

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING JUNE 23, 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, Daniel Vetkov and Robert Vandenhaak were present in person. Commissioner Rebecca Cayen was present via Zoom at 6:35 pm. District employees Cheryl Klessig and Eli Gunn-Hirsch were present in person. Employee Hannah Palm was on vacation. Gray & Osborne Engineer Jay Swift and Roger Kuykendall were present via Zoom. 2 members of the public were present in person, and 1 member of the public was present via Zoom. The meeting was called to order at 6:32 pm by President Robert Vandenhaak.

ADOPTION OF MINUTES

Special Meeting Minutes May 13, 2026

AA/RW a motion was made and seconded to approve the special meeting minutes from May 13, 2026. Motion carried 4-0.

Regular Meeting May 26, 2026

RW/AA a motion was made and seconded to approve the regular meeting minutes from May 26, 2026. Motion carried 4-0.

ENGINEERING BUSINESS

Balfour Village Phases 3 & 4

Jack Hovenier, Brent Cowden, and their attorneys met to discuss the sewer connections they need for their future developments. All understand that both developments being built concurrently will benefit them and the District. Jack and Brent are willing to sign a hold harmless agreement that states they will not sue the District if connections are not available when they are ready to connect. Balfour Village needs the developer extension agreement to begin the plat process with the Whatcom County Health Department. Brent's attorney will draft the agreement, and Jack's attorney will review. Then they will share the agreement with the District's attorney for review.

SCPPL Funding Update

The final list should be released at the end of June or mid-July 2026 for the funded projects.

Engineer's Report /GSP

Roger & Jay are still waiting for the response from DOE to the Draft Engineering Report & General Sewer Plan submitted on January 29, 2026. No comments have been received to date. The County still needs to review the documents and afterwards, the District will need to pass a resolution to adopt it.

Critical Improvements Update

Roger & Jay are working on updating the Operations & Maintenance manual, which should be completed by the end of June 2026.

Lagoon A Issues

Department of Ecology Permit Manager recommended testing the influent for pollutants listed on the EPA's Priority Pollutants List to see if there is illegal dumping causing the influent BOD numbers to be so high. DOE will also share a portable sampler that the Operators can use to take samples from the lagoons. Aerator 1 sucked the cord into the motor, and the bolts sheared off between the housing and the motor. Farmers Equipment will come out to troubleshooting a fix. The Operators will install floats on the guidewires to help prevent this from happening again. Eli thinks a duckweed skimmer would help improve the sample quality for the effluent. Further discussion at the next meeting.

Small Water System Plan-Leak Detection

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

Multi-Family Housing/Accessory Dwelling Units (ADU)-Changes to the Whatcom County Comprehensive Plan

Rebecca has some notes from a WASWD Conference she attended, and she will drop those off with Cheryl in the office.

Reservoir Communication System

The reservoir/wells communication system works great, and the Operators appreciate the real-time monitoring of the reservoirs. Eli will order a spare battery for the system to have on hand.

Whatcom County Public Works Department Request for Water

Tabled-More discussion next month.

UNFINISHED BUSINESS

WASWD Monthly update

No updates

Red Mountain

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

Balfour Village

Brent Cowden attended the meeting on behalf of Balfour Village. Updates covered under Engineering Business.

Water Valve Repairs

3 valve cans have water in them all the time. The Operators will troubleshoot with Hydrevo when they are here at the end of the month.

Resolution Review 2010-2025

Resolution 04-2024-Active

Resolution 05-2024-Active

Resolution 06-2024- Archive

Resolution 01-2025- Archive

Resolution 02-2025-Active

Office Computer/Tech Support

Tabled until next month's meeting.

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

The District's insurance company, Enduris, suggested removing the insurance language from the agreement if the District will not require insurance for the tractor. CVPRD's Board of Commissioners approved paying for half the District's legal fees incurred for the interlocal agreement. All would like the agreement to be reviewed annually. Cheryl will modify the agreement and send it to CVPRD and the District's attorney for review.

Leak Adjustment Credit Form-261 Flair Valley

Water usage has returned to average usage. ***RW/AA a motion was made and seconded to approve a leak adjustment credit of \$9.97 for 261 Flair Valley. Motion carried 5-0.***

Leak Adjustment Credit Form-222 Sprague Valley

Water usage has returned to average usage. *RW/AA a motion was made and seconded to approve a leak adjustment credit of \$15.55 for 261 Flair Valley. Motion carried 5-0.*

NEW BUSINESS

Resolution 07-2026-Block Water Use Rate

AA/RW a motion was made and seconded to adopt Resolution 07-2026 with updated billing rate information. Motion carried 5-0.

Account No. 20015-Request for water overage charge forgiveness due to old meter

Water meter for this account was replaced in May 2025 due to its age. The customer received \$108.56 in water overage charges before the replacement and asked the Commissioners if he could receive credit for the overage amount. *A motion was made and seconded to approve \$108.56 in water overage credit to Account 20015. Motion carried 5-0.*

Account No. 200313-Request for late fee removal

The customer dropped off a check in the District's drop box and was not received by the office. The check has not cleared his bank account and has dropped off another check. The account has been current for over a year.

RW/DV a motion was made and seconded to approve the late fee removal from Account 200313. Motion carried 3-1-1.

Leak Adjustment Credit Form-291 Flair Valley

The customer has repaired the leak, and meters will be read at the beginning of July. More discussion at the regular meeting July 2026.

Operator Request to swap July 3rd holiday with July 6, 2026

Sludge removal is scheduled through July 3, 2026, at the treatment plant, so the Operators will need to work that day. *RC/AA a motion was made and seconded to approve the Operators having July 6, 2026, off for the 4th of July holiday instead of July 3, 2026. Motion carried 5-0.*

BILLS PAYABLE

Claims Payment Request form dated 5/29/26 in the amount of \$22,045.11 General Cash

Payroll dated 5/29/26 in the amount of \$16,393.70

Claims Payment form dated 6/23/26 in the amount of \$12,703.56 General Cash

Claims Payment form dated 6/23/26 in the amount of \$3,895.72 GFC Cash

Claims Payment form dated 6/23/26 in the amount of \$3,865.85 Repairs & Maintenance Cash

Investment Transfer Form for 6/26/26: Transfer \$3,865.85 from Repairs & Maintenance Investment Account to Repairs & Maintenance Cash Account

Excise Tax Request Form 6/25/26 in the amount of \$2,267.42

RW/AA 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

May 2026 expenses were presented to the Board for review.

Treasurer's Reports-Approval

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

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

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

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

May 2026 Aged Receivables and Delinquent Account Reports were provided for review.

Petty Cash-Approval

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

WATER & WASTEWATER REPORT

District Operations Report

The May 2026 operations report was provided to the Board. The reseeded activated sludge from Everson WWTP was pumped into Lagoon A and bacteria has been seen under the microscope following the reseeded.

Consumption Report

The May 2026 consumption report was provided to the Board.

Drain Snake Replacement

The current drain snake is rusty and does not work. There was an overflow at the headworks due to a clogged pipe, so the Operators had to rent one to clear the clogged pipe. *AA/RW a motion was made and seconded to approve the purchase of a new drain snake not to exceed \$1,500.00 including sales tax. Motion carried 5-0.*

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 7:54 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 7/28/2026.

APPROVED: *Robert Vandenhaak*

DATE: 7/27/26

WV 7/28/26

Robert Vandenhaak 7/28/26