

**WHATCOM COUNTY WATER DISTRICT NO. 13**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING NOVEMBER 25, 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 6:32 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, and Robert Vandenhaak were present in person. Commissioner Talitha Shiroma was present via Zoom and Commissioner Rebecca Cayen arrived at 6:34 pm. 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. 3 members of the public were present in person.

**ADOPTION OF MINUTES**

Special Meeting Minutes October 8, 2025

Regular Meeting October 28, 2025

*AA/RW a motion was made and seconded to approve the special meeting minutes from October 8, 2025, and the regular meeting minutes from October 28, 2025. Motion carried 4-0.*

**ENGINEERING BUSINESS**

Balfour Valley, LLC-Request for Phase 3 Will-Serve Letter

Balfour Valley, LLC requested a will-serve letter from the District for Phases 3 and 4 to submit with their application to Whatcom County Development & Planning Services for preliminary plat approval. It will take time to process the application, most likely a couple of years. Once that is approved, they will then require water & sewer availability letters. The proposal is for 27 lots in each phase. Roger said that with the new improvements to the WWTP, he will look at WWTP's performance but could have an answer by December 2025 or January 2026. Brent will send an email with further information.

SCPPL Funding-Sewer Rate Study & Community Engagement

Jay emailed a tech memo outlining potential funding sources to pay for the upgraded WWTP. DOE has an aggressive compliance schedule to meet within the SWD permit but are also willing to help the District with funding. Cheryl will reach out to Sue Cook to schedule a meeting. Jay suggested a meeting with DOE about funding would be a good thing before conducting a public meeting. Potential funding sources include the Public Works Board, USDA Rural Development, HUD/Community Block Development Grant, Bureau of Reclamation, Whatcom County EDI Program, and requesting appropriations from the Federal and State legislatures. The District is looking at scheduling the meeting with the public on January 14, 2026, at 7:00 pm.

Engineer's Report /GSP

Roger is finishing Chapters 6, 7, and 8, with the goal of having them finished by December 23, 2025's meeting.

AKART & Hydrogeologic Study

Comments have been received from DOE, and, in essence, it is approved. The Engineering Report will address permit limits and is a more formal documents that guide the new WWTP.

Critical Improvements Update and Start Date

Roger will meet with the operators to see how the new improvements and the WWTP are functioning. Summit Construction Group has submitted all the O & M manuals. Roger will review to see what is missing and issue substantial completion if things look good. He will issue physical completion once all criteria have been met. A new cover for the pump station may be needed as the hinges no longer function on the old one.

Pond Liner Leak Detection Plan Update

DOE approved the Pond Liner Leak Detection Plan. The report is due to DOE by 12/31/2025.

#### GVLS And SVLS Issues to be addressed

Green Valley Lift Station is working well. There are discrepancies between the amount of influent coming into the WWTP and the amount that is leaving the WWTP to the drainfield according to the flow meters. Roger suggested contacting Siemens to find out how to calibrate the meter in Sprague Valley Lift Station.

#### General Facilities Charges Recalculation

Roger provided a technical memo for the recalculation of the sewer and water GFC connection fees. Based on the capital improvements and projects the District has performed over the past few years, Roger calculated the new GFC connection fees as \$2,036.00 for water and \$16,592.00 for sewer. ***RW/RC a motion was made and seconded to approve sending the technical memo to the District's attorney for review. Motion carried 5-0.***

#### Small Water System Plan

No update

### **UNFINISHED BUSINESS**

#### WASWD Monthly update

No updates.

#### Red Mountain

Jack Hovenier attended the meeting on behalf of Red Mountain Estates. He said they are looking at building 10-20 new homes next year.

#### Balfour Village

Brent Cowden and Jaime White from Balfour Village attended the meeting.

#### Water Valve Repairs

No update.

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

Bids for drainfield fencing were reviewed at November 12, 2025's, special meeting. This item will be removed from the agenda for now and will be revisited in March or April of next year.

#### Final Budget for 2026

***AA/RC A motion was made and seconded to approve the final budget for 2026. Motion carried 5-0.***

### **NEW BUSINESS**

#### Letter to Whatcom County-WWTP Update

Cheryl presented a draft letter to County Executive Sidhu detailing updates to the new WWTP upgrade process. ***RW/RC a motion was made and seconded to approve of sending the letter to the Whatcom County Executive. Motion carried 5-0.***

#### Multi-Family Housing/ADUs-Changes to the Whatcom County Comprehensive Plan

New Washington State law allows for up to two (2) accessory dwelling units (ADU) on an existing property. This topic will be discussed in 2026 as the Peaceful Valley HOA current rules do not allow for more than one dwelling per lot. How to charge for water and sewer connections will also need to be determined.

#### Resolution Review 2010-2025

Robert would like the Board to review the resolutions passed from 2010 through 2025 to see if anything needs to be updated or changed. A few resolutions will be reviewed at each month's meeting.

WCWD13 Board of Commissioner's Meeting

November 25, 2025

### Vacancy for Board of Commissioners Position #3

Commissioner Talitha Shiroma has decided to step down at the end of her term on December 31, 2025. To fill the vacancy, the Board of Commissioners must appoint a Commissioner to fill the vacancy for 2 years, through the end of 2027. The Board will nominate one candidate during a regular meeting. Following the meeting, the vacancy must be posted in 3 public places for 15 days and nominations accepted from the District's registered voters. Once the 15-day notice period is over, the Board will appoint a qualified person from the list of nominees at a regular meeting. The Board has 90 days to fill the vacancy.

## **BILLS PAYABLE**

*Claims Payment Request form dated 10/30/25 in the amount of \$5,844.20 General Cash*

*Claims Payment Request form dated 11/6/25 in the amount of \$173,657.40 GFC Cash Account*

*Payroll dated 11/10/25 in the amount of \$15,970.05*

*Claims Payment form dated 11/25/25 in the amount of \$13,563.00 General Cash*

*Claims Payment Request Form for 11/25/25 in the amount of \$11,832.99 GFC Cash Account*

*Investment Transfer Form for 11/12/25: Move \$140,000.00 from GFC Investment Account to GFC Cash Account*

*Excise Tax Request Form 11/25/25 in the amount of \$2,152.28*

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

## **FINANCIAL REPORTS**

### YTD Expenses – Review

October 2025 expenses were presented to the Board for review.

### Treasurer's Reports-Approval

October 2025 Treasurer's reports were presented to the Board for approval.

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

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

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

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

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

### Petty Cash-Approval

*RC/AA a motion was made and seconded to approve petty cash disbursements for November 2025. Motion carried 5-0.*

## **WATER & WASTEWATER REPORT**

### District Operations Report

The October 2025 operations report was provided to the Board.

### Consumption Report

October 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 8:06 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 12/23/25.

APPROVED:  DATE: 12-23-25



 12/23/25