

**WHATCOM COUNTY WATER DISTRICT NO. 13  
BOARD OF COMMISSIONERS  
REGULAR MEETING SEPTEMBER 23, 2025**

**CALL TO ORDER**

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Rebecca Cayen at 6:30 pm. Commissioners Anthony Au, Richard Whitson, and Rebecca Cayen were present in person. Commissioner Talitha Shiroma was present via Zoom. Commissioner Robert Vandenhaak was absent. 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. One member of the public was present via Zoom.

**ADOPTION OF MINUTES**

Regular Meeting August 26, 2025

*AA/RW a motion was made and seconded to approve the regular meeting minutes from August 26, 2025. Motion carried 4-0.*

**ENGINEERING BUSINESS**

SCPPL Funding-Sewer Rate Study & Community Engagement

DOE has a new reporting portal that will be coming online sometime in mid-October. Cheryl will be attending a training from DOE on how to use this portal this week. The contract amendment has been signed by Robert and will be in effect once the new portal is online.

Engineer's Report /GSP

Chapters 5-6 on the General Sewer Plan are almost done and will be completed by the October regular meeting. The Engineering Report will evaluate 3 options for a new WWTP and then will focus on the most cost-effective option.

AKART & Hydrogeologic Study

The AKART & hydrogeologic studies are complete and have been submitted to DOE for review and approval.

Critical Improvements Update and Start Date

Summit Construction Group has set the vault for the flowmeter, and a new section of the force main has been installed. The flowmeter is scheduled to arrive mid-October. The next step is installing the new pumps and installing the new electrical panels and wiring. The old piping that has been exposed looks like conduit and the chlorine pipe to the contact chamber.

Pond Liner Leak Detection Plan Update

Dave Matthews, SWD Permit Manger, believes the pictures of the compromised pond liners and visual inspection of the pond liners is sufficient to meet the permit requirements. Jay will rework the pond liner leak detection plan and keep in communication with DOE.

GVLS And SVLS Issues to be addressed

Whitney Equipment Company confirmed the dialer is working. The new PLC at GVLS will be installed on October 14 & 15, 2025. The SVLS is working better after tightening the bolts, which may be loosening due to vibration. Eli has been in contact with Smith & Loveless and a technician will come up if the lift station starts to malfunction again. Roger said when the lift station was originally installed, the flange gasket that came with the pump was not correct and the installer had to manufacture on to fit. This may be the source of the issues with the lift station.

General Facilities Charges Recalculation

No update. Roger will have time in October to work on the calculations.

### Reservoirs Inspection

Baker Silo visually inspected the reservoirs and said that they looked good.

### EWRR- Building 3 Water Main & Building 2 Backflow Assembly Issues

The proposed Building 3 site has 3 water mains beneath the ground. Hannah and Eli spoke with the civil engineering firm, Freeland & Associates, about the location of the building. Whatcom County does not want to pay to move the pipes. Roger said that 2 of the lines are for fire flow for the sprinkler system in Building 1 and the third pipe is an 8-inch water main for future development. The drawings show a 10-foot easement on either side of the water main, and he will follow up to see if this easement was recorded with Whatcom County. The backflow assembly at Building 2 was installed upside down and is below grade. Hannah is working with the Opportunity Council to get copies of their yearly inspection reports and will work with the engineers to resolve this issue.

## **UNFINISHED BUSINESS**

### WASWD Monthly update

WASWD is following the legislative agenda for the fall session.

### Red Mountain

No updates. Jack Hovenier represented Red Mountain at the meeting via Zoom.

### Balfour Village

No updates. No representative from Balfour Village attended the meeting.

### Water Valve Repairs

The water valve on Flair Valley Court has been repaired, but it was more involved than the contractor originally thought and will be more expensive to repair as a result. The water valve at Pass Valley also needs to be repaired and will be discussed at the next meeting.

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

Eli & Hannah will measure the length of the north side of the drainfield and gets bids for fencing.

## **NEW BUSINESS**

### Draft Budget Version 1

A special meeting will be held on October 8, 2025, at 6:30 pm, to discuss the budget for 2026.

### Leak Adjustment Credit Forms for 1701 Peaceful Valley & 2381 Blackbird Valley

***RW/AA a motion was made and seconded to approve leak adjustments for 1701 Peaceful Valley & 2381 Blackbird Valley. Motion carried 3-1.***

Upon further discussion, it was decided that the Resolution 01-2024-Leak Adjustment Credit Policy needed to be clarified. ***RW/AA a motion was made and seconded to rescind the previous motion to approve the leak adjustments for 1701 Peaceful Valley & 2381 Blackbird Valley. Motion carried 4-0.***

### Letter to Peaceful Valley County Club

Tabled until the special meeting on October 8, 2025.

## **BILLS PAYABLE**

***Claims Payment Request form dated 9/8/25 in the amount of \$6,497.83 General Cash***

***Payroll dated 9/15/25 in the amount of \$15,471.15***

***Claims Payment form dated 9/23/25 in the amount of \$14,351.15 General Cash***

***Claims Payment Request Form for 9/23/25 in the amount of \$10,121.18 Repairs & Maintenance Cash Account***

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*Claims Payment Request Form for 9/23/25 in the amount of \$28,487.85 GFC Cash Account*  
*Investment Transfer Form for 8/29/25: Move \$10,121.18 from Repairs & Maintenance Investment Account to Repairs & Maintenance Cash account*  
*Excise Tax Request Form 9/25/25 in the amount of \$1,006.54*  
*RW/AA a motion was made and seconded to approve the above Bills Payable. Motion carried 4-0.*

## **FINANCIAL REPORTS**

### YTD Expenses – Review

August 2025 expenses were presented to the Board for review.

### Treasurer's Reports

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

*RW/AA a motion was made and seconded to approve July 2025 Treasurer's Reports. Motion carried 5-0.*

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

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

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

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

### Petty Cash

*AA/RW a motion was made and seconded to approve petty cash disbursements for August and September 2025. Motion carried 4-0.*

### Payment Plan Arrangements

No payment arrangements presented.

## **WATER & WASTEWATER REPORT**

### District Operations Report

The August 2025 operations report was provided to the Board.

The BOD/TSS numbers are still high, so the Operators are troubleshooting and employing different strategies to bring the numbers down. They have installed a baffle between the first and second lagoons to slow down the flow of water between them. They are experimenting with turning the aerators off at certain times and are taking samples into 2 different labs to compare results.

- Dissolved Oxygen Probe

The dissolved oxygen probed has been ordered but is not scheduled to arrive until April 2026.

- Hannah's Water & Wastewater Pre-Exam Classes

Hannah requested permission from the Commissioners to take her classes from home since they're both online classes. Permission was granted.

### Consumption Report

August 2025 consumption report was provided to the Board.

## **BUSINESS MANAGEMENT REPORT**

### Meeting Log

The meeting log was presented to the Board.

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## CONCLUDE

There being no further business, Rebecca Cayen concluded the meeting at 8:00 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 10/28/25.

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

10/30/25

B. H. Little

Anthony D. [Signature]