



1220 Lakeway Dr • Bellingham, WA 98229

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

*June 12, 2024*

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 Bruce Ford	Engineering Manager Greg Nicoll
Commissioner Jeff Knakal	Finance Manager Jenny Signs
Commissioner David Holland	Operations Manager Jason Dahlstrom
Recording Secretary Rachael Hope	District Legal Counsel Bob Carmichael

**Excused Absence:** Commissioner John Carter

Also in attendance were Nate Palmatier and Kenneth Gray from BHC Consulting, Ron DesMarais of Convergent Technologies, LTD (v), and Aidan Smith and Colter Nunn (v) of Verkada. Attendees noted with a (v) attended virtually.

### **Consent Agenda**

#### **Action Taken**

**Jeff moved, Holland seconded, approval of:**

- **Minutes for the 5.29.2024 Regular Board Meeting**
- **Payroll for Pay Period #12 (05.24.2024 through 06.07.2024) totaling \$48,324.12**
- **Benefits for Pay Period #12 totaling \$56,028.78**
- **Accounts Payable Vouchers totaling \$116,720.54**

**Motion passed.**

### **Facility Security Assessment Presentation**

Clary recalled that the District owns and operates two water treatment plants, five water pump stations, eight reservoirs, and approximately 71 miles of conveyance and distribution pipelines. Recognizing many of the District's facilities were designed and constructed decades ago and in a time when risk of nefarious action was much less than it is today, the District hired BHC Consultants (BHC) to assess the physical vulnerability of the District facilities, and to provide recommendations on how to mitigate those risks. Representatives from BHC provided a presentation to the board on their findings and recommendations. Discussion followed.

**Resolution No. 899 – Revision to Administrative Code Section 2.16.5 – Public Works Contracting**

Clary explained that as a water-sewer district authorized under Title 57 Revised Code of Washington, the District is required to follow state statute for projects requiring public works contracting. State statute allows for use of a small works roster for identifying a contractor to perform public works with an estimated value of less than \$350,000. Section 2.16.5 of the District’s administrative code defines the District’s process for public works contracting, including the use of the Municipal Research Service Center of Washington (MRSC) small works roster. The Washington State Legislature passed Second Substitute Senate Bill 5268 in 2023, modifying small works contracting requirements, and changes become effective July 1, 2024. Resolution 899 revises the District’s administrative code to comply with the new statute.

**Action Taken**

**Holland moved, Knakal seconded, to adopt Resolution No. 899 as presented. Motion passed.**

**Letter to Whatcom County Council Regarding On-site Sewage System Regulation**

On May 8, 2024, the Board conducted a work session on the topic of On-site Sewage System Regulation, during which the Board requested a letter be drafted requesting a timeline for implementation of the Health Department-proposed actions, and allocation of necessary resources to inspect and enforce OSS regulations in the Lake Whatcom Watershed. A revised letter was presented for Board consideration. Discussion followed.

**Action Taken**

**Ford moved, Knakal seconded, to approve issuance of the letter to the Whatcom County Council regarding on-site sewage system regulation in the Lake Whatcom Watershed with the revisions incorporated, as presented. Motion passed.**

**General Manager’s Report**

Clary updated the Board on several topics, including completion of the Washington State financial audit of the District’s 2022-23 finances, progress on re-instatement of the District’s bond rating with S&P, ongoing work at the Beaver Creek sewer line crossings affected by the November 2021 flood event, and a brief update on the District’s request for extension on permitted water rights.

**Public Comment**

Aidan Smith of Verkada Security introduced himself as a vendor.

With no further business, Citron adjourned the regular session at 7:42 p.m.



Board President, Todd Citron

Attest:   
Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on June 26, 2024