

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

September 10, 2025

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

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

Excused Absence: Commissioner David Holland

Also in attendance were David Faulkner and Bryan Plog from the Glen Cove Water Association, and District Customer Taryn Adams (v). Attendees noted with a (v) attended the meeting virtually.

Consent Agenda

Action Taken

Carter moved, Knakal seconded, approval of:

- **Minutes for the 8.27.2025 Regular Board Meeting**
- **Payroll for Pay Period #18 (08.16.2025 through 8.29.2025) totaling \$53,687.45**
- **Benefits for Pay Period #18 totaling \$59,596.33**
- **Accounts Payable Vouchers totaling \$467,360.18**

Motion passed.

Water Bill Adjustments Policy Appeal

Clary explained that the District received an appeal of the water bill adjustments policy from District customer Taryn Adams on August 6, 2025. On June 3, 2025, Ms. Adams contacted the District in the evening after identifying a leak in her water service line. On-call staff responded that evening and confirmed with Ms. Adams that there was a leak in her line, which she had repaired on June 5. Based upon water meter data, it was determined that the leak began on May 20. Total use over the two-month billing period including the leak was 38,184 cubic feet resulting in a \$6,080.15 water bill. District staff spoke with Ms. Adams on August 6 during which she requested credit beyond what is allowed in Administrative Code section 2.10.6.

At the August 27, 2025 regular Board meeting, Ms. Adams spoke to the Board regarding the appeal and policy. The Board requested staff prepare more detailed information about various options, which were presented. Discussion followed, including input from Ms. Adams.

Action Taken

Knakal moved, Carter seconded, to uphold the District Administrative Code as written and implemented by the General Manager and decline Mr. Adams's appeal to revise the Administrative Code. Motion passed.

Generative Artificial Intelligence Use Policy

Generative artificial intelligence (AI) is a type of AI that uses algorithms and large data sets, including information available on the internet, to produce text, images, computer code, or other content in response to queries. It is commonly used to draft communications, conduct research, summarize content, generate software code, and many other applications. Local government employees are among those beginning to

embrace generative AI tools, including ChatGPT, Microsoft Copilot, and Google Gemini, for their efficiency, power, and potential to improve public services. While AI may be used as an effective tool to make government more efficient, its use also raises several concerns (e.g., protection of confidential information, accuracy of generated content, transparency of source) that may be mitigated through implementation of a use policy. Staff provided a draft policy, modeled after the City of Kirkland, Washington's policy, for Board consideration.

Action Taken

Carter moved, Knakal seconded, to adopt the generative artificial intelligence use policy, amended to strike "contractors and volunteers" from the scope so it reads "This policy applies to all District commissioners and employees who use generative AI technology to draft content or make decisions related to District business." Motion passed.

General Manager's Report

Clary updated the Board on several topics, including the kickoff for Whatcom Water Week on September 13, and an update on the Flatcar Sewer Lift Station Reverse Flow Project. Discussion followed.

Executive Session Per RCW 42.30.110(1)(g)

Citron recessed the Regular Session to Executive Session at 8:20 p.m. It was estimated that the Executive Session would take 5 minutes and end at 8:25 p.m. The purpose of the Executive Session was to review the performance of a public employee (General Manager performance evaluation). Citron recessed the Executive Session and reconvened the Regular Meeting at 8:25 p.m.

With no further business, Citron adjourned the regular session at 8:25 p.m.



Board President, Todd Citron

Attest:



Recording Secretary, Rachael Hope

Minutes approved by motion at ☒ Regular ☐ Special Board Meeting on Sept 24, 2025