

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
REGULAR MEETING JUNE 24, 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 6:30 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, Robert Vandenhaak and Talitha Shiroma were present in person. District employees Hannah Palm, Eli Gunn-Hirsch and Cheryl Klessig were present in person. Gray & Osborne Engineer Roger Kuykendall was present in person. One member of the public was present.

**ADOPTION OF MINUTES**

Special Meeting May 14, 2025

Special Meeting May 21, 2025

Regular Meeting May 27, 2025

*AA/TS a motion was made and seconded to approve the special meeting minutes from May 14 and May 21, and the regular meeting minutes from May 27, 2025. Motion carried 5-0.*

**ENGINEERING BUSINESS**

SCPPL Funding-Sewer Rate Study & Community Engagement

Cheryl met with Sam in June to discuss the financial information she needs to provide Sam to complete the study. As a requirement of the DOE Loan process and the State Environmental Review process, the District must conduct community engagement with the ratepayers. Kendall Fest is a community event held this year on August 2, 2025. This would be an opportunity to inform the District's residents about the updated WWTP. *RC/RW a motion was made and seconded to approve having a booth at Kendall Fest and up to \$500 appropriated for materials and supplies for the event. Motion carried 4-1.*

Engineer's Report /GSP

Roger has incorporated the updated population projection numbers shared by Whatcom County Planning & Development Services through 2045 into Chapter 1-4 of the ER/GSP. Chapter 1-4 should be completed by next week.

AKART & Hydrogeologic Study

Leo Black & Jay Swift from G & O have started the study. Aspect Consulting has installed transducers into the all monitoring well to confirm the direction of flow in the aquifer. They will perform a "slug test," which involves dropping a short section of small diameter PVC pipe into the wells to displace the water column and then using the data loggers to measure the time it takes for water levels to re-equilibrate.

Critical Improvements Update and Start Date

The contract with Summit Construction Group was signed today. The pre-construction meeting will be July 2, 2025, at 10:00 am at the District. Roger will come up and facilitate the meeting. New effluent pumps have been ordered with a lead time of 18-22 weeks. The lead time on the new mag meter is 4 weeks. The vault is standard equipment so there is no issue with receiving it in a timely manner. The contractor is to be paid monthly so Cheryl will submit payment on the early claims request voucher.

Critical Improvements Scope of Work for Construction Support-Approval

G & O proposed a Scope of Work to support District Staff with the Critical Improvements construction project, including processing change orders and requests for information, creating the final punch list, and making sure that everything works before the contractor leaves the site. Weekly construction meetings can be held virtually, if needed, to save time and money. Daily inspections will be done by District staff, and Roger will provide forms to assist staff

with the inspections. *RC/RW a motion was made and seconded to approve the Critical Improvements Scope of Work for Construction Support in the amount of \$52,800.00. Motion carried 5-0.*

#### 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. Bids from both companies will be updated and discussed at the July regular meeting.

#### Easements for Monitoring Wells

Monitoring Well-C is in a customer's front yard and Monitoring Well-D is next to the customer's home. Hannah has been in discussions with the homeowner about maintaining the area around the monitoring well. For less than \$500, landscape fabric and gravel can be purchased to put around the monitoring well and the homeowner approves. Hannah will take the lead on this project. More discussion about fencing monitoring Well D and what to do about monitoring well C at the July regular meeting.

#### Green Valley Lift Station Diagnosis

Whitney Equipment checked out the float alarm that is happening and the floats. There is no schematic listed for the PCL brainbox, so they do not know how the PCL is programmed. A new PCL is \$1,500 just for the part. The technician ran a high-level alarm test, and the pumps did not stop running. The wet well ran dry and did not call out to the operators' cell phones. Additionally, the temperature alarms did not shut off the pumps, which is a very serious issue and can cause the risk of an explosion. Hannah is getting repair quotes from Whitney Equipment.

#### General Facilities Charges Recalculation

Roger will be recalculating the General Facilities Charges for water and sewer new connections, due to replacements and upgrades to the water system and the WWTP. This should be completed in Fall 2025.

### **UNFINISHED BUSINESS**

#### WASWD Monthly update

No update

#### Red Mountain

No updates. Jack Hovenier represented Red Mountain at 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 almost done with this project and will have a report to the Board at the July regular meeting.

#### Fencing adjacent to Drain Field & Balfour Village Phase 3

Tabled-Further discussion at the July regular meeting.

#### Leak Adjustment Credit Requests

6514 Watson Loop -water usage has returned to historical levels. *RW/RC a motion was made and seconded to approve the leak adjustment credit in the amount of \$117.94. Motion carried 5-0.*

### **NEW BUSINESS**

### Whatcom County Economic Development Investment Funding

Jack Hovenier explained that the EDI program fosters economic development in Whatcom County by providing necessary funding for projects that create jobs and improve community infrastructure. The EDI program offers a mixture of grants and low interest loans for shovel-ready projects. Jack has spoken with the County Executive about the work the District has done over the past couple of years to secure funding for the upgraded wastewater treatment plant and has funded projects to build capacity until the new WWTP is completed. With the projections for population and employment in the District over the next 20 years, a functioning sewer system is critical. Also, the WWTP upgrade is a part of new SWD permit. Cheryl will draft a letter to the County Executive for the Commissioners to review at the July meeting. The District could look at applying for these funds in 2026.

## **BILLS PAYABLE**

*Claims Payment Request form dated 6/2/25 in the amount of \$9,550.06 General Cash*

*Payroll dated 6/16/25 in the amount of \$15,792.22*

*Claims Payment form dated 6/24/25 in the amount of \$18,840.50 General Cash*

*Claims Payment Request Form for 6/24/25 in the amount of \$2,006.12 GFC Cash Account*

*Claims Payment Request Form for 6/24/25 in the amount of \$13,323.51 Repairs & Maint Cash Account*

*Investment Transfer Form for 6/27/25 to move \$13,323.51 from Repairs & Maint Investment Account to Repairs & Maint Cash Account*

*Excise Tax Request Form 6/25/25 in the amount of \$1,993.80*

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

## **FINANCIAL REPORTS**

### YTD Expenses – Review

May 2025 expenses were presented to the Board for review.

### Treasurer's Reports

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

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

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

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

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

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

### Petty Cash

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

### Payment Plan Arrangements

No payment arrangements presented.

## **WATER & WASTEWATER REPORT**

### District Operations Report

The May 2025 operations report was provided to the Board.

- Dissolved Oxygen Probe

The operators found a DO probe in the shop, but it doesn't work. They will continue looking for a new one.

### Consumption Report

May 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 8:08 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 7/22/25.

APPROVED: Robert Vandenhaak DATE: 7/22/25

Anthony Dyer

DWV/LLC 7/22/22