



1220 Lakeway Dr • Bellingham, WA 98229

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

*March 12, 2025*

Commissioner Bruce Ford called the Regular Session to order at 6:32 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 Absences:      Commissioner John Carter

Also in attendance was James Johansson, District resident. Attendees noted with a (v) attended the meeting virtually.

### Public Comment

Johansson spoke to the Board regarding current District project timelines associated with the Division 7 Reservoir Replacement Project.

### Consent Agenda

#### Action Taken

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

- Minutes for the January 8, 2025 Regular Board Meeting
- Minutes for the 2.26.2025 Regular Board Meeting
- Payroll for Pay Period #05 (02.15.2025 through 02.28.2025) totaling \$52,213.49
- Benefits for Pay Period #05 totaling \$62,759.93
- Accounts Payable Vouchers totaling \$465,512.07

**Motion passed.**

Board President Todd Citron assumed governance of the meeting following a delay caused by technical issues.

### Electrical On-Call Unit Price Public Works Contract Award

Nicoll explained that the District maintains and operates a substantial number of facilities with electrical and control systems requiring routine maintenance and repair. While the District has a licensed electrician on staff, there is a continuous and ever-growing amount of electrical and control maintenance and repair. As these tasks periodically exceed the District's in-house capacity, District staff have used an on-call contract since 2023 to support and supplement the work of District employees. Per the District's administrative code

and as allowed by state law, staff solicited bids on the District's small works roster and received a total of five bids. The lowest responsive bid was provided by Valley Electric, Inc. District staff recommended awarding the Electrical On-Call Unit Price Contract for 12 months to Valley Electric, Inc.

**Action Taken**

**Knakal moved, Holland seconded, to award the Electrical On-Call Unit Price Contract to Valley Electric, Inc. and authorize the general manager to execute the contract by which work will be defined and authorized by individual work orders executed in compliance with the District's administrative code. Motion passed.**

**Division 22-1 Reservoir Replacement Project Hazard Mitigation Grant Agreement No. D25-047 Approval**

Nicoll recalled that in 2016 BHC Consultants performed a seismic vulnerability assessment of the District's steel reservoirs that identified structural deficiencies associated with the Division 7 and Division 22-1 reservoirs. Division 22-1, a 514,000-gallon welded steel reservoir, was originally constructed in 1971 and has not been renovated or recoated since its original construction. Due to the discovery of these seismic and structural deficiencies as well as a failed coating system, the District applied for a FEMA Hazard Mitigation Grant in 2024 to fund a project to replace the reservoir with a new reservoir meeting seismic design standards. This grant includes a 12.5% grant contribution from Washington State Emergency Management Division (WA-EMD) of the Washington State Military Department, who also administers the grant on behalf of FEMA. Staff presented the Board with the grant agreement for approval. Discussion followed.

**Action Taken**

**Knakal moved, Holland seconded, to authorize the general manager to execute the Hazard Mitigation Grant Agreement No. D25-047 with the Washington State Military Department to enable receipt of federal and state funds supporting Phase 1 of the Division 22-1 Reservoir Replacement Project as presented. Motion passed.**

**General Manager Position Description**

Clary outlined that It is considered good business practice to periodically review position descriptions within an organization to ensure responsibilities, qualifications, and current working conditions are adequately and accurately reflected. The last comprehensive review of all District job descriptions was completed by management in 2020-2021. With four years having passed, management is conducting another comprehensive review. Recognizing that the General Manager position reports directly to the Board of Commissioners, the associated job description should be reviewed and any revisions approved by the Board. Staff presented a draft revision to the description for Board approval.


**Action Taken**

**Knakal moved, Holland seconded, to approve the general manager position description, with revisions incorporated, as presented. Motion passed.**

**General Manager's Report**

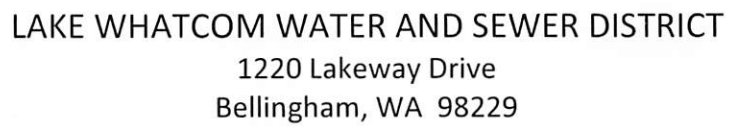
Clary updated the Board on several topics, including progress on the Division 7 Reservoir Replacement Project, which is on schedule, a recent sewer backup at the District's administrative office, and upcoming awareness events including the United Nations' World Water Day on March 22. Discussion followed.

With no further business, Citron adjourned the regular session at 7:16 p.m.

  
Board President, Todd Citron

Attest:   
Recording Secretary, Rachael Hope

Minutes approved by motion at ☒ Regular ☐ Special Board Meeting on 4 | 09 | 2025  
Meeting Minutes March 12, 2025



MEETING DATE: March 12, 2025

[illegible]