



# Lake Whatcom Water & Sewer District

## Board Meeting Access Information

### **Meeting Schedule**

6:30 pm - 2nd Wed of each month

8:00 am - Last Wed of each month

## Meeting Access

Meetings are held in person at our Administrative offices at 1220 Lakeway Drive in Bellingham. If you prefer to attend remotely, access information is below.

**Join the meeting from your computer, tablet smartphone:**

<https://meet.goto.com/lwwsd/boardmeeting>

**You can also dial in using your phone.**

**Call:** [+1 \(224\) 501-3412](tel:+12245013412) **Access Code:** 596-307-141

*Press \*6 to mute/unmute your microphone*

New to GoToMeeting? Get the app now and be ready when the meeting starts:

<https://meet.goto.com/install>

## Attending a Meeting

Lake Whatcom Water & Sewer District's regular Board meetings take place on the second Wednesday of each month at 6:30 pm and the last Wednesday of each month at 8:00 am.

Meetings are open to the public per the Open Public Meetings Act.

All meetings are hybrid, available in person or online. If you wish to observe a meeting, but do not plan to actively participate, you may attend anonymously. Turn off your mic & camera, and change your display name to "Observation Only."

## Public Comment Periods

Public comment periods are built in to the agenda, one near the beginning of the meeting and one near the end.

Commissioners will listen, but will not respond or engage in dialogue during the comment period. Direct questions or requests are noted by staff for follow-up.

For the sake of time, and to leave plenty of time for scheduled agenda items, public comments are limited to 3 minutes per person and 45 minutes per comment period.

Comments may be submitted at any time through mail, email, our online contact form, or by phone.

For more information about communicating with the Board of Commissioners, [please visit our website!](#)



### **Questions?**

If you have questions about attending an upcoming meeting, please contact Administrative Assistant Rachael Hope at [rachael.hope@lwwsd.org](mailto:rachael.hope@lwwsd.org) or 360-734-9224.



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS

## AGENDA

*October 8, 2025*


6:30 p.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT OPPORTUNITY  
*At this time, members of the public may address the Board of Commissioners. Please state your name and address prior to making comments, and limit your comments to three minutes. For the sake of time, each public comment period will be limited to 45 minutes.*
4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
5. CONSENT AGENDA
6. SPECIFIC ITEMS OF BUSINESS
  - A. Appointment of Agent to Receive Claims Against the District
7. OTHER BUSINESS
8. STAFF REPORTS
  - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. EXECUTIVE SESSION  
*Executive Session per RCW 42.30.110(1)(g): To review the performance of a public employee (General Manager performance evaluation) – 30 minutes*
11. ADJOURNMENT



**AGENDA  
BILL  
Item 5**

**Consent Agenda**

DATE SUBMITTED:	October 1, 2025	MEETING DATE:	October 8, 2025
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/OTHER <input type="checkbox"/>

**\*\*TO BE UPDATED 10.08.2025\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the 9.24.2025 Regular Board Meeting
- Payroll for Pay Period #20 (09.13.2025 through 09.26.2025) totaling \$51,451.99
- Benefits for Pay Period #20 totaling \$56,563.74
- Accounts Payable Vouchers total to be added

**FISCAL IMPACT**

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2025-2026 Budget.

**RECOMMENDED BOARD ACTION**

Staff recommends the Board approve the Consent Agenda.

**PROPOSED MOTION**

A recommended motion is:

“I move to approve the Consent Agenda as presented.”



1220 Lakeway Dr • Bellingham, WA 98229

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

*September 24, 2025*

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

<b>Attendees:</b>	Commissioner Todd Citron (v)	General Manager Justin Clary
	Commissioner John Carter	Finance Manager Jenny Signs
	Commissioner Bruce Ford	Engineering Manager Greg Nicoll
	Commissioner Jeff Knakal	Recording Secretary Rachael Hope
	Commissioner David Holland	

No public were in attendance. Attendees noted with a (v) attended the meeting virtually.

