

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

November 12, 2025

Board President Todd 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	Legal Counsel Bob Carmichael

Excused Absence: Commissioner John Carter

Also in attendance were David Faulkner and Bryan Plog from the Glen Cove Water Association. There were no virtual attendees.

Consent Agenda

Action Taken

Holland moved, Knakal seconded, approval of:

- Minutes for the 10.29.2025 Regular Board Meeting
- Payroll for Pay Period #23 (10.25.2025 through 11.07.2025) totaling \$50,296.53
- Benefits for Pay Period #23 totaling \$57,909.05
- Accounts Payable Vouchers totaling \$300,505.60

Motion passed.

Glen Cove Water Association Merger Analysis Discussion

Clary explained that during the July 9, 2025 regularly scheduled meeting of the District Board of Commissioners, members of the Glen Cove Water Association board of directors requested that the District consider taking over ownership and operation of the Association's Washington State Department of Health-regulated Group A community water system. Clary presented an assessment of the Association's water system and potential considerations should the District proceed with discussions regarding assuming ownership of the Association's water system. Discussion followed.

Division 7 Reservoir Replacement Project Public Works Contract Close Out

Nicoll explained that the original Division 7 reservoir was a 1-million gallon welded-steel reservoir constructed in 1971. The reservoir was identified in a 2017 structural analysis of District reservoirs as being the highest priority for replacement due to seismic deficiencies. This project replaced the original reservoir with two smaller 237,900-gallon concrete reservoirs adjacent to the existing reservoir, followed by demolition of the existing reservoir and site restoration. Following a public bid process, the District Board awarded the construction contract to Tiger Construction, Ltd. on March 13, 2024. The contractor has now completed all work and contract requirements, therefore, staff recommended accepting the project as complete and closing out the public works contract.

Action Taken

Ford moved, Knakal seconded, to accept the Division 7 Reservoir Replacement Project public works contract performed by Tiger Construction as complete and authorize staff to close out the public works contract. Motion passed.

Flat Car Sewer Lift Station Reverse Flow Project Public Works Contract Close Out

Nicoll explained that under normal operation, wastewater enters the Flat Car Lift Station from the surrounding sewer service basins, as well as from the Sudden Valley Lift Station, with discharge directed to the Beaver Lift Station for conveyance out of Sudden Valley. The District occasionally needs to reverse flow and send wastewater from Flat Car LS back to the Detention Basin on Lake Whatcom Blvd via the existing 8-inch diameter discharge force main that serves the Sudden Valley Lift Station while also redirecting flow of the Sudden Valley Lift Station to the Lake Whatcom Blvd sewer interceptor. Historically this was accomplished with a portable pump connected between the Flat Car LS wet well and the existing 8-inch diameter force main via temporary above-grade piping routed across the existing Flat Car Bridge.

To improve operations and reduce effort, the District designed a permanent piping system to allow the District to redirect flow from the Flat Car Lift Station back to the Detention Basin without temporary pumps or piping. Installation of a new pipe bridge was required due to the deteriorated condition of the Flat Car Bridge. The design included installation of permanent piping connecting the existing Flat Car Lift Station force main, to the existing 8-inch force main located on the opposite side of the creek via the pipe bridge. To minimize project costs, District crews installed the buried piping and valves and the public works construction contract was limited to fabrication and installation of the pipe bridge, including foundations and some piping connections. Following a public bid process, the District Board awarded the construction contract to Henifin Construction on February 26, 2025. The contractor has now completed all work and contract requirements, therefore, staff recommended accepting the project as complete and closing out the public works contract.

Action Taken

Ford moved, Holland seconded, to accept the Flat Car Lift Station Reverse Flow Retrofit Project public works contract performed by Henifin Construction as complete and authorize staff to close out the public works contract. Motion passed.

Lake Whatcom Boulevard Interceptor Project Public Works Contract Close Out

Nicoll explained the Lake Whatcom Boulevard Interceptor (LWBI), which is one of two means of conveying wastewater generated in Sudden Valley out of the Lake Whatcom Watershed, has been in operation for nearly 50 years. Inspection completed as part of a 2020 condition assessment identified pipe wall corrosion and significant struvite buildup on the interior of the pipe. Hydraulic modelling confirmed that existing pipe wall conditions were reducing the system capacity and divided the interceptor into sections of pipe considered "Priority 1" or "Priority 2."

Over the past four years, the District has completed a phased project to re-line the approximately 4,000 linear feet in the "Priority 1" section of the LWBI. This gives the LWBI sufficient system capacity to convey the current peak hour flow without dependence on the existing Sudden Valley Detention Basin. An additional 2,800 linear feet of the LWBI will be considered for relining to convey the future buildout peak hour flow (Priority 2).

Prior to 2025, three phases of work had been completed that re-lined approximately 3,100 linear feet of "Priority 1" pipe. The 2025 project completed the fourth and final phase of work to re-line the remaining 900 linear feet of 14-inch diameter gravity pipe that was identified as "Priority 1." Following a public bid process, the District Board awarded the construction contract to Iron Horse, LLC on February 26, 2025. The contractor has now completed all work and contract requirements, therefore, staff recommended accepting the project as complete and closing out the public works contract. Discussion followed.

Action Taken

Knakal moved, Holland seconded, to accept the Lake Whatcom Boulevard Interceptor Cured in Place Pipe public works contract performed by Iron Horse, LLC as complete and authorize staff to close out the public works contract. Motion passed.

2026 Washington State Legislative Session Agenda

Clary explained that as a special purpose district authorized under Title 57 of the Revised Code of Washington, actions of the Washington State Legislature can directly impact the District's powers and authority, operational requirements, and revenue streams. For the past several years, the District has actively engaged with legislators of the 40th and 42nd legislative districts, which represent District customers. Clary presented the Board with a draft legislative agenda for the 2026 legislative session, crafted based upon District priorities as well as support of Washington Association of Sewer and Water Districts (WASWD) legislative priorities.

Action Taken

Knakal moved, Holland seconded, to approve the 2026 Washington State legislative session agenda as presented. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including the District's upcoming seasonal wet weather preparation meeting, upcoming emergency tabletop exercise participation for District staff, and his upcoming participation in City of Bellingham Public Works Director Interviews Panel.

Executive Session Per RCW 42.30.110(1)(g)

Citron recessed the Regular Session to Executive Session at 8:07 p.m. It was estimated that the Executive Session would take 8 minutes and end at 8:15 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 8:15 p.m.

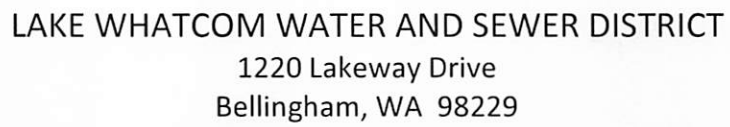
With no further business, Citron adjourned the regular session at 8:15 p.m.



Board President, Todd Citron

Attest: 
Recording Secretary, Rachael Hope

Minutes approved by motion at ☒ Regular ☐ Special Board Meeting on 12/10/2025



MEETING DATE: 11/12/25

[illegible]