

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

October 8, 2025

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

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

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

Consent Agenda

Action Taken

Holland moved, Knakal seconded, approval of:

- **Minutes for the 08.27.2025 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 totaling \$960,491.00**

Motion passed.

Appointment of Agent Receive Claims Against the District

Clary explained that the District is a Washington State local government authorized under Title 57 Revised Code of Washington (RCW), and that 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 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. Since 2001 both the District's legal name and primary address that were defined on the appointment document have changed. 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.

Action Taken

Ford moved, Knakal seconded, to appoint the general manager as the claims agent for the District, as presented. Motion passed.

General Manager's Report

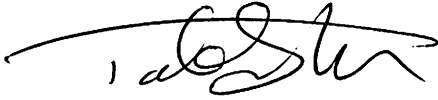
Clary updated the Board on several topics, including the Washington State Public Works Board's award to the District of a low-interest loan for the Division 22-1 reservoir replacement project and an upcoming presentation by District Finance Manager Jenny Signs at the Washington Association of Sewer and Water Districts' monthly section meeting to highlight the District's implementation of the Waterworth software.

Executive Session Per RCW 42.30.110(1)(g)

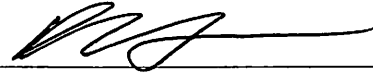
Citron recessed the Regular Session to Executive Session at 6:44 p.m. It was estimated that the

Executive Session would take 10 minutes and end at 6:55 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 6:55 p.m.

With no further business, Citron adjourned the regular session at 6:55 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at ☒ Regular ☐ Special Board Meeting on Oct 29, 2025