



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

May 14, 2025

Commissioner Citron called the Regular Session to order at 6:30 p.m.

Attendees:	Commissioner Todd Citron	General Manager Justin Clary
	Commissioner Bruce Ford	Engineering Manager Greg Nicoll
	Commissioner Jeff Knakal	Operations Manager Jason Dahlstrom
	Commissioner David Holland	District Legal Counsel Bob Carmichael
		Recording Secretary Rachael Hope

Excused Absence: Commissioner John Carter

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

Consent Agenda

Action Taken

Knakal moved, Ford seconded, approval of:

- Payroll for Pay Period #10 (4.26.2025 through 05.09.2025) totaling \$54,930.23
- Benefits for Pay Period #10 totaling \$63,432.69
- Accounts Payable Vouchers totaling \$122,592.66

Motion passed.

Resolution No. 901—Revision to Administrative Code Section 2.17.2—Use of District Credit Cards for Travel Expenses and Purchases

Signs recalled that it is the practice of the District to periodically review its policies to ensure that best practices and standards are consistently followed. A recent review of the Credit Card Use Policy defined in Section 2.17.2 of the District Administrative Code was conducted to enhance internal controls, improve documentation and oversight, and ensure compliance with State statutes and recommendations of the Washington State Auditor's Office. Staff presented Draft Resolution No. 901 with recommended revisions to the District's Credit Card Use Policy.

Action Taken

Knakal moved, Ford seconded, to adopt Resolution No. 901 as presented. Motion passed.

Division 22-1 Reservoir Replacement Project Professional Services Agreement Approval

Nicoll explained 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 agreement was accepted by the Board at the regularly scheduled March 12, 2025 Board meeting. District staff subsequently advertised a request for qualifications for professional services to design, permit and assist with construction administration of the project. Of the three bids received, District staff selected Gray & Osborne as the most qualified team. Discussion followed.

Action Taken

Knakal moved, Holland seconded, to authorize the General Manager to execute the professional services agreement with Gray & Osborne Engineers for design and permitting for the Division 22-1 Reservoir Replacement Project as presented. Motion passed.

Strategic Asset Management Plan Adoption

Nicoll recounted that during the regularly scheduled board meeting on February 26, 2025, District staff introduced development of a formal Asset Management Program and requested Board feedback. This program will provide a framework and procedures to assess risks and opportunities associated with each of the District's assets and reduce the likelihood of overlooking assets until replacement or substantial rehabilitation is urgently required. In 2025, District staff created an Asset Management Team to guide further development and implementation of the Asset Management Program.

The first step in development of the Asset Management Program is to outline and document the goals and objectives of the program through development of a Strategic Asset Management Plan (SAMP). The SAMP provides a high-level overview of the District's asset management strategies, priorities and objectives, level of service goals and risk management policies. The SAMP also provides a high-level inventory of District assets and the current state of those assets. Because District-wide acceptance and integration of the Asset Management Program is critical to its success, Staff requested adoption of the SAMP by the Board. Discussion followed.

Action Taken

Ford moved, Knakal seconded, to adopt the Strategic Asset Management Plan as presented. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including installation of a new flow meter at the Eagleridge Booster Pump Station and recent Lake Whatcom Management Program discussions and programs on subjects including forest management, aquatic invasive species rapid response planning, and assessing climate change vulnerability of the quality of the lake water. He also recognized District Finance Manager Jenny Signs receipt of Certified Public Finance Administrator certification. Discussion followed.

With no further business, Citron adjourned the regular session at 7:13 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael

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