



Lake Whatcom Water & Sewer District

Board Meeting Access Information

Meeting	6:30 pm - 2nd Wed of each month
Schedule	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 or 360-734-9224.



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

December 10, 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. Oath of Office—Commissioner Position No. 3
- B. Wilson Engineering 2026 On-call Rates Approval
- C. Non-union Employee 2026 Salary Cost-of-Living-Adjustment Approval
- D. Water Utility Capital Projects Schedule Revisions

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) – 60 minutes

11. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	December 4, 2025	MEETING DATE:	December 10, 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 12.10.2025****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 11.12.2025 Regular Board Meeting
- Payroll for Pay Period #24 (11.08.2025 through 11.21.2025) totaling \$56,390.34
- Benefits for Pay Period #24 totaling \$59,532.49
- Accounts Payable Vouchers totaling \$67,053.83
- Payroll for Pay Period #25 (11.22.2025 through 12.05.2025) total to be added
- Benefits for Pay Period #25 total to be added
- 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.”

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 _____

CHECK REGISTER

Lake Whatcom W-S District

Time: 12:24:32 Date: 11/24/2025


11/26/2025 To: 11/26/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
							PAYROLL
3411	11/26/2025	Payroll	5	EFT		439.47	11/08/2025 - 11/21/2025 PR24
3412	11/26/2025	Payroll	5	EFT		439.47	11/08/2025 - 11/21/2025 PR24
3413	11/26/2025	Payroll	5	EFT		4,264.62	11/08/2025 - 11/21/2025 PR24
3414	11/26/2025	Payroll	5	EFT		2,232.41	11/08/2025 - 11/21/2025 PR24
3415	11/26/2025	Payroll	5	EFT		4,045.97	11/08/2025 - 11/21/2025 PR24
3417	11/26/2025	Payroll	5	EFT		2,023.54	11/08/2025 - 11/21/2025 PR24
3419	11/26/2025	Payroll	5	EFT		2,167.11	11/08/2025 - 11/21/2025 PR24
3420	11/26/2025	Payroll	5	EFT		3,481.88	11/08/2025 - 11/21/2025 PR24
3421	11/26/2025	Payroll	5	EFT		589.69	11/08/2025 - 11/21/2025 PR24
3422	11/26/2025	Payroll	5	EFT		2,718.29	11/08/2025 - 11/21/2025 PR24
3423	11/26/2025	Payroll	5	EFT		2,533.07	11/08/2025 - 11/21/2025 PR24
3424	11/26/2025	Payroll	5	EFT		439.47	11/08/2025 - 11/21/2025 PR24
3425	11/26/2025	Payroll	5	EFT		3,037.96	11/08/2025 - 11/21/2025 PR24
3426	11/26/2025	Payroll	5	EFT		595.43	11/08/2025 - 11/21/2025 PR24
3427	11/26/2025	Payroll	5	EFT		2,926.50	11/08/2025 - 11/21/2025 PR24
3428	11/26/2025	Payroll	5	EFT		3,298.61	11/08/2025 - 11/21/2025 PR24
3429	11/26/2025	Payroll	5	EFT		2,270.24	11/08/2025 - 11/21/2025 PR24
3430	11/26/2025	Payroll	5	EFT		3,373.79	11/08/2025 - 11/21/2025 PR24
3431	11/26/2025	Payroll	5	EFT		1,043.49	11/08/2025 - 11/21/2025 PR24
3432	11/26/2025	Payroll	5	EFT		5,007.42	11/08/2025 - 11/21/2025 PR24
3433	11/26/2025	Payroll	5	EFT		3,877.08	11/08/2025 - 11/21/2025 PR24
3434	11/26/2025	Payroll	5	EFT		3,273.04	11/08/2025 - 11/21/2025 PR24
3416	11/26/2025	Payroll	5	16976		439.47	10.1.2025, 10.8.2025, 10.29.2025
3418	11/26/2025	Payroll	5	16977		1,872.32	11/08/2025 - 11/21/2025 PR24
						15,337.47	401 Water Fund
						41,052.87	402 Sewer Fund

56,390.34 Payroll: 56,390.34

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 11/24/2025
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: 12:48:23 Date: 11/24/2025


