



1220 Lakeway Dr • Bellingham, WA 98229

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

*October 9, 2024*

Board President Todd Citron called the Regular Session to order at 6:31 p.m.

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

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

### **Addition to Agenda**

The board requested the addition of discussion of the draft 2025-2026 Biennial Budget under agenda item 7: Other Business.

### **Consent Agenda**

#### **Action Taken**

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

- **Minutes for the September 25, 2024 Regular Board Meeting**
- **Payroll for Pay Period #20 (09.14.2024 through 09.27.2024) totaling \$46,787.45**
- **Benefits for Pay Period #19 totaling \$35,995.06**
- **Benefits totaling \$35,320.93**
- **Accounts Payable Vouchers totaling \$1,140,621.27**

**Motion passed.**

### **Beaver Creek Sewer Main CIPP Public Works Contract Award**

Nicoll recalled that the District owns and operates gravity sewer pipes that were installed in the early 1970s beneath Beaver Creek, a small creek that runs through the Sudden Valley development. In November 2021, Whatcom County experienced record rainfall during a major storm event that dramatically increased flows in Beaver Creek, scouring the channel and banks of the creek and exposing the District sewer pipes. Following the event, District staff coordinated with the Washington State Department of Fish and Wildlife (WDFW) to install temporary measures to protect the exposed

with the condition that they must be removed within three years of the event and replaced with permanent improvements.

The primary improvement identified by WDFW and District staff to permanently protect the pipes is installation of cured-in-place-pipe (CIPP), which is installed inside the existing pipe, providing a “pipe within a pipe” that can withstand the impact from future flooding. District staff advertised a public works contract to install CIPP within four of the exposed sewer pipes running beneath Beaver Creek. A total of three bids were received and the lowest responsive bid provided by a responsible bidder was provided by Iron Horse, LLC. District staff completed a review of the bidder criteria and determined that Iron Horse meets the requirements of the contract and is a responsible contractor with generally positive reviews from other agencies. Staff recommend that the Board award the Beaver Creek Sewer Main CIPP (District Project #M2120C) to the lowest responsible bidder that provided a responsive bid, Iron Horse, LLC.

**Action Taken**

**Carter moved, Ford seconded, to award the Beaver Creek Sewer Main CIPP public works contract to Iron Horse, LLC for a total contract price of \$122,400 and authorize the general manager to execute the contract. Motion passed.**

**Emergency Planning Services Interlocal Agreement with Whatcom County**

Clary explained that as a local government that is responsible for the operation of essential public facilities, proactive planning for the myriad of natural and man-caused disasters that could impact services is critical to ensuring that the District is ready to provide continuity of those services. To assist the District in its emergency preparedness, the District previously entered into a four-year agreement with the Whatcom County Sheriff’s Office Division of Emergency Management.

Through this contract, the District has developed necessary emergency response and crisis communication planning documents, updated applicable District policies, and held multiple tabletop and field emergency response exercises. As the existing agreement expires December 31, 2024, staff developed this successor agreement, with a scope of work based upon District prior experience and anticipated needs. Discussion followed.

**Action Taken**

**Carter moved, Ford seconded, to authorize the general manager to execute the contract with Whatcom County for emergency planning services, as presented. Motion passed.**

**Draft 2025-2026 Biennial Budget Discussion**

Signs specified that staff would present information on the proposed sewer fund capital improvement plan, as it had not been covered in work session that occurred immediately prior to this regular meeting. Discussion followed.

**General Manager’s Report**

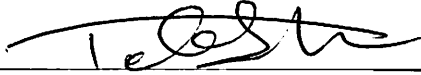
Clary updated the Board on several topics, including progress on the restoration of the District’s S&P Global bond rating, progress on the District’s ongoing compensation survey with an expected presentation to the board at the end of October, and recent review of the District’s Wet Weather Response Protocol in preparation for the winter weather season.

**Executive Session Per RCW 42.30.110(1)(g)**


Citron recessed the Regular Session to Executive Session at 7:28 p.m. It was estimated that the

Executive Session would take about 15 minutes and end at 7:43 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 7:43 p.m.

With no further business, Citron adjourned the regular session at 7:43 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on 10/30/2024