



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

March 27, 2024

Board President Todd Citron called the Regular Session to order at 8:00 a.m.

Attendees:	Commissioner Todd Citron (v)	General Manager Justin Clary
	Commissioner John Carter	Engineering Manager Greg Nicoll
	Commissioner Bruce Ford	Finance Manager Jenny Signs
	Commissioner Jeff Knakal	Operations Manager Jason Dahlstrom
	Commissioner David Holland	Recording Secretary Rachael Hope

Attendees noted with a (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Holland seconded, approval of:

- **Minutes for the February 28, 2024 Regular Board Meeting**
- **Minutes for the March 13, 2024 Regular Board Meeting**
- **Payroll for Pay Period #6 (03.02.2024 through 03.15.2024) totaling \$52,984.68**
- **Benefits for Pay Period #6 totaling \$56,138.57**
- **Accounts Payable Vouchers totaling \$109,393.95**

Motion passed.

Board Meeting Protocol and Compliance with the Open Public Meetings Act

In light of a disruptive event that occurred during the Board of Commissioners' meeting on March 13, Clary presented the Board with information about the District's protocols as well as compliance with the Open Public Meetings Act. Discussion followed.

Effective Utility Management Assessment

Clary recalled that the Effective Utility Management (EUM) assessment process has been developed by industry professionals to help water and wastewater utilities make informed decisions and practical, systematic changes to enhance level-of-service and achieve excellence in utility performance. Clary provided the Board with a memorandum containing additional information on the EUM process and its implementation by the District, and Commissioners supplied responses for the 2024 EUM assessment. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including the Division 7 Reservoir Replacement Project groundbreaking, the March 27 Joint Councils meeting at Bellingham City Hall, and recognized Finance Manager Jenny Signs for successfully completing the training and exam to become a Certified Public Funds Investment Manager.

Engineering Department Report

Nicoll highlighted several projects, including the Euclid Lift Station generator replacement, recent meetings with Wilson Engineering and Grey & Osborne regarding RFQs for design and engineering of the Sudden Valley Water Treatment Plant Chlorine Contact Basin Replacement, and expected bid opening for Rocky Ridge & Lakewood sewer lift stations on April 9. Discussion followed.

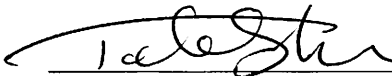
Finance Department Report

Signs' report focused on trends in water and sewer revenues with the District's recent billing due date changes, expenditures related to annual payments, and investments in the Local Government Investment Pool, which is currently earning nearly \$15,000 a month in interest. Discussion followed.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including another month of no time-loss injuries, safety improvements like a railing for the Upper Agate Reservoir, progress in the lead service line inventory inspection progress, upcoming water main flushing, and promised delivery of new sewer camera van hardware and software in April. Discussion followed.

With no further business, Citron adjourned the regular session at 9:48 a.m.


Board President, Todd Citron

Attest: 
Recording Secretary, Rachael Hope pre

Minutes approved by motion at Regular Special Board Meeting on April 24, 2024