11/01/2025 To: 11/30/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3435	11/26/2025	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	7,490.50	BENEFITS Pay Cycle(s) 11/26/2025 To 11/26/2025 - DCP; Pay Cycle(s) 11/26/2025 To 11/26/2025 - ROTH DCP
3436	11/26/2025	Payroll	5	EFT	UNITED STATES TREASURY	19,960.68	941 Deposit for Pay Cycle(s) 11/26/2025 - 11/26/2025
3437	11/26/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	6,650.26	Pay Cycle(s) 11/26/2025 To 11/26/2025 - PERS 2
3438	11/26/2025	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,164.04	Pay Cycle(s) 11/26/2025 To 11/26/2025 - PERS 3
3439	11/26/2025	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	888.77	Pay Cycle(s) 11/26/2025 To 11/26/2025 - SUP ENF
3440	11/26/2025	Payroll	5	16978	AFLAC	300.31	Pay Cycle(s) 11/26/2025 To 11/26/2025 - AFLAC PRE-TAX; Pay Cycle(s) 11/26/2025 To 11/26/2025 - AFLAC POST-TAX
3441	11/26/2025	Payroll	5	16979	AFSCME LOCAL	382.80	Pay Cycle(s) 11/26/2025 To 11/26/2025 - UNION DUES; Pay Cycle(s) 11/26/2025 To 11/26/2025 - UNION FUND
3442	11/26/2025	Payroll	5	16980	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 11/26/2025 To 11/26/2025 - VEBA
3443	11/26/2025	Payroll	5	16981	WA ST HEALTH CARE AUTHORITY	20,105.13	Pay Cycle(s) 11/26/2025 To 11/26/2025 - PEBB MEDICAL; Pay Cycle(s) 11/26/2025 To 11/26/2025 - PEBB ADD LTD; Pay Cycle(s) 11/26/2025 To 11/26/2025 - PEBB SMK Surcharge
401 Water Fund						44,578.23	
402 Sewer Fund						14,954.26	

59,532.49 Payroll: 59,532.49

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 11/24/2025
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: 14:42:28 Date: 11/25/2025


11/25/2025 To: 11/25/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3450	11/25/2025	Claims	5	EFT	US BANK - CC	3,917.59	
3451	11/25/2025	Claims	5	EFT	WA ST DEPT OF REVENUE	31,867.26	
3452	11/25/2025	Claims	5	16982	AMAZON CAPITAL SERVICE	325.56	
3453	11/25/2025	Claims	5	16983	CARE MEDICAL GROUP EXPRESS CARE	85.00	
3454	11/25/2025	Claims	5	16984	CENTURYLINK	109.46	
3455	11/25/2025	Claims	5	16985	CERTERRA - GEOTEST	1,436.65	
3456	11/25/2025	Claims	5	16986	COMCAST - LAKEWAY	372.09	
3457	11/25/2025	Claims	5	16987	CORE & MAIN LP	7,839.78	PO 1038
3458	11/25/2025	Claims	5	16988	EUROFINS ENVIRONMENT TESTING NW, LLC	52.00	
3459	11/25/2025	Claims	5	16989	GRAY & OSBORNE, INC	14,185.91	
3460	11/25/2025	Claims	5	16990	GUARDIAN SECURITY SYSTEMS, INC	1,022.58	
3461	11/25/2025	Claims	5	16991	HACH COMPANY	677.98	
3462	11/25/2025	Claims	5	16992	HEALTH PROMOTION NORTHWEST EAP	150.00	
3463	11/25/2025	Claims	5	16993	MIRIAM TECHNOLOGIES, INC	1,373.42	
3464	11/25/2025	Claims	5	16994	PUGET SOUND ENERGY	88.66	
3465	11/25/2025	Claims	5	16995	VERIZON WIRELESS	2,999.53	
3466	11/25/2025	Claims	5	16996	WEX BANK	550.36	
401 Water Fund						35,123.15	
402 Sewer Fund						31,930.68	
						<u>67,053.83</u>	Claims: 67,053.83

**ACCOUNTS
PAYABLE**

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 11/25/2025
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 12/10/25
Date Approved

		AGENDA BILL Item 6.A		Oath of Office Board of Commissioners Position No. 3	
DATE SUBMITTED:		November 25, 2025		MEETING DATE: December 10, 2024	
TO: BOARD OF COMMISSIONERS			FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL					
ATTACHED DOCUMENTS			1. none		
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 authorized under [Title 57 Revised Code of Washington](#) (RCW). [RCW 57.12.010](#) defines the District’s governing body as a board of commissioners. In accordance with [RCW 57.12.030](#), District commissioner terms of office are six years.

