



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

May 13, 2026

Board President Todd Citron called the Regular Session to order at 6:31 p.m.

Attendees:

Commissioner Todd Citron (v)	General Manager Justin Clary
Commissioner John Carter (v)	Engineering Manager Greg Nicoll
Commissioner Jeff Knakal	Operations Manager Jason Dahlstrom
Commissioner David Holland (v)	Recording Secretary Rachael Hope
Commissioner Nick Greif	

Also in attendance was Luke Phifer of Carmichael Clark, and one member of the public (v) was in attendance, in observation only. Attendees noted with a (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Holland seconded, approval of:

- Minutes for the 04.8.2026 and 04.29.2026 Regular Board Meetings
- Payroll for Pay Period #10 (04.25.2026 through 05.08.2026) totaling \$53,996.92
- Benefits for Pay Period #10 totaling \$59,233.18
- Accounts Payable Vouchers totaling \$180,209.46

Motion passed.

Resolution No. 905 – Public Records and Records Management Policy Adoption

Clary explained that as a special purpose district authorized under Title 57 Revised Code of Washington (RCW), the District is required to comply with Chapter 42.56 RCW (Washington State Public Records Act) and Chapter 40.14 RCW (Preservation and Destruction of Public Records). The District has periodically adopted resolutions updating its public records policies to ensure compliance with current laws and regulations. Most recently via Resolution No. 817 in June of 2015. With the District's acquisition of a new enterprise content management (ECM) system in 2024, and changes to the guidelines and schedules developed by the Washington Secretary of State's office, staff desired to develop a comprehensive records management program. This program will guide staff in the appropriate management of District documents and ensure that the public has efficient access to District public records. District staff presented the Draft Public Records & Records Management Policy for board consideration. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to adopt Resolution No. 905, as presented. Motion passed.

On-call Controls, Telemetry, and SCADA Support Personal Services Contract Award

Nicoll explained that the District maintains remote communication and control of many of the District assets, such as water treatment plants, booster stations, reservoirs and sewer lift stations, via communication and telemetry equipment installed at each of the facilities. Each facility connects to the District’s Supervisory Control and Data Acquisition (SCADA) system, transmitting current state and operational data and alarm conditions to the central SCADA system. This allows District staff to remotely monitor critical water and sewer assets as well as remotely operate and adjust operating setpoints at each facility.

These communications, telemetry and SCADA systems are critical to reliable operation of the District’s sewer and water systems. These systems periodically require specialized maintenance, repair and troubleshooting, most of which is outside of the skillsets of current District staff. To supplement District Operations staff, the District has contracted with a SCADA and telemetry consultant since 2019 for on-call services.

Following the advertisement and bidding process, a total of two proposals were received and District staff determined that the company with the best combination of price and qualifications was Quality Controls Corporation (QCC). QCC has provided on-call SCADA and telemetry support services to the District since 2019 and is uniquely familiar with the District’s system and operations. 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. Discussion followed.

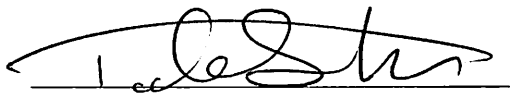
Action Taken

Greif moved, Knakal seconded, to award the On-Call Controls, Telemetry, and SCADA System Support contract and authorize the general manager to execute a personal services agreement with Quality Controls Corporation as presented. Motion passed.

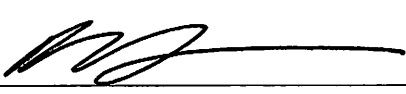
General Manager’s Report

Clary updated the Board on several topics, including progress on the 2025 Water Quality Reports for the District’s three systems and legislative updates related to utility tax topics. Discussion followed.

With no further business, Citron adjourned the regular session at 7:09 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on May 27, 2026