

# POINT ROBERTS WATER DISTRICT NO. 4

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## POINT ROBERTS WATER DISTRICT NO. 4

Regular Scheduled Meeting of  
May 13<sup>th</sup>, 2025

### MINUTES

The Meeting of the Point Roberts Water District No. 4 Board of Commissioners was called to order at 5:40 p.m. In attendance were Commissioners Hackleman and Anderson, Manager Hubbard, District staff Kelli Wallace and Mitchell Nevi.

#### 1. GUESTS AND COMMENTS:

Pat Grubb  
Rhonda Granger

#### 2. MINUTES:

The Minutes of the Regular Scheduled Meeting of April 8<sup>th</sup>, 2025 were read. Commissioner Hackleman moved to accept them as read. Commissioner Anderson seconded the motion which passed unanimously

#### 3. APPROVAL:

- A. A Motion was made by Commissioner Hackleman to accept the May 2025 vouchers in the amount of \$106,634.56. The Motion was seconded by Commissioner Anderson and passed unanimously.
- B. The Commissioners approved 6 adjustments.
- C. The Commissioners signed Manager Hubbard's Timesheets.

#### 4. MANAGERS REPORT:

- A. Mitchell Nevi certified as a Cross Connection Control Specialist.
- B. Marquel Isaac certified as a Waterworks Operator 1.
- C. SAO Audit completed.
- D. Hydrant flow testing continues.

#### 5. CORRESPONDENCE:

- A. Customer Email from acct #1697 – Point Roberts Market Place requesting relief from a water leak for the Jan/Feb & Mar/Apr billing cycles. Commissioner Hackleman made a motion to give \$800.00 relief to the account. Commissioner Anderson seconded and the motion was approved.

**6. OLD BUSINESS:**

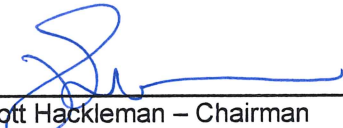
**7. NEW BUSINESS:**

- A. Wage increase for Marquel Isaac. Commissioner Hackleman made a motion to approve a wage increase. Commissioner Anderson seconded and the motion was approved.
- B. COLA for employees. Commissioner Hackleman made a motion to approve a 2% Cost of Living Adjustment. Commissioner Anderson seconded and the motion was approved.
- C. Add Mitchell Nevi as a signer on the Umpqua Bank Accounts. Commissioner Hackleman made a motion to change the signers on the Umpqua Bank accounts to include only Wesley Hubbard and Mitchell Nevi. Commissioner Anderson seconded the motion was approved.
- D. Sign Resolution #680 – Developer Extension Agreement. This was tabled by the Commissioners until the June 2025 meeting as there are questions regarding the wording of the Developers Extension Agreement.

**8. COMMISSIONER'S COMMENTS:**

The next Regular Meeting of the Board of Commissioners will be June 10<sup>th</sup>, 2025 at 5:00 p.m.

As the Commissioners had no further comments, the meeting adjourned at 6:12 p.m. on a motion from Commissioner Anderson.

  
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Scott Hackleman – Chairman

  
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N. Madeleine Anderson - Secretary

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Arthur Reber - Commissioner

Date: 6-10-2025