



1220 Lakeway Dr • Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

July 8, 2026

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

Attendees:

Commissioner Todd Citron (v)	General Manager Justin Clary
Commissioner David Holland	Engineering Manager Greg Nicoll
Commissioner Jeff Knakal	Finance Manager Jenny Signs
Commissioner Nick Greif	Operations Manager Jason Dahlstrom
	Recording Secretary Rachael Hope
	Legal Counsel Bob Carmichael

Absences: Commissioner John Carter

Also in attendance was member of the public Michael Miller (v). Attendees noted with a (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Holland seconded, approval of:

- Minutes for the 06.24.26 Regular Board Meeting
- Payroll for Pay Period #14 (06.20.2026 through 07.03.2026) totaling \$53,889.23
- Benefits for Pay Period #14 totaling \$58,440.02
- Accounts Payable Vouchers totaling \$126,176.75

Motion passed.

On-call General Engineering Services Professional Services Agreement Approval

Nicoll explained that the District occasionally uses the services of a consultant civil engineering firm to supplement staff services through an on-call professional services agreement (PSA). Task orders are issued on an as-needed basis to assist the District with engineering-related tasks including routine professional engineering and surveying services, updates/amendments to water and sewer comprehensive plans, and general customer service.

Wilson Engineering, LLC is the District's current on-call engineer, with the current on-call engineering services PSA expiring on July 31, 2026. The District issued an request for qualifications through publication in the Bellingham Herald on May 14, 2026. The District received responses from three consultant teams by the 4:00 p.m., June 9, 2026, deadline. The District Engineer and General Manager reviewed the submittals and, based

upon qualifications presented, recommended execution of a PSA with Wilson Engineering, LLC for the next five-year period.

Action Taken

Greif moved, Knakal seconded, to authorize the general manager to execute the professional services agreement with Wilson Engineering, LLC for on-call general engineering services as presented. Motion passed.

2027-2031 Utility Rate Structure—Second Review

Signs recalled that during the regularly scheduled Board meeting on June 24, 2026, the Board provided policy direction regarding the utility rate study, including a proposed 4.75% annual increase to the water utility rates and no increase to the sewer utility rates during the five-year planning period. To provide transparency regarding the assumptions supporting the proposed rates and to ensure the financial plan aligns with the Board's previously established policies and objectives, Signs provided a review of projected revenues, operating expenses, capital investment needs, debt service obligations, reserve funding, and cash flow projections incorporated into the proposed five-year financial plan. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including progress on the Whatcom County Comprehensive Plan update, the District's open Maintenance Worker position, and a recent all-staff records management training presented by the District's Public Records Officer.

With no further business, Citron adjourned the regular session at 7:24 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at ☒ Regular ☐ Special Board Meeting on July 29, 2026