During the November 2025 general election, Bruce Ford was elected to fill District Board of Commissioner Position No. 3 for the January 1, 2026 through December 31, 2031, six-year term. [RCW 29A.60.280](#) defines how newly elected commissioners shall assume office, including a requirement that an oath of office be administered between the date of the final certification of the election and the day before the term of office begins. The November 2025 Whatcom County general election was certified on November 25, 2025.

Following is the District’s oath of office for newly elected/appointed commissioners:

I, [Bruce Ford], do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of commissioner of the Lake Whatcom Water and Sewer District in and for the County of Whatcom, State of Washington, according to the law and the best of my ability.

FISCAL IMPACT

No fiscal impact is anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Commissioner duties support all ten EUM attributes.

RECOMMENDED BOARD ACTION

Staff recommends that the oath of office be administered for Board of Commissioners Position No. 3.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 6.B**

**2026 Wilson
Engineering Rates**

DATE SUBMITTED:	November 24, 2025	MEETING DATE:	December 10, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Wilson Engineering letter dated November 24, 2025		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on September 2, 2021, and effective through July 31, 2026. Per Section 8.4 of the agreement, Wilson Engineering may annually request revision to the approved rates to accommodate inflation and market conditions. Attached is a letter from Wilson Engineering dated November 24, 2025, requesting revision to its rates and fees for 2026.

FISCAL IMPACT

The proposed rates are relatively consistent with inflationary and marketplace values. Because specific services to be performed have yet to be fully defined, actual budgetary impacts are not known at this time.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy & Performance
Product Quality

RECOMMENDED BOARD ACTION

Staff recommends that the board approve the Wilson Engineering-proposed 2026 rate and fee schedule.

PROPOSED MOTION

Recommended motion is:

“I move to approve rates and fees to be effective January 1, 2026, for professional services performed by Wilson Engineering under the existing on-call professional services contract with the District, as requested in the November 24, 2025, letter from Wilson Engineering.”



November 24, 2025

Justin Clary, General Manager
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: On-Call Engineering Services Contract
Rate Increase Request for 2026

Dear Justin:

Wilson Engineering, LLC respectfully submits the following rate increase request in accordance with Section 8.4 of the On-Call General Engineering Services Contract. The proposed rates for 2026 are presented in the attached 2026 Rate Schedule.

We are also providing a revised list of Key Personnel per Section 2.2 D. The changes include adding two new engineers to our staff, who may be utilized for on-call tasks.

A comparison of the old and new rates is attached. These rates reflect a moderate escalation to cover inflation and our increased costs to retain experienced staff and maintain a competitive benefits package.

We very much enjoy working with the District Board and staff and value our long-term relationship. We look forward to continuing to serve the District with its future engineering needs.

If you have any questions or require any additional information, please don't hesitate to call.

Very Truly Yours,

WILSON ENGINEERING, LLC

Andrew Law, PE
President

Brian Smith, PE
Senior Engineer

Encl. 2026 Billing Rates
2026 Staff List
2025-2026 Rate Comparison

cc: Greg Nicoll, PE, District Engineer

Billing rates for work performed January 1 - December 31, 2026:

Principal Engineer	\$252
Senior Engineer II	\$234
Senior Engineer I	\$224
Engineer IV	\$208
Engineer III	\$192
Engineer II	\$176
Engineer I	\$160
Environmental / Permit Technician	\$120
Senior CAD Design Technician	\$168
CAD Design Technician	\$140
Inspector III	\$165
Inspector II	\$150
Inspector I	\$130
Clerical	\$112
Senior Professional Land Surveyor	\$225
Hydrographer	\$250
Professional Land Surveyor	\$205
Senior Survey Technician	\$160
Survey Technician	\$135
1-Person Survey Crew	\$190
2-Person Survey Crew	\$285
3-Person Survey Crew	\$350
3-D Scanning Survey Crew	\$375
Hydrographic Survey Crew	\$415
1-Person Survey Crew Prevailing Wage	\$242
2-Person Survey Crew Prevailing Wage	\$360
3-Person Survey Crew Prevailing Wage	\$460

- Subconsultants – reimbursed at cost plus 8%
- Reimbursable direct expenses (reimbursed at cost plus 8%) include (but are not limited to) the following:
 - Project application fees and project permit fees; publication of notices
 - Reproduction of drawings and construction documents
 - Postage and shipping
 - Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties
 - Mileage at project-current IRS mileage rate
 - Specialized Equipment Rental, at rental rate



