

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
REGULAR MEETING DECEMBER 19, 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, and Robert Vandenhaak were present in person. Talitha Shiroma was present via Zoom. District employees Eli Gunn-Hirsch and Cheryl Thompson were present in person. Roger Kuykendall and Jay Swift from Gray & Osborne were present via Zoom. Two members of the public was present in person.

**Executive Session RCW 42.30.110(1)(i))**

Robert announced an executive session with the District's Attorney to end at 6:35 pm.

The Executive Session ended at 6:35 pm.

*AA/RW a motion was made and seconded to approve the settlement offer from the Department of Ecology to settle the appeal of the SWD permit. Motion carried 5-0.*

**ADOPTION OF MINUTES**

Special Meeting November 13, 2024

Regular Meeting November 26, 2024

*RW/RC a motion was made and seconded to approve the special meeting minutes from November 13, 2024, and the regular meeting minutes from November 26, 2024. Motion carried 5-0.*

**ENGINEERING BUSINESS**

SCPPL Funding

Once the planning and design phases are completed, an amendment can be made to remove the critical improvements and add the AKART study to the DOE Loan Agreement.

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 AKART study is being scoped and then it can be underway.

Scope of Work for Critical Improvements

G & O will submit critical improvements design, with approximately 60 percent completed, to the District next week and Roger will share the high points at January's regular meeting. The comminutor lead time is 6 weeks for delivery and whoever is the contractor can order as part of the project.

Effluent Pump Station

Farmers Equipment installed the air release valve and Eli will do a draw-down test next week to see if there is improvement in the flow.

Well #1 Issues

Farmers Equipment has to install a high-pressure release valve.

Radio/Cellular Communication System for Reservoirs and Wells

There continues to be an issue with the programming of the equipment. Farmers Equipment will be out to troubleshoot with Eli on December 21, 2024.

#### Red Mountain Phase 4

Phase 4 preliminary plat application expires on February 1, 2025. Whatcom County Health Department wants to be sure that the District has the ability to serve Phase 4 with sewer-service. Jack estimates that it will be 3 years before Phase 4 will be ready to build new homes and the application is for 55 homes, built in 2 phases. The General Facilities Charges and the new ratepayers would provide funds to help build the new WWTP. G & O feels the risk to the District is low, and with the new aerator, would allow up to 549 connections. Jack will need a Developer's Extension Agreement to submit to the Whatcom County Health Department.

*RW/AA a motion was made and seconded to approve the Developer Extension Agreement for Red Mountain Phase 4. Motion carried 4-0-1.*

#### New Water Sampling Stations

The District currently has 6 sampling stations, 4 in Peaceful Valley Divisions 1 and 2, and 2 at the reservoirs. Eli has concerns about the difficulty of pulling clean samples from the 4 sampling stations. G & O recommends that the 4 stations be replaced. There are no sampling stations in Balfour Valley or in Red Mountain but adding 1 or 2 more should be considered. Eli is waiting for installation bids, and each sample station could cost around \$1,200.

#### Effluent Force Main

There are markers in the woods, but it is unclear whether the markers are over the force main or next to it. Balfour Village was supposed to locate and survey the force main, but it appears to have not been completed. The force main is not shown on maps or drawings, and it is unknown what the pipe's diameter is.

#### HACH Tech for sample machines

The samplers are not performing well, and they are not drawing the proper amounts needed for the samples. Maintenance on the samplers is needed.

### **UNFINISHED BUSINESS**

#### WASWD Monthly update

WASWD'S Commissioners Workshop is on January 25, 2025 and all commissioners will be attending except Talitha, who has a conflict. Cheryl will be attending, as well.

#### Red Mountain

Covered under Engineering Business.

#### Sewer Service Line Root Issue-981 Red Valley

The sewer pipe was repaired by Andgar. The roots were coming in at the top of the sewer line 2 feet on the District's side of the Y. Eli shared the repair information with Dave Matthews at DOE> Cheryl will craft a resolution spelling out the ownership responsibilities using Lake Whatcom's resolution as a guide.

#### Water Valve Repairs

Tabled until next meeting.

#### Time Clock for Employee Payroll as Backup Documentation

The app is set up and ready to go.

#### New Generator Update/Cummins Service Bid

Eli will run the generator every Friday, under load, for one hour. Cheryl provided the bid from Cummins and Eli will get a bid from Tri-County Diesel Marine.

#### State Audit

Richard and Cheryl attended the entrance interview this morning and the exit interview will be in early January.

## NEW BUSINESS

### Electing Officers for 2025.

*RC/RW a motion was made and seconded to approve Robert Vandenhaak as Board President for 2025. Motion carried 5-0.*

*RH/RC a motion was made and seconded to approve Richard Whitson as Auditing Officer for 2025. Motion carried 5-0.*

### OIT Applications: How to Proceed

Cheryl and Eli conducted the first interviews and have a top candidate. *RW/AA a motion was made and seconded to extend an offer of employment to the top candidate. Motion carried 5-0.*

## BILLS PAYABLE

*Claims Payment Request form dated 12/5/24 in the amount of \$6,541.25*

*Payroll dated 12/10/24 in the amount of \$10,434.37*

*Claims Payment form dated 12/19/24 in the amount of \$8,518.97 General Cash*

*Claims Payment Request Form for 12/19/24 in the amount of \$96,191.30 GFC Cash Account*

*Excise Tax Request Form 12/26/24 in the amount of \$2,563.84*

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

## FINANCIAL REPORTS

### YTD Expenses – Review

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

### Treasurer's Reports

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

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

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

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

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

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

### Petty Cash

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

## WATER & WASTEWATER REPORT

### District Operations Report

The November 2024 operations report was provided to the Board.

Cheryl & Eli are working on submitting a grant to the Bureau of Reclamation for a WaterSMART grant for AMR water meters. A resolution will need to be signed by the Board of Commissioners as part of the grant application.

Cheryl will create a resolution for signature in January 2025. Eli presented a bid to relocate the water meter for 7171 Green Valley which is continually filled with water.

*TS/RW a motion was made and seconded to approve relocating the water meter for 7171 Green Valley Drive for \$2,500.00. Motion carried 5-0*

Consumption Report

The November 2024 consumption report was provided to the Board.

**BUSINESS MANAGEMENT REPORT**

Meeting Log

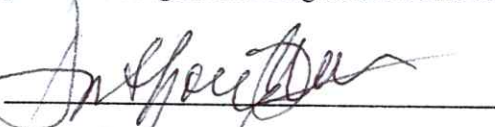
The meeting log was presented to the Board.

A Special Meeting will be held on January 15, 2025, at 6:30 pm, at the East Whatcom Regional Resource Center.

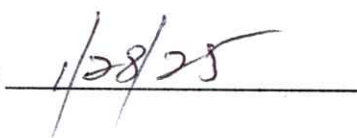
**CONCLUDE**

There being no further business, Robert Vandenhaak concluded the meeting at 7:50 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 1/28/25.

APPROVED:

  
\_\_\_\_\_

DATE:

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_