

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JULY 28, 2026**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 via Zoom and in-person at the East Whatcom Regional Resource Center. Commissioners Anthony Au, Richard Whitson, and Robert Vandenhaak were present in person. Commissioner Daniel Vetkov arrived in person at 6:40 pm. Commissioner Rebecca Cayen was present via Zoom. District employees Hannah Palm, Cheryl Klessig and Eli Gunn-Hirsch were present in person. Gray & Osborne Engineers Jay Swift, Leo Black, and Roger Kuykendall were present via Zoom. 2 members of the public were present in person., The meeting was called to order at 6:30 pm by President Robert Vandenhaak.

ADOPTION OF MINUTES

Regular Meeting June 23, 2026

AA/RW a motion was made and seconded to approve the regular meeting minutes from June 23, 2026. Motion carried 4-0.

ENGINEERING BUSINESS

Balfour Village Phases 3 & 4

The attorneys for Balfour Village and Red Mountain estates created an indemnification agreement that was also approved by the District's attorney. The indemnification agreement outlines that sewer connections are available on a first come-first serve basis. *AA/RC a motion was made and seconded to approve President Robert Vandenhaak to sign the Indemnification Agreement between Balfour Village, Red Mountain Estates, and Whatcom County Water District No. 13. Motion carried 4-0.*

RC/AA a motion was made and seconded to approve a Developer Extension Agreement for Balfour Village Phase 3. Motion carried 4-0.

SCPPL Funding Update

The District was awarded SCPPL funding for the design phase. There will be a meeting with the SCPPL team on August 19, 2026, at 1:00 pm to discuss the terms of the funding contract. Robert and Richard will attend the meeting.

Economic Development & Infrastructure (EDI) Funding Application

Whatcom County is now accepting funding requests for the EDI program. Gray & Osborne has prepared an application that Cheryl will submit this week. The request is for \$750,000 in grant funds for the design phase. Balfour Village and Red Mountain Estates both provided letters of support for the application. Should this grant funding be approved by Whatcom County Council, the design phase will be paid for by grants. *RW/AA a motion was made and seconded to approve the application submission to the EDI program for \$750,000 in grant funding to cover design costs of the new Wastewater Treatment Plant project. Motion carried 4-0.*

Engineer's Report /General Sewer Plan (ER/GSP)

Dave Matthews, DOE Permit Manager for the District said an approval letter for the ER/GSP is coming soon. Once that approval letter is received, the ER/GSP will be sent to the Whatcom County Planning and Health Departments for review and approval.

Critical Improvements Update

The Operations & Maintenance manual is almost completed.

Re-Seeding Lagoon 1

5,500 gallons of sludge from the Everson wastewater treatment plant was dumped into Lagoon 1 to activate the bacteria in the lagoon. Treatment numbers improved following the re-seeding.

Drainfield Hatches

The metal hatches at the drainfield are falling apart and need to be replaced. The Operators will get bids on the replacement cost. There was discussion of maintenance of the dosing tanks with more discussion to follow.

Duckweed Skimmer-Lagoon 3

DOE Permit Manager Dave Matthews would like to see the District better manage the duckweed in Lagoon 3. More discussion at next month's meeting.

Lagoon A Issues

The Operators would like to jet the headworks and pipe into Lagoon 1. A bid was received from Bayside Services, and the Operators will get a second bid from BAI. More discussion at next month's meeting.

Small Water System Plan-Leak Detection

Leak detection with Hydrevo has been scheduled for July 30 and 31, 2026.

Multi-Family Housing/Accessory Dwelling Units (ADU)-Changes to the Whatcom County Comprehensive Plan
Tabled-more discussion at next month's meeting.

Whatcom County Public Works Department Request for Water

Acme Water District 18 charges \$16.82/1,000 gallons of water. Roger suggested the District create a policy for water sales for potential customers outside the District. He said that a backflow preventer would need to be installed on a fire hydrant for those water sales.