KEY PERSONNEL LIST
Lake Whatcom Water and Sewer District
General Engineering Services

Civil Engineering

Andrew Law, PE	President, Principal
Michael Matthes, PE	Senior Project Manager, Principal
Jeff Christner, PE	Senior Project Manager, Principal
Curt Schoenfelder, PE	Senior Project Manager, Principal
Scott Wilson, PE	Senior Project Manager, Principal
Danielle Johnston, PE, LEED AP	Senior Project Manager, Senior Engineer II
Rhett Winter, PE, LEED AP	Senior Project Manager, Senior Engineer I
Brian Smith, PE	Senior Project Manager, Senior Engineer I
Bill Hunter, PE	Project Engineer, Engineer IV
Paige Hammerl, PE	Project Engineer, Engineer IV
Ben Gibson, PE, LEED AP	Project Engineer, Engineer III
Kenna Wurden-Foster, PE	Project Engineer, Engineer III
Matt Kulp, PE	Project Engineer, Engineer III
Kyle Kooy, PE	Project Engineer, Engineer III
Paul Thomas, PE	Project Engineer, Engineer III
Mitchell de Schepper, PE	Project Engineer, Engineer II
Matthew Strittmatter, PE	Project Engineer, Engineer II
Tracy Svanda, PE	Project Engineer, Engineer II
Eric Hull, PE	Project Engineer, Engineer II
Troy McFarland, EIT	Design Engineer, Engineer I
Tom Gagliardi, EIT	Design Engineer, Engineer I
Fischer Brunzell	Design Engineer, Engineer I
	CAD Manager, Senior CAD Design
Jeff Smith	Technician
Benton Seay	CAD Design Technician
Steve Elliott	Inspector III

Land and Hydrographic Survey

Tom Brewster, PLS	Senior Professional Land Surveyor
Paul Darrow, PLS	Professional Land Surveyor
Joe Hertzog, PLS	Professional Land Surveyor
Colette McNabb	Senior Survey Technician
Renny Beal	Senior Survey Technician
Adam Skibinski	Survey Technician
Henry Brewster	Survey Technician



Rate Comparison between 2025 and 2026:


Billing	2025 RATE	2026 RATE	Approx. Increase
Principal Engineer	\$240	\$252	5.00%
Senior Engineer II	\$225	\$234	4.00%
Senior Engineer I	\$215	\$224	4.19%
Engineer IV	\$198	\$208	5.05%
Engineer III	\$182	\$192	5.49%
Engineer II	\$168	\$176	4.76%
Engineer I	\$154	\$160	3.90%
Environmental /Permit Technician	\$116	\$120	3.45%
Senior CAD Design Technician	\$164	\$168	2.44%
CAD Design Technician	\$132	\$140	6.06%
Inspector III	\$160	\$165	3.13%
Inspector II	\$145	\$150	3.45%
Inspector I	\$125	\$130	4.00%
Clerical	\$108	\$112	3.70%
Senior Professional Land Surveyor	\$212	\$225	6.13%
Hydrographer	\$235	\$250	6.38%
Professional Land Surveyor	\$200	\$205	2.50%
Senior Survey Technician	\$150	\$160	6.67%
Survey Technician	\$127	\$135	6.30%
1-Person Survey Crew	\$181	\$190	4.97%
2-Person Survey Crew	\$272	\$285	4.78%
3-Person Survey Crew	\$336	\$350	4.17%
3-D Scanning Survey Crew	\$360	\$375	4.17%
Hydrographic Survey Crew	\$395	\$415	5.06%
1-Person Survey Crew Prevailing Wage	\$230	\$242	5.22%
2-Person Survey Crew Prevailing Wage	\$340	\$360	5.88%
3-Person Survey Crew Prevailing Wage	\$436	\$460	5.50%





**AGENDA
BILL
Item 6.C**

**2026 Non-represented Staff
Cost-of-Living-Adjustment**

DATE SUBMITTED:	November 18, 2025	MEETING DATE:	December 10, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Traditionally non-represented employees have received the same annual cost-of-living-adjustment (COLA) as represented (union) employees. Non-union employees include the District Engineer/Engineering Manager, Finance Manager/Treasurer, Operations & Maintenance Manager, and Administrative Assistant. For 2025, all employee wages were set based upon the recommendations of the total compensation study performed in 2024 increased by 5% (with exception to the general manager, whose salary was revised by separate board action).

