

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING FEBRUARY 24, 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. 1 member of the public was present in person, and 1 member of the public was present via Zoom. The meeting was called to order at 6:30 pm by President Robert Vandenhaak.

ADOPTION OF MINUTES

Regular Meeting January 27, 2026

AA/RW a motion was made and seconded to approve the regular meeting minutes from January 27, 2026. Motion carried 4-0.

ENGINEERING BUSINESS

SCPPL Funding Update & Community Engagement

Comments on the Draft Offer List for FY2026 SCPPL Funding are due to the Department of Ecology (DOE) by February 28, 2026. Roger & Jay will draft comments that Cheryl will submit to DOE's website. The comments will highlight the old technology of the current lagoon system, that DOE's permit requires a new wastewater treatment plant (WWTP) to be built, that the District has been funded through DOE's SCPPL program for the planning phase, and that securing a loan for design would push the District and its ratepayers into hardship. Additional comments will address the progress the District has made in increasing its capital reserve funds, meeting its permit requirements by finishing the planning phase of the new WWTP, completing upgrades to the current WWTP to bring on new homes and ratepayers, and pursuing other funding sources. Jack Hovenier will submit comments on behalf of Red Mountain Estates. Cheryl reach out to Jaime White to request submission of comments on behalf of Balfour Village, and Cheryl and Jack will reach out to the County Executive's Office to also submit comments. Roger emailed Senator Shewmake, Representative Rule, and Representative Timmons to let them know that the District will be submitting a Capital Appropriations Request to the State Legislature. There is no known timeline for funding awards at this time, but it will be sometime this spring.

Engineer's Report /GSP

Roger & Jay are waiting for the response from DOE to the Draft Engineering Report & General Sewer Plan submitted on January 29, 2026. Final Draft is due to DOE on April 1, 2026.

Critical Improvements Update

The last payment request was processed and 5% is still retained by the District. Roger will submit completion to the State agencies and final payment will be released once approval is received from the State agencies.

Lagoon A Issues

BAI Environment will give the Operators a bid on grit removal by March. A rough estimate is \$50-100,000. Removal would require Lagoon A to be offline for about a week and one of the aerators from Lagoon A would have to be moved to Lagoon B. By removing the grit, the hope would be improved treatment of the wastewater until the new WWTP is built and running.

Small Water System Plan-Leak Detection

Water loss in the system continues to be high, around 30% since September 2025. The spring flushing routine will incorporate leak detection by isolating areas through exercising the gate valves.

Multi-Family Housing/Accessory Dwelling Units (ADU)-Changes to the Whatcom County Comprehensive Plan
No updates.

District Property Damage Policy & Invoice for 11 Flair Valley

Cheryl emailed the District's attorney a copy of the invoice for the District's cost to repair the water main break at 11 Flair Valley. The attorney approved the invoice and shared Chapter 19.122 RCW establishing Washington's Dig Law, designed to protect underground utilities and ensure safe excavation practices. Chapter 19.122.70 states that any violator who fails to call in a locate to 811 can be levied treble the cost of damages and a \$1,000 fine.

RC/AA a motion was made and seconded to approve the invoice and a \$1,000 fine against the homeowner at 11 Flair Valley for damaging the water main. Motion carried 3-1.

Influent Flow Meter

Hannah got a quote from Lesman for calibration of the influent flow meter for \$2,293.94. Hannah will get a quote for a new one as a comparison.

Reservoir Communication System

Eli got a quote from Correct Equipment for a reservoir communication system for \$5,960.40. He will share the quote with Roger for review.

UNFINISHED BUSINESS

WASWD Monthly update

No update

Red Mountain

Jack Hovenier attended the meeting on behalf of Red Mountain Estates. No updates.

Balfour Village

No representative from Balfour Village attended the meeting.

Water Valve Repairs

No update

Resolution Review 2010-2025

Resolution 06-2012-Archive
Resolution 01-2013-Archive
Resolution 02-2013- needs to be updated
Resolution 03-2013-still current
Resolution 01-2014-still current
Resolution 02-2014-still current
Resolution 03-2014-still current

Vacancy for Board of Commissioners Position #3

No new nominations were received for the Vacant Commissioners Position #3. ***RW/AA a motion was made and seconded to nominate Daniel Vetkov to fill the vacant Commissioner #3 position. Motion carried 4-0.***

Office Computer/Tech Support

Eli reached out to NW Technology for computer tech support bid. The monthly fee for all 3 computers would be \$225/month plus sales tax. ***RW/RV a motion was made and seconded to approve the office computer for tech support with NW Technology for \$75/month. Motion carried 4-0.***

Attorney Review of Employee Handbook

Inslee, Best's employment law attorney reviewed and updated the old employee handbook to be current with Washington State current employment laws. Cheryl will work with attorney to craft a new resolution to accept the employee handbook.

NEW BUSINESS

Resolution 02-2026 Mutual Aid Agreement to join WAWARN

RW/RC a motion was made and seconded to approve joining WAWARN. Motion carried 4-0.

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

Columbia Valley Parks & Recreation District (CVPRD) has made a request to store equipment at the District's WWTP since they do not have a place to store a tractor and a possible woodchipper. Cheryl will email CVPRD to ask the following questions:

1. Does CVPRD have property insurance to cover the equipment while on District's property?
2. How will the equipment be accessed during off hours?
3. What are the expectations for the storage? Covered area? Outside?
4. Would CVPRD consider entering into an interlocal agreement with the District?

Cheryl will also research MRSC's website and contact them for assistance.

BILLS PAYABLE

Claims Payment Request form dated 1/29/26 in the amount of \$8,104.88 General Cash

Payroll dated 2/27/26 in the amount of \$17,858.03

Claims Payment form dated 2/24/26 in the amount of \$10,134.56 GFC Cash Account

Claims Payment form dated 2/24/26 in the amount of \$5,707.06 General Cash

Investment Transfer Form for 2/27/26 in the amount of \$100,000 from General Facilities Cash Account to General Facilities Investment Account

Excise Tax Request Form 2/25/26 in the amount of \$3,557.56

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 and January 2026 expenses were presented to the Board for review.

Treasurer's Reports-Approval

December 2025 and January 2026 Treasurer reports have not yet been received from the Treasurer's Office.

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

December 2025 and January 2026 Cash position reports were presented to the Board for review.

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

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

Petty Cash-Approval

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

WATER & WASTEWATER REPORT

District Operations Report

The January 2026 operations report was provided to the Board.

Consumption Report

January 2026 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 8:10 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 3/24/2026.

APPROVED: *R. L. Witt* DATE: 3-24-26

Robert Vandenhaak 3/24/26
[Signature] 3/24/26