UNFINISHED BUSINESS

WASWD Monthly update

Fall Conference registration is now open.

Red Mountain

Jack Hovenier attended the meeting on behalf of Red Mountain Estates. Updates covered under Engineering Business.

Balfour Village

Jaime White attended the meeting on behalf of Balfour Village. Updates covered under Engineering Business.

Water Valve Repairs

Hydrevo will be here July 30 and 31, 2026, and these will be looked at with them.

Resolution Review 2010-2025

Resolution 03-2025-Active

Resolution 04-2025-Active

Resolution 05-2025- Archive

Resolution 06-2025-Update

Office Computer/Tech Support

Tabled until next month's meeting.

Columbia Valley Parks & Recreation District CVPRD) Request to store equipment at the WWTP

The District's attorney approved the agreement language with the removal of insurance requirements. CVPRD paid half the District's attorney's fees to create the agreement. *AA/DV a motion was made and seconded to approve the Interlocal Agreement with Columbia Valley Parks & Recreation District to store the tractor on District property in exchange for use of the tractor for 24 hours per year. Motion carried 4-0-1.*

Leak Adjustment Credit Form-291 Flair Valley

Water usage has returned to average usage. *RW/AA a motion was made and seconded to approve a leak adjustment credit of \$377.20 for 291 Flair Valley. Motion carried 5-0.*

NEW BUSINESS

Leak Adjustment Credit Form-2751 Bluejay Valley

This customer had a large leak but fixed it within 6 hours of notification by the District. More discussion at next month's meeting following the August meter reading.

2027 Budget Discussion

A special meeting will be held on August 19, 2026, at 6:30 pm, at the East Whatcom Regional Resource Center to begin to craft next year's budget.

COLA Wage Increases

Eli requested the Board of Commissioners craft a policy for standardized employee wages based on experience and education, and increases due to inflation. Eli also passed his Level 2 Wastewater Operator Exam.

Drinking Water Sample Stations

Two more sample stations need to be replaced. The approximate cost is \$1,500 per sample station. More discussion at next month's meeting.

BILLS PAYABLE

Claims Payment Request form dated 6/30/26 in the amount of \$8,170.28 General Cash

Claims Payment Request form dated 6/30/26 in the amount of \$1,549.65 GFC Cash

Payroll dated 7/31/26 in the amount of \$17,614.92

Claims Payment form dated 7/28/26 in the amount of \$56,057.74 General Cash

Claims Payment form dated 7/28/26 in the amount of \$2,725.50 GFC Cash

Claims Payment form dated 7/28/26 in the amount of \$2,712.50 Repairs & Maintenance Cash

Investment Transfer Form for 7/31/26: Transfer \$2,712.50 from Repairs & Maintenance Investment Account to Repairs & Maintenance Cash Account

Excise Tax Request Form 7/27/26 in the amount of \$1,213.24.

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

FINANCIAL REPORTS

YTD Expenses – Review

June 2026 expenses were presented to the Board for review.

Treasurer's Reports-Approval

AA/RW a motion was made and seconded to approve the Treasurer's Report for June 2026. Motion carried 5-0.

WCWD13 Board of Commissioner's Meeting

July 28, 2026

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

June 2026 Cash position reports were presented to the Board for review.

June 2026 Collections Report was presented to the Board for review.

June 2026 Aged Receivables and Delinquent Account Reports were provided for review. Cheryl will send a notice of intent to lien to Account No. 10138.

Petty Cash-Approval

AA/RW a motion was made and seconded to approve petty cash disbursements for July 2026. Motion carried 5-0.

WATER & WASTEWATER REPORT

District Operations Report

The June 2026 operations report was provided to the Board.

Consumption Report

The June 2026 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 7:58 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 8/25/2026.

APPROVED: R. L. Witt DATE: 8-25-26

Julie Taylor 8/25/26

W. L. Witt 8-25-26