

**WHATCOM COUNTY WATER DISTRICT NO. 13**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING APRIL 22, 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 6:31 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, Talitha Shiroma, and Robert Vandenhaak were present in person. District employees Hannah Palm, Eli Gunn-Hirsch and Cheryl Thompson were present in person. Gray & Osborne Engineers Roger Kuykendall and Jay Swift were present via Zoom. One member of the public was present in person.

**ADOPTION OF MINUTES**

Regular Meeting March 25, 2025

*AA/RW a motion was made and seconded to approve the regular meeting minutes from March 25, 2025. Motion carried 5-0.*

**ENGINEERING BUSINESS**

SCPPL Funding

G & O spoke with DOE and there is no concern that the program will be defunded. A contract amendment will be coming in June.

Scope of Work/Engineer's Report /GSP

G & O is waiting for Whatcom County to provide them with population growth numbers to incorporate them into the Engineer's Report/General Sewer Plan. Planning & Development Services will be making recommendations for zoning changes that will increase housing density, which could increase the size of the updated WWTP.

Scope of Work for Critical Improvements

The WWTP Critical Improvements is out for bid now and 4 different firms have reached out for walkthroughs at the plant. Bid closing is noon on May 6, 2025. Bid opening will be at noon at the District Office and will be read aloud. 2 commissioners can attend the bid opening.

Effluent Pump Station

New pumps are included in the critical improvements project.

Effluent Force Main

No update

New Water Sampling Stations

Robert worked with staff to install a sample station on March 28, 2025, on Deep Valley Drive. The water sample taken after the installation came back clean.

*TS/RW a motion was made and seconded to approve the purchase of 2 more sample stations. Motion carried 5-0.*

Effluent Force Main

No update

Radio Communications Systems-Bids

Radio Technology's bid came in around \$14,000. This is a sensor system that turns the well pumps on and off and uses radio technology. There is no SCADA component with this system. Tabled until the May 2025 meeting.

Easements for Monitoring Wells

Tabled until the May 2025 meeting

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

Balfour Village may put fencing behind the houses next to the drain field, but there has been no communication with Balfour Village about fencing. There should be no public access to the drain field. More discussion at the May 2025 meeting.

### 4<sup>th</sup> Aerator Update and indicator light on control panel

Farmers Equipment had not completed the indicator light yet.

## **UNFINISHED BUSINESS**

### WASWD Monthly update

No update

### Red Mountain

No updates. Jack was in attendance representing Red Mountain Estates.

### 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. Notice was given to the ratepayers via the District's website, via Next Door and via email.

## **NEW BUSINESS**

### Resolution 04-2025-Small Works Roster

*RC/AA a motion was made and seconded to approve Resolution 04-2025 establishing a small works roster and authority to use the small works roster process to award public works contracts. Motion carried 5-0.*

### Special Meeting

A special meeting will be held on May 21, 2025, at 6:30 pm, at the EWRRRC to discuss rates and the bids for the WWTP critical improvements.

### Leak Adjustment Credit Request-62 Balfour Valley

A decision will be made at next month's meeting after it is determined the customer's water use has returned to average usage.

### Cheryl Vacation Request 8/21/25-9/7/25

Cheryl will work with Eli and Hannah to figure out coverage for the office while she is gone.

## **BILLS PAYABLE**

*Claims Payment Request form dated 3/3/125 in the amount of \$5,042.83*

*Payroll dated 4/14/25 in the amount of \$15,763.99*

*Claims Payment form dated 4/22/25 in the amount of \$13,438.80 General Cash*

*Claims Payment Request Form for 4/22/25 in the amount of \$17,382.76 GFC Cash Account*

*Excise Tax Request Form 4/25/25 in the amount of \$3,477.05*

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

## FINANCIAL REPORTS

### YTD Expenses – Review

March 2025 expenses were presented to the Board for review.

### Treasurer's Reports

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

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

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

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

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

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

### Petty Cash

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

### Payment Plan Arrangements

792 Balfour Valley-Customer filled out the payment plan arrangements form but is not behind in payments. The request does not meet the requirements and is not approved.

## WATER & WASTEWATER REPORT

### District Operations Report

The March 2025 operations report was provided to the Board.

Hannah will get revised tree trimming bids for May 2025's meeting. Nitrate samples from the well were taken in May and October 2024. October's sample was not recorded with DOH. Eli is in contact with DOH's compliance staff to rectify the situation so we will be in compliance. Hannah discussed the WAWARN program for emergency preparedness. WAWARN is a network of water districts that work together to respond to emergencies. There is no cost or obligation to help other districts. Hannah will provide more information to the commissioners to be discussed at the May 2025 meeting.

### Consumption Report

The March 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 7:56 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 5/27/25.

APPROVED: Bill Metz DATE: 5-27-25

Anthony J. Metz

Bill Metz