### **Consent Agenda**

#### **Action Taken**

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

- **Minutes for the 09.10.2025 Regular Board Meeting**
- **Payroll for Pay Period #19 (08.30.2025 through 09.12.2025) totaling \$54,960.89**
- **Benefits for Pay Period #19 totaling \$59,602.15**
- **Accounts Payable Vouchers totaling \$59,769.74**

**Motion passed.**

### **General Manager's Report**

Clary updated the Board on several topics, including continued development of the Lake Whatcom Management Program's invasive mussel response plan, ongoing work on the City of Bellingham's Climate Vulnerability Assessment, communications with Whatcom County Planning & Development Services on future coordination around development in the District, and coordination on a recent request for a public tour of the Sudden Valley Water Treatment Plant. Discussion followed.

Commissioner Knakal joined the meeting at 8:14 a.m.

### **Engineering Department Report**

Nicoll highlighted priorities for the last seven days of the watershed ground disturbance window, progress toward anticipated completion of the Division 7 Reservoir Replacement & Flat Car Sewer Lift Station Reverse Flow projects over the next 5 weeks, and continued design work on the Geneva Reservoir Seismic Upgrades project. Discussion followed.

**Finance Department Report**

Signs' report focused on upcoming significant expenditures, revenue and expenditure comparisons for year to date, and District investments.

**Operations & Maintenance Department Report**

In Dahlstrom's absence, Clary touched on the crew's continued safety record, recent leak repairs and pressure reducing valve maintenance, and replacement of a District water line in the Geneva neighborhood.

**Executive Session Per RCW 42.30.110(1)(g)**

Citron recessed the Regular Session to Executive Session at 8:41 a.m. It was estimated that the Executive Session would take 5 minutes and end at 8:46 a.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 8:46 a.m.

With no further business, Citron adjourned the regular session at 8:46 a.m.

\_\_\_\_\_  
Board President, Todd Citron

Attest: \_\_\_\_\_  
Recording Secretary, Rachael Hope

Minutes approved by motion at ☐ Regular ☐ Special Board Meeting on \_\_\_\_\_



# CHECK REGISTER

Lake Whatcom W-S District


Time: 13:22:03 Date: 09/29/2025

10/02/2025 To: 10/02/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo	<b>PAYROLL</b>
2869	10/02/2025	Payroll	5	EFT		4,067.21	09/13/2025 - 09/26/2025 PR 20	
2870	10/02/2025	Payroll	5	EFT		4,057.35	09/13/2025 - 09/26/2025 PR 20	
2871	10/02/2025	Payroll	5	EFT		3,654.96	09/13/2025 - 09/26/2025 PR 20	
2873	10/02/2025	Payroll	5	EFT		2,165.99	09/13/2025 - 09/26/2025 PR 20	
2874	10/02/2025	Payroll	5	EFT		3,478.28	09/13/2025 - 09/26/2025 PR 20	
2875	10/02/2025	Payroll	5	EFT		2,715.44	09/13/2025 - 09/26/2025 PR 20	
2876	10/02/2025	Payroll	5	EFT		2,604.89	09/13/2025 - 09/26/2025 PR 20	
2877	10/02/2025	Payroll	5	EFT		3,090.44	09/13/2025 - 09/26/2025 PR 20	
2878	10/02/2025	Payroll	5	EFT		882.20	09/13/2025 - 09/26/2025 PR 20	
2879	10/02/2025	Payroll	5	EFT		2,929.71	09/13/2025 - 09/26/2025 PR 20	
2880	10/02/2025	Payroll	5	EFT		3,148.99	09/13/2025 - 09/26/2025 PR 20	
2881	10/02/2025	Payroll	5	EFT		2,196.32	09/13/2025 - 09/26/2025 PR 20	
2882	10/02/2025	Payroll	5	EFT		1,906.06	09/13/2025 - 09/26/2025 PR 20	
2883	10/02/2025	Payroll	5	EFT		657.30	09/13/2025 - 09/26/2025 PR 20	
2884	10/02/2025	Payroll	5	EFT		5,006.54	09/13/2025 - 09/26/2025 PR 20	
2885	10/02/2025	Payroll	5	EFT		3,845.90	09/13/2025 - 09/26/2025 PR 20	
2886	10/02/2025	Payroll	5	EFT		3,174.90	09/13/2025 - 09/26/2025 PR 20	
2872	10/02/2025	Payroll	5	16817		1,869.51	09/13/2025 - 09/26/2025 PR 20	
401 Water Fund						11,749.80		
402 Sewer Fund						39,702.19		
						51,451.99	Payroll:	51,451.99

