

WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING AUGUST 25, 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, Daniel Vetkov, and Robert Vandenhaak were present in person. Commissioner Rebecca Cayen was present via Zoom. District employees Hannah Palm, Cheryl Klessig and Eli Gunn-Hirsch were present in person. Gray & Osborne Engineers Jay Swift and Roger Kuykendall were present via Zoom. 2 members of the public were 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 July 28, 2026

AA/RW a motion was made and seconded to approve the regular meeting minutes from July 28, 2026. Motion carried 5-0.

ENGINEERING BUSINESS

SCPPL Funding Update

The District was awarded SCPPL funding for the design phase for \$1,500,000 as a loan with 50% as a forgivable loan. A meeting with the SCPPL team was held on August 19, 2026, at 1:00 pm to discuss the terms of the funding contract. Robert and Richard attended the meeting on behalf of the District, along with Cheryl and the District's engineers. DOE will create an amendment to the current SCPPL agreement to include the design phase. Loan terms for \$750,000 would be at 2.5% interest over 20 years.

Economic Development & Infrastructure (EDI) Funding Application

There has been no update on when Whatcom County Council will make the final approval vote on the EDI applications. Cheryl has been checking the agendas online to see when it will be on the Council's agenda.

Engineer's Report /General Sewer Plan (ER/GSP)

A resolution needs to be approved by the Board of Commissioners to adopt the draft General Sewer Plan & Engineering Report (GSP/ER), which will then be sent to the Whatcom County Council, Whatcom County Planning & Development Services Department, Whatcom County Public Works Department, and Whatcom County Health & Community Services Department for review and comment. County Council will then send a form to DOE approving the draft GSP/ER.

AA/RW's motion was made and seconded to approve Resolution 09-2026, adopting a draft version of the 2026 Engineering Report & general Sewer Plan for the District. Motion carried 5-0.

The GSP/ER designs the new wastewater treatment facility for a 20-year plan, up to approximately 900 ERUs. After that number of connections was met, adding a third tank would take the growth up an additional 50%, at which point, the District would be fully built out. The Sequencing Batch Reactor (SBR) facility is modular, and additional capacity can be added, as needed. The engineers will address the cost of extra capacity in the pre-design report, which will look at sizing, capacity, and the drain field. Should the District look at making changes to new treatment plant design, an amendment would need to be created to the GSP. Jay mentioned that there are new emerging technologies that can increase capacity within the same footprint of the proposed facility. The engineers need approval from DOE and County Council to begin the design phase. Jay suggests getting the scope of work created for the design and start lining up the sub-contractors needed.

Infrastructure Assistance Coordinating Council (IACC) Conference October 20-22, 2026

The District Engineers recommend attending this conference and scheduling a Tech Team meeting to present the new wastewater treatment facility project to potential funders. Cheryl and Richard would like to attend. *AA/DV a motion*

was made and seconded to approve Cheryl and Richard's attendance at the LACC conference in October. Motion carried 5-0.

Critical Improvements Update

The Operations & Maintenance manual has been completed, and hard copies have been sent to the District Operators. The District still has 15% retained from the effluent pump station upgrade project. Roger recommended checking in with the Department of Revenue and Labor & Industries to see if Summit Construction has completed the necessary paperwork.

Drainfield Hatches

The Operators got 2 bids for the hatch replacements. Baker Silo bid without sales tax the following: \$3,260 for aluminum, \$9,236 for stainless steel, and \$5,700 for galvanized steel, plus \$600 for installation. Lynden Sheet Metal bid without sales tax the following: \$11,750 for aluminum with gas shocks, \$10,102 for stainless steel with gas shocks, and \$9,214 for galvanized steel with gas shocks, all with installation included. Gray & Osborne recommended accepting a bid with the lowest price as these could be modified in the future if the drain field is upgraded. ***RW/RC a motion was made and seconded to accept the bid from Baker Silo for \$3,860 plus sales tax for aluminum drain field hatches. Motion carried 5-0.***

Duckweed Skimmer-Lagoon 3

No update. More discussion at next month's meeting.

Lagoon A Issues: Sewer Jetting

The Operators would like to jet the headworks and pipe into Lagoon 1. Sullivan Plumbing submitted a bid for \$2,522.52 for 8 hours of sewer jetting and camera time. Bayside Services' bid was \$4,580 plus sales tax. Camera work could also be done at the drain field. More discussion at next month's meeting.

