



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

January 8, 2025

Board President Todd Citron called the Regular Session to order at 6:30 p.m.

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

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

Consent Agenda

Action Taken

Holland moved, Knakal seconded, approval of:

- Minutes for the December 11, 2024 Special Board Meeting
- Payroll for Pay Period #26 (12.07.2024 through 12.20.2024) totaling \$49,755.04
- Benefits for Pay Period #26 totaling \$55,563.04
- Accounts Payable Vouchers totaling \$104,174.50
- Payroll for Pay Period #01 (12.21.2024 through 01.03.2025) totaling \$48,841.00
- Benefits for Pay Period #01 totaling \$56,941.34
- Accounts Payable Vouchers totaling \$151,108.32

Motion passed.

Election of Board Officers

Clary recalled that the District operates under the authority of Revised Code of Washington (RCW) Title 57, Water-Sewer Districts, which states in section 57.12.010 that “the board shall annually elect one of its members as president and another as secretary.” The District has historically fulfilled this statutory obligation during its first meeting of the calendar year.

Action Taken

Knakal moved, Holland seconded, to appoint Commissioner Citron as District Board president and Commissioner Carter as District Board secretary for the 2025 calendar year. Motion passed.

Appointment of Board Representatives to the District’s Investment Committee

Clary further recalled that Chapter 2.14 of the District’s administrative code establishes an Investment Committee, which is comprised of the finance manager/treasurer, general manager, and two commissioners.

Duties of the committee include, at a minimum, quarterly review of the District's investment portfolio and rate structure and annual review of the District's investment policy.

Action Taken

Knakal moved, Holland seconded, to appoint Commissioners Holland and Knakal as the Board's representatives on the District's Investment Committee for the 2025 calendar year. Motion passed.

Appointment of Board Representatives to the Whatcom County Council of Governments & Lake Whatcom Management Program Policy Group

Clary further recalled that the District annually appoints a representative to serve on the Whatcom County Council of Governments and a representative to serve on the Lake Whatcom Management Program Policy Group. Discussion followed.

Action Taken

Holland moved, Carter seconded, to appoint Commissioner Knakal to serve as the District's representative on both the Whatcom County Council of Governments and the Lake Whatcom Management Program Policy Group for the 2025 calendar year. Motion passed.

Board of Commissioners Meeting Date/Time Discussion

In alignment with the District's Administrative Code; the Board of Commissioners meets at 6:30 p.m. on the second Wednesday of each month and at 8:00 a.m. on the last Wednesday of each month. A discussion on the Board's meeting schedule was conducted during the December 11 regular meeting, with a request to further discuss the topic in early 2025. To assist the Board in its discussion, staff provided a table that defines the meeting times and days of boards and councils in the region. Discussion followed, and the Board decided to keep the current meeting schedule in place.

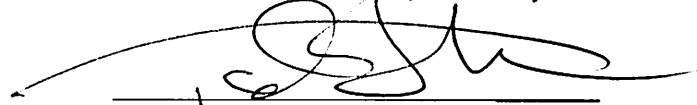
2025 General Manager Initiatives

Clary explained that as a component of the annual performance evaluation process, the general manager provides the Board with a memorandum of accomplishments for the prior year, as well as proposes initiatives beyond the day-to-day operation of the District for the coming year. The 2024 performance report including 2025 initiatives submitted to the Board in October 2024 was provided in the meeting packet, as during the completion of the associated performance evaluation, the Board indicated a desire to discuss the proposed initiatives in early 2025. Discussion followed.


General Manager's Report

Clary updated the Board on several topics, including the District's new Maintenance Worker 1, concrete curing at the Division 7 Reservoir Replacement Project, restoration work of sewer mains crossing Beaver Creek, and the District's continued excellent safety record with no time-loss injuries in 2024. Clary also touched on the recent partnering of the District with CivicPlus in developing a notification system to allow rapid notice to customers regarding various District projects, occurrences, or emergencies. Discussion followed.

With no further business, Citron adjourned the regular session at 7:06 p.m.



Board President, Todd Citron



Attest: Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on Jan. 29, 2025