

WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING MAY 27, 2025

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Robert Vandenhaak at 6:32 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, and Robert Vandenhaak were present in person. Commissioner Talitha Shiroma was present via Zoom. District employees Hannah Palm, Eli Gunn-Hirsch and Cheryl Klessig were present in person. Gray & Osborne Engineer Jay Swift was present via Zoom.

ADOPTION OF MINUTES

Regular Meeting April 22, 2025

AA/RW a motion was made and seconded to approve the regular meeting minutes from April 22, 2025. Motion carried 5-0.

ENGINEERING BUSINESS

SCPPL Funding

Jay Swift and Leo Black met with Cheryl and Sam Rodgriguez from RCAC to discuss the sewer rate survey process. Cheryl will meet with Sam in June to discuss the financial information she needs to provide Sam to complete the study. Jay reported that DOE has approved the Scope of Work for the AKART and Hydrogeological Study.

Scope of Work/Engineer's Report /GSP

Whatcom County Planning & Development Services has provided the number of households projected in the District 13 through 2045 as part of the Comprehensive Plan update process. Jay will share the email from Planning with the commissioners

Critical Improvements Update

The contract for the critical improvements was awarded to Summit Construction at the special meeting on May 21, 2025. G & O is preparing the contract, and it will be sent on May 28, 2025. The work is projected to begin in about a month.

Scope of Work for Pond Liner Leak Detection Survey

The new SWD permit requires the Pond Liners Leak Detection Survey to be completed by September 30, 2025, and a report submitted by December 31, 2025. G & O will assist the operators in doing the survey and in writing the report. Each lagoon will have to be taken off-line for about a week to complete the survey. The survey is projected to begin in mid-July and be completed by the end of August 2025. *RC/RW a motion was made and seconded to approve the Scope of Work for the Pond Liner Leak Detection Survey at an estimated cost of \$21,970.00. Motion carried 5-0.*

New water sample stations

2 sample stations have been purchased. One will be installed in Balfour Village and the other is a replacement.

Radio Communications Systems-Bids

G & O is recommending the Mission system as they are familiar with its performance and it has been around for a while, whereas the High Tide system is a newer system from Whitney Equipment Company. With the current system, the timer needs to be adjusted 2 or 3 times per week and requires more of the operators' time. There is the potential to overflow the reservoirs if the timers are not properly adjusted. The District does not have meters installed on the overflow pipes currently, and it is not possible to track how much water overflowed the reservoirs. G & O has included a Mission system in the critical improvements project for the WWTP that could be repurposed for the water system or the Green Valley Lift Station once the new WWTP is constructed. Further discussion at the June regular meeting.

Easements for Monitoring Wells

Monitoring Well-C is in a customer's front yard and Monitoring Well-D is next to customer's home. A survey may be needed to determine if Monitoring Well-C is located on the District's easement. Further discussion at the June regular meeting.

4th Aerator Update and indicator light on control panel

Farmers Equipment is waiting for the part to come in.

Septage Receiving for new WWTP

Amber Corfman, Biosolids Permit Manager for the District would like for the District and its engineers to consider adding septic receiving as part of the new WWTP. She stated that there is a large need in Washington State for septic receiving for septic tank pumping and portable toilets. This would be potential revenue for the District, but would also have some drawbacks, like odors. G & O will consider it as they move through the planning and design of the new WWTP facility.

UNFINISHED BUSINESS

WASWD Monthly update

No update

Red Mountain

No updates. No representative from Red Mountain Estates attended the meeting.

Balfour Village

No updates. No representative from Balfour Village attended the meeting.

Water Valve Repairs

Eli and Hannah are performing routine gate valve and fire hydrant exercising, along with determining exact locations of the valves and hydrants. They are approximately half-way through the project and have discovered 5 broken gate valves and 1 broken fire hydrant.

Fencing adjacent to Drain Field & Balfour Village Phase 3

Local residents walk their dogs around and on the drainfield, even though "No Trespassing" signs are up around the drainfield. An awareness campaign could be started to educate the area residents about the drainfield and why it is important to protect it. Further discussion at the June regular meeting.

Leak Adjustment Credit Requests

62 Balfour Valley-water usage has returned to historical levels. *RW/AA a motion was made and seconded to approve the leak adjustment credit in the amount of \$79.41. Motion carried 5-0.*

6514 Watson Loop-tabled until the June regular meeting after the June meter read.

NEW BUSINESS

Resolution 05-2025-Sewer Rate Increase

RC/AA a motion was made and seconded to approve Resolution 05-2025 approving a sewer rate increase of \$10 per month to \$70 per month and reflecting on the September 2025 billing statement. Motion carried 3-2.

BILLS PAYABLE

Claims Payment Request form dated 5/5/25 in the amount of \$6,100.65 General Cash

Claims Payment Request form dated 5/5/25 in the amount of \$1,737.29 GFC Cash

Claims Payment Request form dated 5/12/25 in the amount of \$2,531.20 General Cash

Payroll dated 5/19/25 in the amount of \$19,817.03

Claims Payment form dated 5/27/25 in the amount of \$8,220.87 General Cash

Claims Payment Request Form for 5/27/25 in the amount of \$2,998.14 GFC Cash Account

Claims Payment Request Form for 5/27/25 in the amount of \$19,133.73 Repairs & Maint Cash Account

Investment Transfer Form for 5/30/25 to move \$19,133.73 from Repairs & Maint Investment Account to Repairs & Maint Cash Account

Excise Tax Request Form 5/27/25 in the amount of \$1,334.43

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

FINANCIAL REPORTS

YTD Expenses – Review

April 2025 expenses were presented to the Board for review.

Treasurer's Reports

April 2025 Treasurer's reports were presented to the Board for review.

AA/RC a motion was made and seconded to approve April 2025 Treasurers' Reports. Motion carried 5-0.

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

April 2025 Cash position reports were presented to the Board for review.

April 2025 Collections Report were presented to the Board for review.

April 2025 Aged Receivables and Delinquent Account Reports were provided for review.

Petty Cash

AA/RC a motion was made and seconded to approve April 2025 Petty Cash disbursements. Motion carried 5-0.

Payment Plan Arrangements

No payment arrangements presented.

WATER & WASTEWATER REPORT

District Operations Report

The April 2025 operations report was provided to the Board.

- Tree Trimming Bids

RC/AA a motion was made and seconded to approve the bid from Zender Tree Service in the amount of \$1,156.00 to remove trees from around the WWTP Contact Chamber. Motion carried 5-0.

- WA Water/Wastewater Agency Response Network (WAWARN)

WAWARN is a network of water and sewer districts that support each other with water and sewer emergencies. There are 5 Districts in Whatcom County and Hannah thought it would be a good organization to join. There is no cost for membership. *AA/RC a motion was made and seconded to approve joining the WAWARN organization. Motion carried 5-0.*

- Eli's Certifications

Eli passed his water certification exam in April and is now a Level 1 Water Operator. He will take the Wastewater Certification Pre-Exam Class in Shelton, WA June 17-18, 2025. He will write his Wastewater Operator Level 1 exam in July 2025.

- Dissolved Oxygen Probe

The operators would like the District to have a Dissolved Oxygen Probe to better understand how well the treatment process is in the lagoons. A good one would cost between \$800 and \$1,000. Hannah will provide more information at June's regular meeting for the commissioners to review.

Consumption Report

The April 2025 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 8:00 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 6/24/25.

APPROVED: R. V. Vandenhaak

DATE: 6-24-25

John A. Moore

6/24/25