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 9/29/2025  
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

\_\_\_\_\_  
Board President, Todd Citron

Attest : \_\_\_\_\_  
Recording Secretary, Rachael Hope

Approved by motion at \_\_\_\_\_ Regular \_\_\_\_\_ Special Board Meeting on \_\_\_\_\_  
Date Approved

# CHECK REGISTER

Lake Whatcom W-S District


Time: 13:26:44 Date: 09/29/2025

10/02/2025 To: 10/02/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2887	10/02/2025	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	7,316.50	Pay Cycle(s) 10/03/2025 To 10/03/2025 - DCP; Pay Cycle(s) 10/03/2025 To 10/03/2025 - ROTH DCP
2888	10/02/2025	Payroll	5	EFT	UNITED STATES TREASURY	18,949.13	941 Deposit for Pay Cycle(s) 10/03/2025 - 10/03/2025
2889	10/02/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	6,343.07	Pay Cycle(s) 10/03/2025 To 10/03/2025 - PERS 2
2890	10/02/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,100.16	Pay Cycle(s) 10/03/2025 To 10/03/2025 - PERS 3
2891	10/02/2025	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	911.85	Pay Cycle(s) 10/03/2025 To 10/03/2025 - SUP ENF
2892	10/02/2025	Payroll	5	16813	AFLAC	259.09	Pay Cycle(s) 10/03/2025 To 10/03/2025 - AFLAC PRE-TAX; Pay Cycle(s) 10/03/2025 To 10/03/2025 - AFLAC POST-TAX
2893	10/02/2025	Payroll	5	16814	AFSCME LOCAL	348.00	Pay Cycle(s) 10/03/2025 To 10/03/2025 - UNION DUES; Pay Cycle(s) 10/03/2025 To 10/03/2025 - UNION FUND
2894	10/02/2025	Payroll	5	16815	HRA VEBA TRUST (PAYEE)	560.00	Pay Cycle(s) 10/03/2025 To 10/03/2025 - VEBA
2895	10/02/2025	Payroll	5	16816	WA ST HEALTH CARE AUTHORITY	18,775.94	Pay Cycle(s) 10/03/2025 To 10/03/2025 - PEBB MEDICAL; Pay Cycle(s) 10/03/2025 To 10/03/2025 - PEBB ADD LTD; Pay Cycle(s) 10/03/2025 To 10/03/2025 - PEBB SMK Surcharge
401 Water Fund						41,686.96	
402 Sewer Fund						14,876.78	
						56,563.74	Payroll: 56,563.74

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.



Sign  Date 9/29/2025  
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

Board President, Todd Citron

Attest : \_\_\_\_\_  
Recording Secretary, Rachael Hope

Approved by motion at \_\_\_\_\_ Regular \_\_\_\_\_ Special Board Meeting on \_\_\_\_\_  
Date Approved

		<b>AGENDA</b> <b>BILL</b> <b>Item 6.A</b>		<b>Appointment of Agent to Receive Claims Against the District</b>	
DATE SUBMITTED:		October 1, 2025		MEETING DATE: October 8, 2025	
TO: BOARD OF COMMISSIONERS			FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL					
ATTACHED DOCUMENTS			1. Appointment of Agent to Receive Any Claim for Damages		
TYPE OF ACTION REQUESTED			RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

#### **BACKGROUND / EXPLANATION OF IMPACT**

The District is a Washington State local government authorized under [Title 57 Revised Code of Washington](#) (RCW). [Chapter 4.96 RCW](#) defines the actions necessary to file a legal claim against a local government in Washington State. [RCW 4.96.020\(2\)](#) requires that the governing body of a local government appoint an agent to receive any claim for damages made under Chapter 4.96 RCW.

