



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

January 28, 2026

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

Attendees:

Commissioner Todd Citron (v)	General Manager Justin Clary
Commissioner John Carter (v)	Finance Manager Jenny Signs
Commissioner Bruce Ford	Operations Manager Jason Dahlstrom
Commissioner Jeff Knakal	Recording Secretary Rachael Hope
Commissioner David Holland	

Also in attendance was Tom Foden of Apollo Energy Solutions. Attendees noted with a (v) attended the meeting virtually.

Changes to Agenda

Staff requested addition of Commissioner Ford announcement under Item 7: Other Business.

Consent Agenda

Action Taken

Knakal moved, Holland seconded, approval of:

- **Minutes for the 10.08.2025 Regular Board Meeting**
- **Payroll taxes for 4th Quarter 2025 totaling \$12,935.23**
- **Payroll for Pay Period #02 (01.03.2026 through 01.16.2026) totaling \$57,715.60**
- **Benefits for Pay Period #02 totaling \$62,824.10**
- **Accounts Payable Vouchers totaling \$193,236.54**

Motion passed.

Energy Savings Performance Contracts Presentation

Clary explained that components of the District's mission statement, values, and goals include cost-efficient operation, environmental construction, and wise use of natural resources. As a public agency, the District is eligible for a variety of grants that finance the implementation of improvements that increase facility operational energy savings. Apollo Solutions Group (Apollo) is a Washington State-based contractor. A division of Apollo provides energy audit and energy savings implementation services. A mechanism for providing these services to local governments is via an energy savings performance contract—Apollo has a contract with the Washington State Department of Enterprise Services (DES) to provide these services to Washington State local governments at no cost to that government utilizing contracts with DES. Tom Foden from Apollo provided a presentation on this contracting mechanism and Apollo's services. Discussion followed, during which the Board instructed staff to pursue next steps in the contracting process.

Resolution No. 904 District Design & Construction Standards Update

Nicoll recalled that the District participates in many private and public projects that range from simple single family residence water/sewer connections to large complex public works projects such as construction or renovation of sewer lift stations, water pump stations, pipelines, and reservoirs. The District's Design and Construction Standards, which are applied to all projects in the District, are periodically refined and updated. Updates typically occur every 3-4 years to comply with state agency standards and construction methods and current industry standards, as well as to define configuration, layout, and installation requirements set by the District. The proposed 2026 edition includes revisions since the last edition adopted by the board on April 26, 2023. Nicoll provided an overview of the revisions and requested board consideration of adoption.

Action Taken

Ford moved, Holland seconded, to adopt Resolution 904 as presented. Motion passed.

Other Business

Clary announced that Commissioner Ford submitted an email resigned from the board effective January 31, 2026 for personal reasons. Commissioner Ford expressed his appreciation for his time in service to the District and the progress that has been made over the years.

President Citron thanked Commissioner Ford for his years of service. Clary recognized Ford's 12+ years on the Board and presented Commissioner Ford with a commemorative vase in recognition of his service to the District.

General Manager's Report

Clary updated the Board on several topics, including a progress update on the District's Six-Year Strategic Plan. Clary recognized Dahlstrom for innovation in creating video-based Standard Operating Procedure guides for the Sudden Valley Water Treatment Plant. Clary also recognized Nicoll for pursuit of outside funding options to support District capital projects that include receipt award of Drinking Water State Revolving Fund loans for the Chlorine Contact Basin Replacement and the Geneva Reservoir Recoating projects, and Signs for recently gaining Certified Public Finance Officer certification through the Government Finance Officers Association; making her one of only 17 in the state of Washington. Discussion followed.

Engineering Department Report

Nicoll highlighted planning for upcoming projects, changes to the Summary of Capital Improvement projects report and 90% design completion level for the 2026 water system seismic improvements project, targeting going to bid as soon as possible to be ready for the watershed ground disturbance window. He also noted the upcoming retirement of District Construction Engineer Kristin Hemenway, including transition planning and first review of applicants beginning on February 3. Discussion followed.

Finance Department Report

Signs' report focused on the District's 4th Quarter 2025 Financial Report, including investment income, bond maturation, and having ended year with the budget on track and both operating and capital expenses under budget. She also commended Nicoll for reduction in carryover of project costs between years and recognized no emergency reserve usage and cash growth with more active investing. Discussion followed.

Operations & Maintenance Department Report

Dahlstrom reported on the District's continued safety record, the fairly mild winter which allowed for completion of a lot of preventive maintenance, and a change to the District's inspection policy to discontinue inspections on sites with over 500 sq feet of land disturbance outside of the watershed window to align District policy with the county's requirements.

With no further business, Citron adjourned the regular session at 9:22 a.m.


Board President, Todd Citron

Attest: 
Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on 2/11/2026