

**WHATCOM COUNTY WATER DISTRICT NO. 13**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING JULY 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 6:30 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, Robert Vandenhaak and Talitha Shiroma were present in person. District employees Hannah Palm, Eli Gunn-Hirsch and Cheryl Klessig were present in person. Gray & Osborne Engineer Roger Kuykendall was present via Zoom. One member of the public was present in person, and one member of the public was present via Zoom.

**ADOPTION OF MINUTES**

Regular Meeting June 24, 2025

*RW/RC a motion was made and seconded to approve the regular meeting minutes from June 24, 2025. Motion carried 5-0.*

**ENGINEERING BUSINESS**

SCPPL Funding-Sewer Rate Study & Community Engagement

DOE reached out via email that a contract amendment via DocuSign would be emailed in early August. Jay Swift from G & O is in communication with Sam Rodriguez from RCAC for the sewer rate study. For Kendall Fest, Cheryl has reached out to Whatcom Water Alliance for some materials to hand out, ordered a banner, pop up tent canopy, and new magnets for customers with the emergency numbers listed on them. Cheryl created a flyer with information about the new WWTP to hand out at the event and will have the Chamber print them in color.

Engineer's Report /GSP

Chapters 1-4 are complete, and Roger will email it out for review. Roger is also asking Whatcom County Planning for the number of septic systems in the area and what their failure rate is.

AKART & Hydrogeologic Study

Leo Black & Jay Swift from G & O have started the study. Aspect Consulting has installed transducers into all monitoring wells to confirm the direction of flow in the aquifer. They will perform a "slug test," which involves dropping a short section of small diameter PVC pipe into the wells to displace the water column and then using the data loggers to measure the time it takes for water levels to re-equilibrate.

Critical Improvements Update and Start Date

Summitt Construction Group has been sending in their submittals for approval. They anticipate a start time around August 14, 2025. Pumps will arrive in late August or early September. Summitt chose to have the pumps shipped via air freight to arrive sooner than regular freight, but the cost is approximately \$1,000. The question for the commissioners is whether the District would like to take the air shipping cost from the minor changes budget of \$10,000.00 or let Summitt absorb that cost. Further discussion at the August meeting.

Pond Liner Leak Detection Plan Update

The Pond Liner Leak Detection Plan was revised a couple of months ago, since the original plan wasn't feasible. Now the valves at the headworks are frozen and the revised plan will not work. Attempts to replace those valves would be very expensive and quite risky. Dave Mathews, DOE Permit Manager, is in the loop and understands the issues. The new plan is to use influent and effluent data, along with an evaporation pan, and measuring rainfall. The survey must be completed by September 30, 2025, and the final report is due December 31, 2025.

Radio Communications Systems-Bids

Both companies have honored the prices in their previous bids. High Tide's bid does include installation. The current timer system works, but there are unknown overflow issues with the reservoirs. The Operators are keeping the reservoirs on the lower side to compensate. Overflow meters could be installed on the reservoir outflow pipes to

measure any overflow loss to keep in accordance with the District's Small Water System Plan. The Operators said the lowest they have seen the reservoirs is 20 feet, or about half-full. Rebecca expressed her concern about the fire flow requirements. Roger said that Whatcom County requires 15 feet of height in the reservoirs for fire flow. There is approximately 39,000 gallons per foot in the reservoirs. No decision was made, and the radio communications bids will be revisited in the fall during the budgeting process.

#### Easements for Monitoring Wells

Gravel will be delivered to Monitoring Well-D on August 4<sup>th</sup> and will be spread around the well. Easements will be removed from the agenda for a few months.

#### Green Valley Lift Station Diagnosis

Hannah received 4 different bids from Whitney Equipment: \$1,331.91 to replace the low float alarm; \$7,554.91 to replace the dialer system with a High Tide cellular system; \$9,949.81 to replace the programmable controller; and \$16,352.81 to do all of the above. Hannah recommends, at least, replacing the programmable controller, as the SCADA systems could be added later and the float is a back up to the transducer. Hannah will share the information with Roger, and the board will revisit next month. Quotes will be ready for the lift station at the WWTP next month.

#### General Facilities Charges Recalculation

Roger will be recalculating the General Facilities Charges for water and sewer new connections, due to replacements and upgrades to the water system and the WWTP. He will have some time in August to continue working on the calculations.

#### Wastewater & Water Operations & Maintenance Projects List with Budget

Hannah presented spreadsheets with a list of possible repairs and ongoing maintenance for the water distribution and sewer systems. The commissioners will revisit during the budgeting process.

#### Reservoirs Inspection

December 2014 was the last time the reservoirs were inspected. Eli has a verbal bid for \$750/reservoir from Baker Silo for inspection only. Hannah received 2 bids for inspection and cleaning. Advanced Diving Services was \$3,781.89 and Inland Potable Services was \$4,475.00 plus tax. Eli will contact Baker Silo for a paper bid.