Per the 2025-2028 union collective bargaining agreement, represented staff will receive a COLA of 2.8%, which is set by the August 2024-August 2025 Consumer Price Index for All Urban Consumers (CPI-U) in the Seattle area and not less than 2% nor greater than 4%. The general manager proposes that the same COLA contractually required for represented employees be provided to non-represented employees.

FISCAL IMPACT

The fiscal impact would be an additional \$15,600 in 2026. The 2025-26 Budget accommodates the proposed increase.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Employee Leadership & Development



RECOMMENDED BOARD ACTION

The general manager recommends that the Board approve a COLA for non-represented staff that is effective January 1, 2026, and equal to 2.8%, consistent with the COLA provided represented staff.

PROPOSED MOTION

Recommended motion is:

“I move to approve a salary adjustment for all non-represented District staff, excluding the general manager, that is equal to an increase of 2.8% and effective January 1, 2026.”

		AGENDA BILL Item 6.D		Water Utility Capital Projects Schedule Revisions	
DATE SUBMITTED:		December 3, 2025		MEETING DATE: December 10, 2025	
TO: BOARD OF COMMISSIONERS			FROM: Greg Nicoll, District Engineer		
GENERAL MANAGER APPROVAL					
ATTACHED DOCUMENTS			1. None		
TYPE OF ACTION REQUESTED			RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Between 2016 and 2022, the District completed a series of evaluations of the District's drinking water reservoirs, including seismic evaluations, dive inspections and coating evaluations. These evaluations collectively determined that recoating, seismic improvements and/or replacement of the Division 22-1 and Geneva Reservoirs and the Sudden Valley WTP Chlorine Contact Basin (CCB) were needed in the very near future to address seismic deficiencies and deferred maintenance. Subsequent evaluations also determined that the Sudden Valley WTP Pump House does not meet current seismic design standards.

In light of these findings, the District created four separate capital improvement projects to replace the Division 22-1 Reservoir and the CCB, complete seismic improvements at the SVWTP Pump House and Geneva Reservoir and recoat the Geneva Reservoir. The District subsequently applied for and was awarded three Federal Emergency Management Agency (FEMA) Hazard Mitigation Grants for the CCB and Division 22-1 Reservoir replacement projects and the Geneva Reservoir and SVWTP Pump House Seismic Improvements project. The Geneva Reservoir Recoating project did not qualify for FEMA grant funding.

The original budget years planned for these four projects are summarized in Table 1 below. A number of factors have led District staff to consider revisions to the project schedules that would require changing the respective budget years. These factors include:

- As discussed during previous board meetings, unprecedented inflation and design changes have resulted in a funding shortfall for the Chlorine Contact Basin Replacement project that has not yet been filled. Delaying this project will provide additional time to secure additional funding.

- Recoating of the Geneva Reservoir was originally scheduled for 2027 before the FEMA Grant for the seismic improvements was awarded. Since the seismic improvements will damage the reservoir coating, accelerating the recoating project to align with seismic improvements project improves efficiency.
- In mid-2025, the District was awarded a Public Works Board loan that will fund the District match requirements for the Division 22-1 Reservoir replacement project. This project is now fully funded with outside funding and can proceed without delay.
- District staff reviewed the project schedules for the Geneva Reservoir and SVWTP Pump House Seismic Improvements, Geneva Reservoir Recoating and the Division 22-1 Reservoir Replacement and determined that close coordination between these projects is necessary to ensure that only one of the two impacted reservoirs is out of service at a time. This evaluation determined that combining these three projects into a single capital project with one construction contractor would be the most efficient method to coordinate these schedules while also creating a larger project that may be more attractive to a larger pool of bidders.
- The District has submitted Drinking Water State Revolving Fund (DWSRF) Loan applications to close the funding gaps for the Geneva Recoating and the CCB Replacement projects. These loans won't be awarded until early 2026, which will delay bidding and award of these projects, potentially compressing project schedules and resulting in higher project costs. The District is concurrently pursuing private financing for the Geneva Recoating project in the event that DWSRF Loans are not awarded.

Table 1 below summarizes the original schedules and proposed schedule revisions to these four projects.

**TABLE 1
PROJECT SCHEDULES AND PROPOSED REVISIONS**

	Chlorine Contact Basin Replacement	SVWTP Pumphouse & Geneva Reservoir Seismic Impr.	22-1 Reservoir Replacement	Geneva Reservoir Recoating
Design and Permitting				
Original Budget Year(s)	2024	2024	Not Budgeted	2027
Revised Budget Year(s)	2024 (unchanged)	2024 (unchanged)	2025	2025
Construction				
Original Budget Year(s)	2026	2026-2027	Not Budgeted	2027
Revised Budget Year(s)	2027	2026-2028*	2026-2028*	2026-2028*

* Projects will be constructed under a single construction contract that will be executed in 2026 and completed between 2026 and 2028. All funds for the combined project will be budgeted in 2026 but actual annual expenditures between 2026 and 2028 will depend on the project schedule that will be determined in coordination with the selected contractor following award.

FISCAL IMPACT

The proposed rescheduling of these capital projects will allow additional time for the District to pursue additional funding to close the current funding gap for the Chlorine Contact Basin Replacement and Geneva Reservoir Recoating projects. Combining three of these projects into a single construction contract is anticipated to provide additional efficiencies that may result in lower construction costs.

The Division 22-1 Reservoir Replacement and the Geneva Reservoir Recoating projects are not currently included in the 2025-26 biennial budget. A budget amendment will be required to include these two projects in the 2026 budget prior to award of the construction contract. The total fiscal impact will not be known until after bids for the combined project are opened. The budget will be amended following the bid opening and prior to award of the project.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality
Infrastructure Strategy and Performance
Operational Optimization
Financial Viability
Enterprise Resiliency

RECOMMENDED BOARD ACTION

No action is recommended at this time.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	December 4, 2025	MEETING DATE:	December 10, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report 2.		
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, December 10, 2025 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jan 14, 2026	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Dec 11, 2025	8:00 a.m.	Board Room/Hybrid Commissioner Ford to attend
Investment Comm. Meeting	Wed Jan 28, 2026	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thu Dec 18, 2025	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed Feb 4, 2026	3:00 p.m.	City of Bellingham Pacific St Ops Center, 2221 Pacific Street
Joint Councils Meeting	Wed Apr 1, 2026	6:30 p.m.	Bellingham City Hall 210 Lottie Street
Other Meetings			
WASWD Section III Meeting	Tue Dec 9, 2025	6:00 p.m.	Bob's Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom County Council of Governments Board Meeting	Wed Dec 10, 2025	3:00 p.m.	Council of Governments Offices 314 E Champion Street/Hybrid

Committee Meeting Reports

Safety Committee:

- The committee met on November 20; discussion included the status of review of safety programs, consideration of the District's pursuit of START program certification through the Department of Labor & Industries, and status of installation of spill mitigation measures on the sodium hypochlorite tank at the Agate Heights water treatment plant.

Investment Committee:

- No committee meeting has been held since the last board meeting.

Upcoming Board Meeting Topics

- City of Bellingham Scenic Avenue water intertie temporary use interlocal agreement
- Election of 2026 Board of Commissioners officers
- Appointment of 2026 representatives to the District investment committee, Whatcom County Council of Governments, and Lake Whatcom Management Program policy group
- Energy savings performance contracts presentation
- Design and construction standards update
- City of Bellingham wastewater treatment plant capital projects presentation

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 ten (10) programs (asbestos-cement pipe handling, trenching/shoring, lock-out/tag-out, lifting/rigging, ladder safety, respiratory protection, fall protection, safety responsibilities, slips/trips/falls, and safety audits) and are reviewing the confined space and hearing conservation 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 (95 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 completed a District-specific emergency response exercise on November 19. Additional organizations participating in the exercise included Washington State Department of Health, Whatcom County Health and Community Services, South Whatcom Fire Authority, Sudden Valley Community Association, and Cybersecurity and Infrastructure Security Agency.

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 served on the interview panel on November 14 for the City of Bellingham Assistant Public Works Director-Natural Resources position.*
- *J Clary and R Munson met with Washington State Department of Labor & Industries staff on November 18 regarding the District's consideration of participation in L&I's Safety Through Achieving Recognition Together (START) program.*
- *J Clary attended the WASWD Section III general managers' meeting on November 20.*
- *J Clary is scheduled to meet with the following state legislators:*
 - *Representative Ramel on December 8*
 - *Representative Lekanoff on December 8*
 - *Senator Shewmake on December 9*
 - *Representative Rule on December 11*
- *J Clary is scheduled to attend the WASWD membership committee and Section III meetings on December 9.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- *Participate in meetings of Lake Whatcom Management Program partners.*
J Clary attended the data group meeting on November 13, management team meeting on November 20, and policy group meeting on December 3.