



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

April 30, 2025

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

Attendees:	Commissioner Todd Citron (v)	General Manager Justin Clary (v)
	Commissioner John Carter	Engineering Manager Greg Nicoll
	Commissioner Bruce Ford	Finance Manager Jenny Signs
	Commissioner David Holland (v)	Operations Manager Jason Dahlstrom

Excused Absence: Commissioner Jeff Knakal

Attendees noted with a (v) attended the meeting virtually.

Consent Agenda

Action Taken

Holland moved, Carter seconded, approval of:

- Minutes for the 04.09.2025 Regular Board Meeting
- Payroll for Pay Period #08 (03.29.2025 through 04.11.2025) totaling \$55,306.46
- Payroll for Pay Period #09 (4.12.2025 through 4.25.2025) totaling \$52,480.20
- Benefits for Pay Period #08 totaling \$64,245.58
- Benefits for Pay Period #09 totaling \$63,538.81
- Accounts Payable Vouchers totaling \$668,862.72

Motion passed.

Travel Expense Policy Adoption

Clary explained that historically, the District's travel expense policy has been relatively general, leading to inconsistency in interpretation and implementation. To ensure staff and commissioners understand allowable travel expenses and are reimbursed for applicable expenses they personally incur, District management developed a more comprehensive Travel Expense Policy, which was presented for Board consideration.

Action Taken

Ford moved, Holland seconded, to adopt the travel expense policy, as presented. Motion passed.

City of Bellingham Sewer Bill Dispute Settlement

Clary recalled that all wastewater generated by District customers is discharged to the City of Bellingham's system for treatment at the City's Post Point Wastewater Treatment Plant. The City's acceptance and treatment of District wastewater is governed by an interlocal agreement, which dictates that the District pays

the City on a volumetric rate (e.g., per gallon) for wastewater discharged to the City. To allow for billing by City of Bellingham staff, flowmeters at each lift station are outfitted with an external display that are read monthly by the City.

In June 2024 the external display at the Cable Street lift station flowmeter failed, prompting its replacement by District staff. During routine reading of the flowmeter display in late October 2024, District staff noticed a significant increase in the recorded flow. Upon further inspection it was determined that the display was defective, prompting its replacement with a new display the following day. District staff then reviewed prior City billing data specific to the Cable Street lift and determined that recorded flows (and associated bills) exceeded actual discharge to the City's system dating back to the external display replacement in June.

After significant investigation and analysis by both the City and the District, the City proposed a settlement agreement which refunds 85% of the estimated payment over what was calculated to be actual flows. Staff presented the Board with newly implemented procedures as well as the proposed settlement agreement. Discussion followed.

Action Taken

Ford moved, Holland seconded, to authorize the general manager to sign the settlement agreement with the City of Bellingham for the disputed sewer bill, as presented. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including the recent Lake Whatcom Management Program Joint Councils & Commission meeting and a continuation scheduled for June 4, a recent ergonomics evaluation and report provided by the Washington State Department of Labor & Industries, and legislative updates regarding the public works assistance account. Discussion followed.

Engineering Department Report

Nicoll highlighted several projects, including construction progress on the Division 7 Reservoir Replacement Project, which is on schedule to go into service in June, substantial completion of the Lakewood & Rocky Ridge Sewer Lift Station Project, and updates on upcoming work on the Geneva reservoir. Discussion followed.

Finance Department Report

Signs' report focused on general financial updates, including FEMA reimbursement of \$530,000 received in first quarter for the Division 7 Reservoir Replacement Project, completion of the District's 2024 financials, and expected wrap up to the District's State Audit the week of May 12

Operations & Maintenance Department Report

Dahlstrom reported on field crew and operations activity, including successful performance of simultaneous water leak repairs, the field crew's gearing up for project season, and the new service truck expected to be ready for delivery in the next month.

With no further business, Citron adjourned the regular session at 8:52 a.m.



Board President, Todd Citron

Attest:



Recording Secretary, Rachael Hope

Minutes approved by motion at ☒ Regular ☐ Special Board Meeting on May 28, 2025