



1220 Lakeway Dr • Bellingham, WA 98229

## SPECIAL SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

*November 26, 2024*

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

<b>Attendees:</b>	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 (v)	Operations Manager Jason Dahlstrom
	Commissioner David Holland	Recording Secretary Rachael Hope

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

Staff recommended removing item 10, Closed Session, from the agenda. The Board agreed.

### Consent Agenda

#### Action Taken

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

- **Minutes for the November 13, 2024 Regular Board Meeting**
- **Payroll for Pay Period #24 (11.09.2024 through 11.22.2024) totaling \$49,181.08**
- **Benefits for Pay Period #24 totaling \$56,144.14**
- **Accounts Payable Vouchers totaling \$25,127.07**

**Motion passed.**

### 2025 Wilson Engineering Rates

Clary explained that Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on September 2, 2021, and effective through July 31, 2026. Per Section 8.4 of the agreement, Wilson Engineering may annually request revision of the approved rates to accommodate inflation and market conditions. Staff presented a letter from Wilson Engineering dated October 28, 2024, requesting revision to its rates and fees for 2025.

#### Action Taken

**Holland moved, Ford seconded, to approve rates and fees to be effective January 1, 2025, for professional services performed by Wilson Engineering under the existing on-call professional services contract with the District, as requested in the October 28, 2024, letter from Wilson Engineering. Motion passed.**

### **2025-2026 Biennial Budget Adoption**

Signs recalled that using projected revenues based upon rate increases adopted by Resolution No. 879, actual 2024 operating expenses, and projects defined in the District's water and sewer capital improvement plans, District staff developed a proposed budget for Board consideration. Earlier revisions of the budget were presented during regularly scheduled meetings of the Board held in September and October, as well as a special work session on October 9, 2024. Comments provided by the Board during those meetings have been incorporated into the presented 2025-2026 budget, and a final draft was presented for adoption by the board. Signs highlighted changes made since the Board's last review. Discussion followed.

#### **Action Taken**

**Carter moved, Knakal seconded, to adopt the 2025-26 Biennial Budget, as presented.  
Motion passed.**

### **General Manager's Report**

Clary updated the Board on several topics, including tracking progress on Whatcom County and City of Bellingham Comprehensive Plan updates, upcoming water sampling planned by the Whatcom County Department of Health related to septic system monitoring, and staff research into the Civic Plus notification system.

Clary also recognized Maintenance Worker Cyrus Gates and Maintenance Worker Lead Jonathan Lydiard for service through the night during the storm in Sudden Valley, and shared appreciation from a customer. Discussion followed.

### **Engineering Department Report**

Nicoll highlighted several projects, including anticipated start of construction at the Division 7 Reservoir Replacement Project, delivery delays at the Rocky Ridge and Lakewood lift stations project, and a recent kickoff meeting for the Geneva Reservoir seismic upgrades. He also touched on the administrative work planned in the Engineering department through the winter months. Discussion followed.

### **Finance Department Report**

Signs' report focused on the October financial report, as well as a recent wire transfer received from FEMA for 2/3 of the outstanding funding expected. She reported that as a whole we are tracking under budget, with reserves and contingencies fully funded, and reported that the District's bond has been reinstated at a AA- rating. Discussion followed.

### **Operations & Maintenance Department Report**

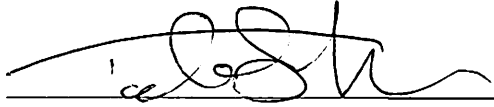
Dahlstrom reported on field crew and operations activity, including a potentially longer than average lake turnover, and minimal damage done to some District infrastructure during the recent windstorm. He also reported that the new Maintenance Worker I has an official start date of January 1, 2025.

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

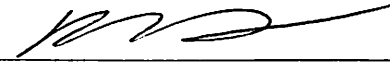
Citron recessed the Regular Session to Executive Session at 8:52 a.m. It was estimated that the Executive Session would take about 30 minutes and end at 9:23 a.m. The purpose of the Executive Session was to review the performance of a public employee (General Manager performance

evaluation). No action was taken, and Citron recessed the Executive Session and reconvened the Regular Meeting at 9:22 a.m.

With no further business, Citron adjourned the regular session at 9:23 a.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on 12/11/2024