



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

October 11, 2023

Board President Todd Citron called the Regular Session to order at 6:30 p.m.

Attendees: Commissioner Todd Citron (v) General Manager Justin Clary
Commissioner John Carter (v) Engineering Manager Greg Nicoll
Commissioner Jeff Knakal Finance Manager Jenny Signs
Commissioner David Holland Operations & Maintenance Manager Jason Dahlstrom
Recording Secretary Rachael Hope District Legal Counsel Bob Carmichael

Excused Absences: Commissioner Bruce Ford

Also in attendance was a representative of Rawl's Tree Service (v-observation only). Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Holland seconded, approval of:

- **Minutes for the 9.27.2023 Regular Board Meeting**
- **Payroll for Pay Period #20 (09.16.2023 through 09.29.2023) totaling \$43,076.57**
- **Benefits for Pay Period #20 totaling \$49,220.17**
- **Accounts Payable Vouchers totaling \$794,455.60**

Motion passed.

Amendment No. 1 to the 2023-24 Budget

Lake Whatcom Water and Sewer District's Administrative Code requires development of an operating and capital improvement budget for both the water and sewer systems, which forecasts revenues and expenditures for the budget period. The District works in a collaborative effort to develop a budget with pay-as-you-go financing to the best extent practicable. However, as situations arise, it is necessary and best practice to perform budget amendments to ensure the District is operating within an approved budget. This helps create transparency and control over the budget and cash flow analysis for the District.

Signs presented the Board with Amendment 1 to the 2023-2024 Budget, which was adopted at the December 6, 2022 regular board meeting. Highlighted adjustments include award of a Public Works Board Loan for the Division 7 Reservoir Replacement Project, transfers between funds, increases due to consulting costs and recruitment for the Engineering Manager position, and various licensing and software update needs. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to declare the property defined in the list dated October 3, 2023, as surplus and authorize staff to dispose of each item in a manner that is most beneficial to the District and consistent with state law. Motion passed.

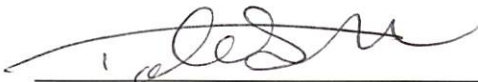
Manager’s Report

Clary updated the Board on several topics, including a welcome to Engineering Manager/District Engineer Greg Nicoll, recognized and congratulated Dahlstrom who, as part of his professional development plan, applied for and was accepted to AWPA Emerging Leaders Academy. Clary also offered thanks to Commissioners Knakal and Citron for participation in an October 10 meeting with Bellingham Mayor Seth Fleetwood. Discussion followed.

Executive Session Per RCW 42.30.110(1)(g): To review the performance of a public employee

Citron recessed the Regular Session to Executive Session at 7:12 p.m. It was estimated that the Executive Session would take about 30 minutes and end at 7:42 p.m. The purpose of the Executive Session was to review the performance of a public employee (General Manager performance evaluation). No action was taken, and Citron recessed the Executive Session and reconvened the Regular Meeting at 7:30 p.m.

With no further business, Citron adjourned the Regular Session at 7:30 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on Nov 8, 2023
Date Minutes Approved