

**WHATCOM COUNTY WATER DISTRICT NO. 13**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING OCTOBER 28, 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, Talitha Shiroma, and Robert Vandenhaak were present in person. 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.

**ADOPTION OF MINUTES**

Regular Meeting September 23, 2025

*AA/RW a motion was made and seconded to approve the regular meeting minutes from September 23, 2025.  
Motion carried 4-0.*

**ENGINEERING BUSINESS**

SCPPL Funding-Sewer Rate Study & Community Engagement

G & O is waiting for approval from DOE for the AKART study for design permit limits. G & O will assist with a funding plan for additional funds for the new WWTP. Potential funders are USDA Rural Development, WA Public Works Board, WA State Department of Commerce, USDA Bureau of Reclamation and Whatcom County Economic Development & Infrastructure Fund. DOE requires the “Fall Call For Funding” form to be turned in by the end of October, with the length of time chosen for the loan for the next phase. *TS/RW a motion was made and seconded to approve a 20-year loan at 2.5% interest with the Department of Ecology Small Community Priority Project List program. Motion carried 5-0.*

A community meeting needs to be held to meet the requirements of the SCPPL program for community engagement. Jay said he could create a power point presentation to show at the meeting. Jay will contact Dave Matthews at DOE to see when the approval of the AKART study might be finalized.

Engineer's Report /GSP

Roger is finishing Chapter 6 and hopes to have it ready for the November 25, 2025, meeting.

AKART & Hydrogeologic Study

Jay will contact Dave Matthews at DOE to see when the approval of the AKART study might be finalized.

Critical Improvements Update and Start Date

Summit Construction Group have installed and tested the new effluent pumps. One pump is running at 170 gpm and the other at 163 gpm. The pumps are working with the new telemetry system well. There will be a 14-day commissioning test period and Summit Construction Group is responsible for making sure that everything is working as intended. 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

Jay sent the revised pond liner leak detection plan, version 4, to Dave Matthews at Doe, for review and comments.

GVLS And SVLS Issues to be addressed

Whitney Equipment Company installed the new PLC at Green Valley Lift Station and everything, including the dialer, is working well. There have been no issue with the Sprague Valley Lift Station.

General Facilities Charges Recalculation

Roger will provide a draft of the water & sewer GFC recalculations for the November 25, 2025, meeting.

### Small Water System Plan

In the Small Water System Plan, there is a chart that shows yearly water base rate increases to fund capital projects over a 20-year period outlined in the plan. Water rates will be reviewed at the special meeting in November.

## **UNFINISHED BUSINESS**

### WASWD Monthly update

No updates.

### Red Mountain

No updates. No representative from Red Mountain attended the meeting due to illness.

### Balfour Village

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

### Water Valve Repairs

No update.

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

3 bids were received for the drainfield fencing, ranging from \$63,104.00 to \$110,000.00. The drainfield should be surveyed to identify the actual dimensions. More discussion at the November special meeting.

### Draft Budget Version 4

October's income and expenses were added to the spreadsheet. The special meeting to discuss the budget will be Wednesday, November 12, 2025, at 6:30 pm, at the East Whatcom Regional Resource Center.

### Resolution 06-2025-Leak Adjustment Credit Policy

A draft resolution was presented with clarification around the length of time the credit will be given for. *AA/RC a motion was made and seconded to approve Resolution 06-2025. Motion carried 5-0.*

## **NEW BUSINESS**

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

*RC/RW a motion was made and seconded to approve a leak adjustment for 1701 Peaceful Valley for \$283.60. Motion carried 5-0.*

*RC/RW a motion was made and seconded to approve a leak adjustment for 2381 Blackbird Valley for \$489.88. Motion carried 5-0.*

### Payment Plan Arrangements

*RW/RC a motion was made and seconded to approve payment plan arrangements for 2201 Fall Valley. Motion carried 5-0.*

*RW/AA a motion was made and seconded to approve payment plan arrangements for 1101 Fall Valley. Motion carried 5-0.*

## **BILLS PAYABLE**

*Claims Payment Request form dated 10/1/25 in the amount of \$8,872.34 General Cash*

*Claims Payment Request form dated 10/2/25 in the amount of \$116,614.53 GFC Cash Account*

*Payroll dated 10/13/25 in the amount of \$16,144.61*

*Claims Payment form dated 10/28/25 in the amount of \$14,312.02 General Cash*

*Claims Payment Request Form for 10/28/25 in the amount of \$46,484.41 GFC Cash Account*

*Investment Transfer Form for 10/6/25: Move \$3,267.41 from Repairs & Maintenance Cash Account to Repairs & Maintenance Investment account*

*Excise Tax Request Form 10/27/25 in the amount of \$2,893.46*

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

## **FINANCIAL REPORTS**

### YTD Expenses – Review

September 2025 expenses were presented to the Board for review.

### Treasurer's Reports

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

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

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

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

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

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

### Petty Cash

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

## **WATER & WASTEWATER REPORT**

### District Operations Report

The September 2025 operations report was provided to the Board.

### Consumption Report

September 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 8:16 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 11/25/25.

APPROVED:



DATE:

