

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JANUARY 27, 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 Rebecca Cayen was present via Zoom. District employees Cheryl Klessig, Hannah Palm and Eli Gunn-Hirsch were present in person. Gray & Osborne Engineers Roger Kuykendall and Jay Swift were present via Zoom. 2 members of the public were present in person. The meeting was called to order at 6:31 pm by President Robert Vandenhaak.

ADOPTION OF MINUTES

Regular Meeting December 23, 2025, 2025

AA/RW a motion was made and seconded to approve the regular meeting minutes from December 23, 2025. Motion carried 4-0.

ENGINEERING BUSINESS

SCPPL Funding Update & Community Engagement

Department of Ecology (DOE) preliminary analysis of the cost of the new wastewater treatment plant (WWTP) would put the District into severe hardship with an estimate of 5.3% of median household income in sewer rates. Increased grant money would come from DOE as a result, but other funding sources would be needed to reduce loan costs and customer sewer rates. A Capital Budget Request for \$1,000,000 was submitted to the State Legislature today with Reps. Alicia Rule & Joe Timmons and Sen. Sharon Shewmake as sponsors. Whatcom County's Economic Development Investment (EDI) program offers funding for public facilities through very low interest loans, grants, or a combination of both. Jack Hovenier suggested a meeting with the County Executive before the application period opens in May 2026 to discuss the application. Federal Appropriations Request applications are due in March 2026, and the District should reach out to Senators Cantwell & Murray, and Rep. Rick Larson for support. Roger said that if growth in the District maintains the current pace that approximately \$365,000 per year could be generated from General Facilities Charges for sewer. The community meeting will be February 11, 2026, at 6:00 pm, at the East Whatcom Regional Resource Center. Jay and Roger will create a power point presentation to present to the public.

Engineer's Report /GSP

Roger is finishing Chapters 10 and 11 this week, Jay will review and Cheryl will submit to DOE by Thursday, January 29, 2026. The final report is due to DOE by April 1, 2026.

Critical Improvements Update

Operations & Maintenance manual were delivered to the District Office this week. Roger will submit completion to the State agencies and final payment will be released once approval is received from the State agencies.

Resolution 01-2026-General Facilities Charges Recalculation

AA/RW a motion was made and seconded to approve the resolution with the new recalculated General Facilities Charges. Motion carried 4-0.

Lagoon A Issues

Hannah and Eli are reaching out to companies for quotes on removing the grit and trash from Lagoon A. More discussion at the next meeting.

Small Water System Plan

Copies of the Small Water System Plan were distributed to the Commissioners.

Multi-Family Housing/Accessory Dwelling Units (ADU)-Changes to the Whatcom County Comprehensive Plan
With proposed zoning changes in the Whatcom County Comprehensive Plan, multi-family housing and ADUs would be permitted. The Comprehensive Plan will be passed by County Council in March or April and then new regulations will follow that. Roger explained that a single-family home typically equals 1 Equivalent Residential Unit (ERU) regardless of square footage. Most utilities agree that one dwelling equals one water meter and a connection charge for water & sewer services. The District will need to create its own policy around connection charges and ERUs. This will be a regular agenda item moving forward.

Backfilling trenches after water line exposure

Trenches should be filled after main lines are repaired with gravel that is approved for trenches. There are descriptions of the gravel in the developer extension manuals.

UNFINISHED BUSINESS

WASWD Monthly update

Anthony is keeping his eye on SB-6096-Delayed Utility Connection Fees for Residential Construction as this would create cash flow issues for utilities.

Red Mountain

Jack Hovenier attended the meeting on behalf of Red Mountain Estates. He currently has 4-5 houses under construction.

Balfour Village

No representative from Balfour Village attended the meeting. The will serve letter was sent to Jaime White in January 2026.

Water Valve Repairs

No update

Resolution Review 2010-2025

Resolution 01-2010-Archive

Resolution 01-2011-update to remove vendor

Resolution 01-2011-Archive

Resolution 01-2012-still current

Resolution 02-2012-Archive

Resolution 03-2012-Archive

Resolution 04-2012-needs to be updated

Resolution 05-2012-still current

Vacancy for Board of Commissioners Position #3

Daniel Vetkov, who lives in Red Mountain Estates and is on the HOA Board for Red Mountain Estates, has submitted a letter of interest for the vacant position. ***RW/AA a motion was made and seconded to nominate Daniel Vetkov to fill the vacant Commissioner #3 position. Motion carried 4-0.***

RCW 42.12.080 requires the remaining members of the district's Board of Commissioners to post notice of the vacancy and the name of the nominee in at least three public places for at least 15 days. The District will accept nominations from the district's registered voters during the 15-day notice period and appoint a qualified person from the list of nominees at a regular meeting of the Board of Commissioners after the 15-day notice period is over. Cheryl will post the vacancy and the nominee on the district's website, on the board at the district office, and at the East Whatcom Regional Resource Center.

NEW BUSINESS

New Office Computer

Cheryl reports issues with Microsoft products such as Outlook email, Word, and Excel. Cheryl will research new computers, and the Board will revisit at the February regular meeting.

Attorney Review of Employee Handbook

The current employee handbook was created in June 2022. The attorney can review to make sure the employee handbook is following current state employment law. *AA/RW a motion was made and seconded to approve sending the current employee handbook to the district's attorney at Inslee, Best for review. Motion carried 4-0.*

Fully Certified Operator Pay Increase for Hannah Palm

Hannah has received both Level 1 Operator Certification for water & wastewater. *RW/AA a motion was made and seconded to approve a pay increase to \$35.00 per hour for Hannah Palm. Motion carried 4-0.*

BILLS PAYABLE

Claims Payment Request form dated 12/30/25 in the amount of \$13,227.35 General Cash

Payroll dated 1/30/26 in the amount of \$14,793.33

Claims Payment form dated 1/27/26 in the amount of \$75,078.96 GFC Cash Account

Claims Payment form dated 1/27/26 in the amount of \$14,006.62 General Cash

Claims Payment Request Form for 1/27/26 in the amount of \$10,877.44 Repairs & Maintenance Cash Account

Investment Transfer Form for 1/30/26 in the amount of \$10,877.44 from Repairs & Maintenance Investment Account to Repairs & Maintenance Cash Account

Excise Tax Request Form 1/26/26 in the amount of \$2,964.40

RW/AA a motion was made and seconded to approve the above Bills Payable. Motion carried 4-0.

FINANCIAL REPORTS

YTD Expenses – Review

December 2025 expenses were presented to the Board for review. The numbers are not final as the District is waiting for year-end reports from Whatcom County's Finance Department.

Treasurer's Reports-Approval

December 2025 Treasurer reports have not yet been received from the Treasurer's Office. December 2025's Treasurer Report will be presented at February 2026's meeting

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

December 2025 Cash position reports were presented to the Board for review. The numbers are not final as the District is waiting for year-end reports from Whatcom County's Finance Department.

December 2025 Collections Report was presented to the Board for review.

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

Petty Cash-Approval

RW/AA a motion was made and seconded to approve petty cash disbursements for January 2026. Motion carried 4-0.

WATER & WASTEWATER REPORT

District Operations Report

The December 2025 operations report was provided to the Board.

Consumption Report

December 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 7:55 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 2/24/2026.

APPROVED:  DATE: 2/24/26

 2/24/26