During a regularly scheduled meeting of the District Board of Commissioners held on October 10, 2001, the Board appointed the District general manager as the claims agent of the District. The appointment was subsequently recorded with Whatcom County in accordance with statute. However, since 2001 both the District's legal name and primary address that were defined on the appointment document have changed (the District changed its name from "Whatcom County Water District No. 10" to "Lake Whatcom Water and Sewer District" in 2003 and moved its administrative offices from 1010 Lakeview Street to 1220 Lakeway Drive in 2010). Recognizing these changes, District legal counsel has recommended Board reappointment of the general manager as the District claims agent, with these corrections reflected in the appointment document. The District will record the updated document with Whatcom County following Board action and document execution.

#### **FISCAL IMPACT**

No fiscal impact is anticipated with appointment of the general manager as the claims agent of the District.

#### **APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Enterprise Resiliency

#### **RECOMMENDED BOARD ACTION**

Staff recommends the Board appoint the general manager as the claims agent for the District.



**PROPOSED MOTION**

Recommended motion is:

“I move to appoint the general manager as the claims agent for the District, as presented.”

AFTER RECORDING RETURN TO:

**LAKE WHATCOM WATER AND SEWER DISTRICT**

1220 Lakeway Dr.  
Bellingham, WA 98229  
(360) 734-9224

Document Title: Appointment of Agent per RCW 4.92.010-020  
Grantor(s): Lake Whatcom Water and Sewer District Board of Commissioners  
Grantee(s): District General Manager

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**APPOINTMENT OF AGENT TO RECEIVE ANY CLAIM FOR DAMAGES**

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The Board of Commissioners of Lake Whatcom Water and Sewer District appoints its General Manager as its agent to receive any claim for damages made under RCW 4.96.020. The General Manager can be generally be reached during normal business hours of the District, at 1220 Lakeway Drive, Bellingham, Washington. All claims for damages against Lake Whatcom Water and Sewer District shall be presented to its General Manager, as its agent, within the applicable period of limitations within which an action must be commenced.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Todd Citron, President  
Board of Commissioners

\_\_\_\_\_  
John Carter, Secretary  
Board of Commissioners

\_\_\_\_\_  
David Holland, Commissioner

\_\_\_\_\_  
Bruce R. Ford, Commissioner

\_\_\_\_\_  
Jeff Knakal, Commissioner

[illegible]

I certify that I know or have satisfactory evidence that Todd Citron, President of the Lake Whatcom Water and Sewer District Board of Commissioners, is the person who appeared before me, and said person acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Print Name: \_\_\_\_\_  
 NOTARY PUBLIC in and for the State of Washington.  
 My appointment expires: \_\_\_\_\_

[illegible]

I certify that I know or have satisfactory evidence that John Carter, Secretary of the Lake Whatcom Water and Sewer District Board of Commissioners, is the person who appeared before me, and said person acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.


DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Print Name: \_\_\_\_\_  
 NOTARY PUBLIC in and for the State of Washington.  
 My appointment expires: \_\_\_\_\_



**AGENDA  
BILL  
Item 8.A**

**General Manager's  
Report**

DATE SUBMITTED:	October 1, 2025	MEETING DATE:	October 8, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Updated information from the General Manager in advance of the Board meeting.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



## LAKE WHATCOM WATER AND SEWER DISTRICT

### General Manager's Report

#### Upcoming Dates & Announcements

Regular Meeting – Wednesday, October 8, 2025 – 6:30 p.m.

#### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Oct 29, 2025	8:00 a.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Oct 9, 2025	8:00 a.m.	Board Room/Hybrid Commissioner Holland to attend
Investment Comm. Meeting	Wed Oct 29, 2025	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thu Oct 16, 2025	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed Dec 3, 2025	3:00 p.m.	City of Bellingham Pacific St Ops Center, 2221 Pacific Street
Joint Councils Meeting	March/April 2026	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Oct 14, 2025	6:00 p.m.	Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom County Council of Governments Board Meeting	Wed Oct 8, 2025	3:00 p.m.	Council of Governments Offices 314 E Champion Street/Hybrid

#### Committee Meeting Reports

##### Safety Committee:

- The committee met on September 25; discussion included the status of installation of fall protection improvements at the North Point sewer lift station wet well, review of revisions to several safety programs, the findings of job site safety inspections performed by management, and recently completed traffic control/flagger certifications.

##### Investment Committee:

- A committee meeting has not been held since the last board meeting.

#### Upcoming Board Meeting Topics

- Annual general manager performance evaluation (ongoing)
- Division 7 reservoir replacement project public works contract closeout
- Flat Car sewer lift station reverse flow project public works contract closeout
- Lake Whatcom Management Program invasive mussel rapid response plan joint resolution
- City of Bellingham scenic water intertie temporary use interlocal agreement
- Glen Cove Water Association consolidation consideration

## 2025 Initiatives Status

### Administration and Operations

#### Water Right Adjudication

- Represent the District in the water right adjudication process to ensure that its certificated and permitted rights are protected.

*The District received the adjudication documents from Ecology via certified mail on March 19, 2025 and met with District legal counsel on July 16. District staff are now finalizing claim forms specific to each water right for submittal to Whatcom County Superior Court.*

#### Safety Program Update

- Continue systematic review and revision of District's safety programs by updating nine programs in 2025.

*Staff finalized updates to three (3) programs (asbestos-cement pipe handling, trenching/shoring, and lock-out/tag-out) and is reviewing the confined space, lifting/rigging, fall protection, hearing conservation, ladder safety, and safety audits programs.*

#### APWA Accreditation

- Initiate work towards multi-year effort to gain American Public Works Association accreditation.

*The accreditation team is reviewing/completing the 273 accreditation practices applicable to the District (91 practices have been completed to-date).*

#### Financial Management

- Improve financial sustainability and forecasting over 6- and 20-year planning horizons through the Waterworth financial modeling platform.

*Financial benchmarks were adopted by the board during the August 13 meeting. Benchmark attainment will be assessed annually.*

#### Management Team Development

- Continue professional development of the management team.

*The general manager has approved management team member attendance of several trainings and conferences in 2025 pertinent to each's role with the District. The general manager also periodically meets with each manager to assess progress of their annual performance map.*

### Emergency Response/System Security

#### Emergency Readiness

- Continue use of Whatcom County Department of Emergency Management services to hold tabletop and/or field emergency response exercises.

*District and Whatcom County Emergency Management Division staff are planning a District-specific emergency response exercise to be held on November 6.*



## **Community/Public Relations**

### General

- Website  
*The District's web content is reviewed and updated on a regular basis.*
- Social Media  
*Posts are made to District Facebook, LinkedIn, and Nextdoor pages regularly; Nextdoor is also regularly monitored for District-related posts.*
- Press Releases  
*Press releases were issued on March 6 (Division 22-1 reservoir project FEMA hazard mitigation grant award), May 22 (clean 2024 audit), June 30 (Division 7 reservoirs commissioning), and July 8 (Camp Firwood lift station release), and October 1 (DOH TOP 20-year award).*

### Intergovernmental Relations

- *J Clary is scheduled to attend the Infrastructure Assistance Coordinating Council (IACC) conference in Wenatchee October 7-9.*

## **Lake Whatcom Water Quality**

### Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary attended a meeting on September 30 reviewing consultant proposals received for the Lake Whatcom Climate Vulnerability Assessment and the policy group meeting on October 1, and is scheduled to attend consultant interviews for the Climate Vulnerability Assessment on October 6.*