## **UNFINISHED BUSINESS**

#### WASWD Monthly update

Cheryl gave WASWD's second quarter newsletters to the commissioners.

#### Red Mountain

No updates. Jack Hovenier represented Red Mountain at the meeting

#### Balfour Village

No updates. Jaime White represented Balfour Village for the first 30 minutes of the meeting

#### Water Valve Repairs

Eli, Hannah, and Nick were able to locate valves at 1351 King Valley, 22 Happy Valley and on Spur Valley. 401 Flair Valley is leaking approximately 102 gallons/day. The valve at Pass Valley is seized and is the top priority for getting fixed. There is a leaking valve in Balfour Valley and Hannah will reach out to Jaime to find out if it's still covered under the performance bond.

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

Tabled until Balfour Village begins to build more houses on Peaceful Valley Court.

### Letter to Whatcom County Executive

Cheryl provided the commissioners with a draft letter to the Whatcom County Executive outlining updates on the new WWTP and the need for funding assistance from Whatcom County government. *RW/AA a motion was made and seconded to approve the draft letter to the Whatcom County Executive. Motion carried 5-0.*

## **NEW BUSINESS**

### Leak Adjustment Credit Requests

2211 Fall Valley Lane -water usage has returned to historical levels. *RW/RC a motion was made and seconded to approve the leak adjustment credit in the amount of \$465.56. Motion carried 5-0.*

### Road Repair 911 Ruby Valley Court

Following the emergency leak repair at 911 Ruby Valley Court, the road needs to be repaved. Eli received 2 bids, Asphalt NW-\$2,250.00 plus sales tax, and WRS-\$4,375.00 plus sales tax. *RW/RC a motion was made and seconded to approve the paving project with Asphalt NW for \$2,250.00 plus sales tax. Motion carried 5-0.*

## **BILLS PAYABLE**

*Claims Payment Request form dated 6/30/25 in the amount of \$7,538.01 General Cash*

*Claims Payment Request form dated 7/7/25 in the amount of \$1,851.89 General Cash*

*Payroll dated 7/14/25 in the amount of \$15,754.50*

*Claims Payment form dated 7/22/25 in the amount of \$53,118.16 General Cash*

*Claims Payment Request Form for 7/22/25 in the amount of \$6,386.40 GFC Cash Account*

*Investment Transfer Form for 7/25/25: Move \$32,000.00 from General Cash Investment Account to General Cash Account and move \$50,000.00 from GFC Cash to GFC Investment Account*

*Excise Tax Request Form 7/25/25 in the amount of \$1,324.13*

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

## **FINANCIAL REPORTS**

### YTD Expenses – Review

June 2025 expenses were presented to the Board for review.

### Treasurer's Reports

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

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

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

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

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

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

### Petty Cash

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

### Payment Plan Arrangements

No payment arrangements presented.

## WATER & WASTEWATER REPORT

### District Operations Report

The June 2025 operations report was provided to the Board.

- Dissolved Oxygen Probe

The Operators presented 4 options for a Dissolved Oxygen probe, ranging in price from \$1,096.57 to \$2,689.00, plus sales tax. *RW/RC a motion was made and seconded to approve the purchase of a dissolved oxygen probe for \$1,096.57, plus sales tax. Motion carried 5-0.*

- Lawnmower Maintenance and Wheel Repair

One of the front wheel axles is bent on the lawnmower and the Operators have ordered a new one. They will try to fix it themselves. If they are unable to fix it, Pape Machinery charges \$150/hour, plus sales tax, for diagnostics and repair. The lawnmower has not been serviced since fall 2022. Pape Machinery quoted \$470.00, plus sales tax, for complete servicing. Since the truck does not have a trailer hitch, Pape Machinery quoted \$225.00, plus sales tax, to pick up and return the lawnmower. The commissioners approved taking the lawnmower in for diagnostics and repair if the Operators are unable to repair it on their own. Robert will come down in August to the office and help with ordering and installing a trailer hitch.

### Consumption Report

June 2025 consumption report was provided to the Board.

## BUSINESS MANAGEMENT REPORT

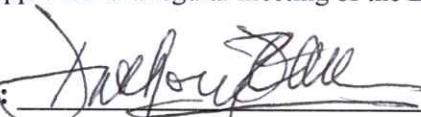
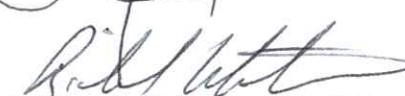
### Meeting Log

The meeting log was presented to the Board.

## CONCLUDE

There being no further business, Robert Vandenhaak concluded the meeting at 8:19 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 8/26/25.

APPROVED:

DATE:

