



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

August 13, 2025

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

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

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

Consent Agenda

Action Taken

Holland moved, Knakal seconded, approval of:

- **Minutes for the 7.30.2025 Regular Board Meeting**
- **Payroll for Pay Period #16 (7.19.2025 through 8.01.2025) totaling \$58,555.38**
- **Benefits for Pay Period #16 totaling \$62,154.98**
- **Accounts Payable Vouchers totaling \$212,178.13**
- **Payroll taxes for 2nd Quarter 2025 totaling \$15,774.98**

Motion passed.

Financial Benchmarks Discussion

Clary summarized that as a public agency, it is crucial that the District maintain public trust through efficiently operating in a transparent manner. The development of benchmarks can effectively set the stage for the long-term demonstration to customers that the District has proactively managed and maintained its systems to mitigate unnecessary operational expenses. Recognizing that the District is unique, District staff and Commissioner Carter discussed creation of benchmarks specific to the District, while also using existing resources as applicable to the District. The Board discussed an initial set of benchmarks proposed for demonstrating the District's proactive, long-term management of its systems during its July 30 meeting. Based upon Board feedback, staff refined those benchmarks and presented them to the Board for further discussion.

Action Taken

Carter moved, Ford seconded, to adopt the financial benchmarks presented as a process for review of the District's financial health on an annual basis. Motion passed.

Code of Ethics Discussion

A code of ethics for officials and employees establishes standards and guidelines for ethical conduct and principles of public service that strengthen public confidence of the agency and defines the expectation for conduct that aligns with the agency’s mission and vision statements. The District previously adopted a personnel policy manual for employees and a protocol manual for commissioners, defining allowable conduct of staff and board; however, a succinct document setting these expectations was not created. Clary facilitated a discussion with the board and management team to outline expectations to be included in a code of ethics specific to the District. Ultimately, board adoption of a code of ethics will support the District’s pursuit of formal accreditation through the American Public Works Association (APWA).

General Manager’s Report

Clary updated the Board on several topics, including recent power fluctuations and generator usage at the Euclid sewer lift station, changes in organizational structure at the Washington State Department of Health, and progress on building communications with Whatcom County Planning & Development Service associated with new development in the District. Discussion followed.

With no further business, Citron adjourned the regular session at 7:28 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on August 27, 2025