



1220 Lakeway Dr • Bellingham, WA 98229

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

*August 28, 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	Finance Manager Jenny Signs
Commissioner Bruce Ford	Operations Manager Jason Dahlstrom
Commissioner Jeff Knakal	Recording Secretary Rachael Hope
Commissioner David Holland	

No public were in attendance. Attendees noted with a (v) attended the meeting virtually.

### Consent Agenda

#### Action Taken

**Carter moved, Ford seconded, approval of:**

- **Minutes for the August 14, 2024 Regular Board Meeting**
- **Payroll for Pay Period #17 (08.03.2024 through 08.16.2024) totaling \$49,353.23**
- **Benefits for Pay Period #17 totaling \$53,906.11**
- **Accounts Payable Vouchers totaling \$403,648.99**

**Motion passed.**

### Sudden Valley Sewer Lift Stations PLC & UPS Improvements Project Public Works Contract Closeout

Clary explained that the Allen Bradley PLC-5 (Programmable Logic Controller) Control System used at several District water and sewer facilities was discontinued in 2017 and is no longer available or supported. Since then, the District has been systematically replacing this equipment with Rockwell's ControlLogix/CompactLogix PLC platform, as well as making uninterruptable power supply (UPS) improvements to increase facility reliability. Following a public bid process, QCC Quality Controls Corporation was awarded a construction contract for replacement of the PLC/UPS systems at the Division 30 water booster station and the Sudden Valley sewer lift station. The contractor has now completed all work and contract requirements, therefore staff recommended accepting the project as complete and closing out the public works contract. Discussion followed.

#### Action Taken

**Ford moved, Holland seconded, to accept the Division 30 Water Booster and Sudden Valley Sewer Lift Stations PLC/UPS Improvements Project public works contract performed by**

**Quality Controls Corporation as complete and authorize staff to close out the public works contract. Motion passed.**

**District Mission and Goals Revision**

Clary recalled that during its August 14 meeting the Board reviewed the District’s mission and goals to make any revisions that are reflective of the current organization. Staff presented a draft revision to the mission and goals based upon Board comments during that meeting. Per the Board’s request, staff reorganized the order of presentation of the goals, recognizing that each goal aligns with a specific Effective Utility Management (EUM) attribute, and thus listing the goals in order of attribute importance defined during the EUM assessment process completed in the spring of 2024. Staff also proposed some editorial changes to improve readability. Discussion followed.

**Action Taken**

**Ford moved, Knakal seconded, to adopt the revised Mission and Goals with revisions incorporated, as amended. Motion passed.**

**General Manager’s Report**

Clary updated the Board on several topics, including the reconvening of the Water Utility Coordinating Council, an update on public comment on the draft Lake Whatcom Management Program 5-year work plan, and potential topics to communicate to state legislators during the 2025 legislative session. Discussion followed.

**Engineering Department Report**

Clary highlighted several projects, including progress on the Division 7 Reservoir Replacement Project, trenching and progress at Lakewood and Rocky Ridge Sewer Lift Stations Improvement Project, and coming repairs on the Midnight Court sewer blockage by Honcoop. Discussion followed.

**Finance Department Report**

Signs’ report focused on water and sewer revenues and expenditures, which are tracking to budget, anticipated federal reimbursement funds, and progress on the Washington State Auditor’s Office accountability audit and the District’s S&P Global bond rating reinstatement. Discussion followed.

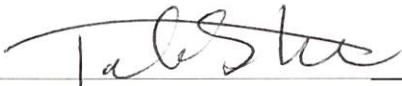
**Operations & Maintenance Department Report**

Dahlstrom reported on summer operations of the District’s water treatment plants, installation of four new water services, and the planned recruitment activities for the vacant Maintenance Worker 1 position. Discussion followed.

**Executive Session Per RCW 42.30.140(4)(a)**

Citron recessed the Regular Session to Executive Session at 9:15 a.m. It was estimated that the Executive Session would take about 60 minutes and end at 10:15 a.m. The purpose of the Executive Session was considering issues related to collective bargaining with a labor union. No action was taken, and Citron recessed the Executive Session and reconvened the Regular Meeting at 9:48 a.m.

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

  
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Board President, Todd Citron

Attest:   
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Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on 9/11/24