to provide a work summary of the Cla-Val rewiring so the District can ask Green Coast Electric what happened with the Cla-Val.

Radio/Cellular Communication System for Reservoirs and Wells

Farmers Equipment and Ritron still need to connect about the communications system.

WASWD Monthly update

WASWD has a new slate of Board members with both the President and Vice-President coming from Section 3. Possible candidates for the Executive Director position has been narrowed to 2 viable candidates. Judi Gladstone will stay on for a while to train the new Executive Director. The State Legislative session has started and it is a short session.

Red Mountain

The first 2 houses in Phase 3 have sold. Phase 4 is still coming together, but the application expires on February 1, 2025.

Sewer Service Line Root Issue-981 Red Valley

Andgar shared what video footage they had, and it would cost close to \$1,000 for them to come out again to video the lines. Hardware Sales rents sewer video equipment for \$260 per day. It is clear the District needs a resolution that states what the District's ownership and responsibilities are, and what customers' ownership and responsibilities are.

*RC/TS a motion was made and seconded to reimburse the customer for \$649.53 for the customer's Andgar plumbing bill to clear the sewer line of roots. Motion carried 5-0.*

Water Valve Repairs

Tabled until next meeting.

Lead Service Line Inventory

The Lead Service Line Inventory was submitted to the Department of Health's Office of Drinking Water on time.

Preliminary Budget Version #1

Commissioners reviewed and discussed the budget. A special meeting will be held on November 13, 2024, at 6:30 pm, to discuss the budget.

Time Clock for Employee Payroll as Backup Documentation

Cheryl will investigate apps for the tablet for employee hours tracking.

Letter for 3745 Leonard Lane-Installing New Well

The Denial-of-Service Letter from the District was submitted to the attorney for review. The attorney revised the language to be in accordance with current RCWs.

*TS/RV a motion was made and seconded to send the Denial-Of-Service Letter from the attorney to the owner of 3745 Leonard Lane. Motion carried 3-1-1.*

## **NEW BUSINESS**

Leak Adjustment Credit Request-1051 Red Valley Court

*RW/RC a motion was made and seconded to approve the leak adjustment credit request for 1051 Red Valley Court. Motion carried 5-0.*

Resolution 06-2024-Declaration of Surplus Items-Old WWTP Generator

*RW/RC a motion was made and seconded to declare the old WWTP generator a surplus item as it is unfixable, and parts are no longer available. Motion carried 5-0.*

New Generator Arrival

The new generator is scheduled to arrive this week. Cheryl will contact Valley Plumbing & Electric to get the installation scheduled.

**PUBLIC COMMENT FORUM**

**BILLS PAYABLE**

*Claims Payment Request form dated 10/7/24 in the amount of \$8,700.86*

*Claims Payment Request Form for 10/7/24 in the amount of \$29,955.08 GFC Cash Account*

*Claims Payment Request Form for 10/9/24 in the amount of \$6,207.00*

*Payroll dated 10/14/24 in the amount of \$14,504.00*

*Claims Payment form dated 10/22/24 in the amount of \$13,953.34 General Cash*

*Claims Payment Request Form for 10/22/24 in the amount of \$25,260.92 GFC Cash Account*

*Excise Tax Request Form 10/25/24 in the amount of \$1,905.07*

*Investment Pool Transfer Form: Transfer \$25,260.92 from General Cash Investment Account to General Cash Account*

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

**FINANCIAL REPORTS**

YTD Expenses – Review

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

Treasurer’s Reports

September 2024 Treasurer’s reports were presented to the Board for review.

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

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

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

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

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

Petty Cash

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

**WATER & WASTEWATER REPORT**

District Operations Report

The September 2024 operations report was provided to the Board.

Consumption Report

The September 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 8:30 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 11/28/24.

APPROVED: Rich Little

DATE: 11/26/24

~~Stephanie~~

Rebecca Cayan