Small Water System Plan-Leak Detection

Hydrevo report on the leak detection is being prepared and should be received by the next meeting. There is a large leak under Clear Valley Drive that is approximately 5 gallons/minute. 2 bids were received for repair: A & V Construction submitted a bid for \$7,900 - \$9,000 plus sales tax and P & P Excavating's bid was \$19,137 plus sales tax. Payment for the leak repair can be paid with water GFC charges since leak repairs are in the Small Water System Plan as a capital expense. ***RW/DV a motion was made and seconded to approve A & V Construction's bid for \$7,900 - \$9,000 plus sales tax to repair the leak on Clear Valley Drive. Motion carried 3-0-2.***

Multi-Family Housing/Accessory Dwelling Units (ADU)-Changes to the Whatcom County Comprehensive Plan
552 Sprague Valley Drive purchased a parcel of land adjacent to his house from Balfour Village that has a water meter setter on it. The customer may be interested in putting an ADU on this adjacent parcel. The Whatcom County Assessor's website shows these 2 parcels are combined into one ¾ acre parcel. More discussion at next month's meeting.

UNFINISHED BUSINESS

WASWD Monthly update

Fall Conference registration is now open.

Red Mountain

Jack Hovenier attended the meeting on behalf of Red Mountain Estates. Jack was encouraged that the EDI funds were recommended for approval to the Whatcom County Council and that the County Executive was very

supportive of the District's request for grant funding for the design phase. Jack had a meeting with the Hearing Examiner in the final steps of Findings and Facts today for Phase 4.

Balfour Village

Jaime White did not attend the meeting on behalf of Balfour Village. She emailed Cheryl before the meeting to say she would be on vacation.

Water Valve Repairs

All the valves have water from rain in them and are not leaking. This can be removed from the agenda.

Office Computer/Tech Support

Tabled until next month's meeting.

Resolution 08-2026 Leak Adjustment Credit Policy

AA/DV a motion was made and seconded to approve Resolution 08-2026-Leak Adjustment Credit Policy. Motion carried 5-0.

Leak Adjustment Credit Form-2751 Bluejay Valley

The customer's water usage has returned to normal usage. ***AA/DV a motion was made and seconded to approve a \$500 leak adjustment credit for 2751 Bluejay Valley. Motion carried 5-0.***

2027 Budget Discussion

A special meeting will be held on September 8, 2026, at 6:30 pm, at the East Whatcom Regional Resource Center to further discuss next year's budget.

NEW BUSINESS

Wage Increases

Eli requested the Board of Commissioners consider giving him a raise for getting his Level 2 Wastewater Operator certification. The Board will consider his request at the special meeting for the budget.

Account 200443

Account 200443 was requesting the removal of \$21 late fee from his account since he did not receive his bill. No Commissioner was willing to make a motion to forgive the late fee.

BILLS PAYABLE

Claims Payment Request form dated 8/3//26 in the amount of \$8,978.47 General Cash

Claims Payment Request form dated 8/3/26 in the amount of \$5,771.94 GFC Cash

Payroll dated 8/31/26 in the amount of \$18,114.58

Claims Payment form dated 8/25/26 in the amount of \$18,103.65 General Cash

Claims Payment form dated 8/25/26 in the amount of \$7,175.39 GFC Cash

Investment Transfer Form dated 8/28/26: Transfer \$18,628.00 from GFC Cash Account to GFC Investment Account

Excise Tax Request Form dated 8/25/26 in the amount of \$2,606.71

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

FINANCIAL REPORTS

YTD Expenses – Review

July 2026 expenses were presented to the Board for review.

Treasurer's Reports-Approval

AA/RW a motion was made and seconded to approve the Treasurer's Report for July 2026. Motion carried 5-0.

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

July 2026 Cash position reports were presented to the Board for review.

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

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

Petty Cash-Approval

AA/RW a motion was made and seconded to approve petty cash disbursements for August 2026. Motion carried 5-0.

WATER & WASTEWATER REPORT

District Operations Report

The July 2026 operations report was provided to the Board.

Consumption Report

The July 2026 consumption report was provided to the Board.

BUSINESS MANAGEMENT REPORT

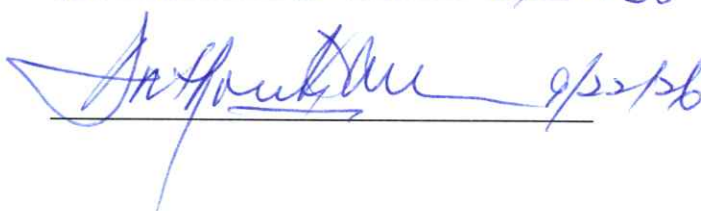
Meeting Log

The meeting log was presented to the Board.

CONCLUDE

There being no further business, Robert Vandenhaak concluded the meeting at 7:57 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 9/22/2026.

APPROVED:  DATE: 9-22-26

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