

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING DECEMBER 23, 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 6:31 pm. Commissioners Anthony Au, Richard Whitson, Rebecca Cayen, and Robert Vandenhaak were present in person. Commissioner Talitha Shiroma was present via Zoom. District employees Cheryl Klessig, Hannah Palm and Eli Gunn-Hirsch were present in person. Gray & Osborne Engineer Roger Kuykendall was present in person. 2 members of the public were present in person.

ADOPTION OF MINUTES

Special Meeting Minutes November 12, 2025

Regular Meeting November 25, 2025

AA/RW a motion was made and seconded to approve the special meeting minutes from November 12, 2025, and the regular meeting minutes from November 25, 2025. Motion carried 5-0.

ENGINEERING BUSINESS

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

Roger says that the wastewater treatment plant can handle up to 550 connections, approximately 90 more. It may be until 2028 or 2029 until the 550 number is reached. Jack will share the letter for Red Mountain Phase 3 that was accepted by Planning & Development Services with Cheryl and she will use that as a template for Balfour Village.

SCPPL Funding-Sewer Rate Study & Community Engagement

January 31, 2026, is the deadline to request appropriations from the State Legislature for the upcoming legislative cycle. The WIFIA grant program with the EPA is open year-round. The community meeting will be Wednesday, February 11, 2026, at 6:00 pm at the East Whatcom Regional Resource Center. Cheryl will create a flyer to include with January's billing and schedule to use a larger room at the Resource Center.

Engineer's Report /GSP

Chapters 7-9 are complete and will be emailed tomorrow. These chapters address the collection system, treatment plant options, and biosolids. Chapter 2's and Chapter 5's population projections were updated after discussion with Whatcom County Planning Department.

AKART & Hydrogeologic Study

Comments have been received from DOE, and, in essence, it is approved. The engineers will address the comments from DOE.

Critical Improvements Update and Start Date

The work is complete, but a few loose ends need to be tied up before Roger will release the final payment. The effluent flow meter and the mag meter are extremely similar. The influent and effluent numbers have about a 10,000-gallon difference daily, with more effluent going to the drain field than what is coming into the treatment plant. The Mission system is working well.

Pond Liner Leak Detection Plan Update

The report has been submitted by G & O, and DOE agrees that the leaking liners shouldn't be replaced with a new WWTP being planned for. G & O are waiting for final comments from DOE.

General Facilities Charges Recalculation

The District's attorney gave his approval for the new GFC Charges calculations. A new resolution will need to be adopted to bring them into effect. With all the money being spent on planning and designing the new WWTP, GFC Charges could be recalculated on a yearly basis. Cheryl will draft a resolution for January 2026's meeting.

Lagoon A Issues

With the number of rags and grit at the bottom of Lagoon A, there is diminishing treatment space. It will require a contractor mobilizing on site to remove it and then determining where it would go. It would need to be dewatered, then trash & grit could go to the landfill and the biosolids could go to land application. More volume in the lagoon would help with the treatment process. More discussion at the next meeting.

Small Water System Plan

No update

UNFINISHED BUSINESS

WASWD Monthly update

Commissioners Workshop is on January 31, 2026.

Red Mountain

Jack Hovenier attended the meeting on behalf of Red Mountain Estates.

Balfour Village

No representative from Balfour Village attended the meeting.

Water Valve Repairs

Robert will talk to All-Phase about the repairs needed.

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

The District needs a policy to address this. Roger said that most districts are trending towards each dwelling having a separate meter and connection fee. This will be a regular agenda item moving forward.

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.

Vacancy for Board of Commissioners Position #3

Daniel Vetkov, who lives in Red Mountain Estates and is on the HOA Board for Red Mountain Estates, has submitted a letter of interest for the vacant position. He will be invited to attend the January 2026 meeting.

NEW BUSINESS

Executive Session RCW 42.30.110(1)(g)

Robert called an executive session at 7:37pm. The executive session will end at 7:42 pm.

The executive session ended at 7:42 pm.

RW/RC a motion was made and seconded to approve Eli Gunn-Hirsch at \$35/hour and Hannah Palm at \$30/hour. Motion carried 5-0.

Election of Board Officers

RC/AA a motion was made and seconded to elect Robert Vandenhaak as Board President and Richard Whitson as Board Secretary/Auditing Officer. Motion carried 5-0.

BILLS PAYABLE

Claims Payment Request form dated 12/1/25 in the amount of \$6,720.37 General Cash

Payroll dated 12/8/25 in the amount of \$15,736.97

Claims Payment form dated 12/10/25 in the amount of \$25,927.16 GFC Cash Account

Claims Payment form dated 12/23/25 in the amount of \$14,006.62 General Cash

Claims Payment Request Form for 12/23/25 in the amount of \$16,124.11 GFC Cash Account

Cash Transfer Form for 12/23/25 in the amount of \$1,732.59 from General Cash Account to Repairs & Maintenance Cash Account

Investment Transfer Form for 12/31/25: Move \$5,000.00 from Repairs & Maintenance Cash Account to Repairs & Maintenance Investment Account

Excise Tax Request Form 12/26/25 in the amount of \$1,947.96

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

FINANCIAL REPORTS

YTD Expenses – Review

November 2025 expenses were presented to the Board for review.

Treasurer's Reports-Approval

November 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

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

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

November 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 December 2025. Motion carried 5-0.

WATER & WASTEWATER REPORT

District Operations Report

The November 2025 operations report was provided to the Board.

Consumption Report

November 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 7:50 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 1/27/2026.

APPROVED: *R. L. White*

DATE: 1-27-26

[Signature]

[Signature] 1/27/26