



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

April 8, 2026

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

Attendees:

Commissioner Todd Citron	General Manager Justin Clary
Commissioner John Carter	Engineering Manager Greg Nicoll
Commissioner David Holland	Finance Manager Jenny Signs
Commissioner Jeff Knakal	Operations Manager Jason Dahlstrom
Commissioner Nick Greif	Legal Counsel Bob Carmichael

One member of the public joined virtually in observation only mode. Also in attendance was Nick Greif, nominee for Commissioner Position 3.

Consent Agenda

Action Taken

Carter moved, Holland seconded, approval of:

- Minutes for the 03.18.2026 Special Board Meeting
- Minutes for the 03.25.2026 Regular Board Meeting
- Payroll for Pay Period #07 (03.14.2026 through 03.27.2026) totaling \$52,592.33
- Benefits for Pay Period #07 totaling \$59,840.61
- Accounts Payable Vouchers totaling \$117,521.79

Motion passed.

Commissioner Position No. 3 Review of Nominees, Appointment and Oath of Office

Clary recalled that following the resignation of Commissioner Bruce Ford effective January 31, 2026, the District advertised for applications for appointment to Position No. 3 with a deadline of March 2. The District received applications from two individuals meeting the qualifying requirements for serving on the Board and conducted interviews of those individuals during a special meeting of the Board on March 18, during which the Board nominated Nick Greif for appointment to Position No. 3. On March 19, the District posted to four public places a request of the public to nominate an individual to Position No. 3, with nominations due April 6. No public nominations were received.

Action Taken

Carter moved, Holland seconded, to appoint Nick Greif to Position No. 3 of the Lake Whatcom Water and Sewer District Board of Commissioners. Motion passed.

Oath of Office

Jenny Signs, Finance Manager & Public Notary, witnessed the Oath of Office for appointed Commissioner Nick Greif.

On-call Electrical Services Public Works Contract Award

Nicoll explained that the District maintains and operates a substantial number of facilities with electrical and control systems that need routine maintenance and repair. While the District has one licensed electrician on staff, due to the continuous and increasing amount of electrical and control tasks that periodically exceed the in-house capacity, District staff have used an on-call contract for the past three years to order electrical work as needed. Via utilization of the Small Works Roster, a total of two bids were received and the lowest responsive bid was provided by Elite Electrical Contractors, Inc. The contract will be in effect for 12 months from the date of contract execution with the District’s option to extend the contract for an additional one-year period.

Action Taken

Carter moved, Knakal seconded, to award the Electrical On-Call Contract to and authorize the general manager to execute a small works contract with Elite Electrical Contractors, Inc. Motion passed.

Utility Rate Structure Overview

With the final increase of the current multi-year rate program now in effect, the District will begin a comprehensive rate study to develop its next five-year rate program. The District uses a revenue-driven rate framework, which focuses on determining the total funding required to responsibly operate and sustain each utility fund to then set rates that are predictable and carefully balanced with consideration of customer impacts. Signs provided the board with an overview of the aspects of designing and setting utility rates. Discussion followed.

General Manager’s Report

Clary updated the Board on various topics. Discussion followed.

With no further business, Citron adjourned the regular session at 7:46 p.m.

Board President, Todd Citron

Attest:

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on May 13, 2016