

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
HELD May 25, 2006

Commission President Patrick Alesse called the meeting to order at 4:40 PM. Other persons present included Commissioners Carl Reichhardt and Don Montfort, General Manager Roger M. Brown, Attorney Bob Carmichael, Engineering Services Manager Dan Eisses, Treasurer Glenn Golay, and Dustin Sellinger.

Agenda additions/changes: Roger would like to discuss items 11 & 12 together.

Public Input: The commissioners reviewed a request from a customer for the District to improve the appearance of the Normar well house. This facility has not been used for several years. The commissioners directed staff to remove the building since it is not being used.

Consent Agenda included: Minutes for the Regular meeting of May 11, 2006; May Payroll Draw Warrants #4918-4929 for \$11,850.00; Accounts Payable Warrants #34971 paying Claim #34971 for \$46.30, Warrants #34972-34973 paying Claims #34972-34973 for \$129,326.85 and Warrants #34974-35019 paying Claims #34974-35019 for \$33,334.62. It was moved Reichhardt and seconded Montfort to approve the Consent Agenda. Passed unanimously.

Engineering Services Manager Dan Eisses reported on developer extensions & projects:

Horizons at Semiahmoo – Dan reported that the DE agreements are ready for approval and signature by the commissioners. The developers have signed them. Dan discussed some of the changes in this agreement that differ from the normal DE agreement. There was a pre-construction meeting on Tuesday. They are beginning roadwork on the development and would like to begin work on the water and sewer lines. Dan recommended approval of the agreements. Commissioner Montfort moved to approve the agreements and authorize the Secretary to sign the documents. Reichhardt seconded the motion. Passed unanimously.

Dan also talked about the location of the driveway for the Inverness project and whether it is in the City of Blaine.

Dan said that the Malibu project has not been closed out. We are still waiting on some documents and the second half of the connection charges are not paid.

Karber Road is still working on documentation and plans.

Dan also talked about the activity on the Inverness project, particularly in coordination with the City of Blaine. Discussions continue on this project.

Dan reported on a new DE called Ocean Pointe Condominiums. The application is for a 28-unit condo and is located on the waterside of the Birch Bay Trailer Park property. Dan discussed the comp plans for this area and what facilities they would require to be built and the conditions staff have arrived at for this development. It was moved by Montfort and seconded by Reichhardt to approve the conditions on this project as developed by Dan and his staff. The motion passed unanimously.

Birch Bay View Community Sewer Project: Roger noted that the project is very close to completion. He reviewed the schedule of activities that need to take place in the coming weeks. Roger proposed that the LFC hearing be held as a special meeting on June 29th. The commissioners would review the hearing materials and documents that would be mailed to property owners and at the next board meeting would actually schedule the hearing.

The final engineering report on the WWTP upgrade has been received from Carollo and staff is reviewing. They are happy with the content, but will be working with Carollo on some changes and clarifications. It will probably be July before they bring it to the board for review. Carollo has also been asked to provide a scope and budget proposal for implementation of water reclamation at the WWTP site for delivery to the PUD.

Dan covered **Pump Station #3** construction. The main focus has been on telemetry. Dan is happy with the staff work done on this issue and described staff meetings with four different vendors. Staff is recommending Richard Wilson for the work. Wilson had the lowest price of the four vendors. Dan recommended that they use a phone line for the telemetry connection. The commissioners approved the selection of Wilson for this work including the \$2,090 scope of work and the District purchasing the equipment directly.

Birch Bay Drive Forcemain – Dan discussed the status of the project review. Staff has met with Alfred Reid and felt better about the plans for monitoring the project. A plan needs to be developed that would describe the overall management of the archeological overview. Dan said that they are working on the communication among the sub consultants. Dan also reported that the loan contract has been received from PWTF with the changed scope approved. There is some concern that there is some language in the contract that is somewhat restricting regarding dealing with remains. Dan will work with the PWTF staff on this issue.

Dan is asking for authorization to go to bid on the Blaine Road Distribution waterline improvement. There are a couple items that need to be resolved before construction can begin, but Dan would like the approval to go to bid contingent on resolving those issues. The contingent issues are the WSDOT permit and two easements. This line would replace an AC main from Birch Bay Lynden Rd to Double R. Montfort moved to go to bid subject to resolution of the contingent issues. Reichhardt seconded the motion and it passed unanimously.

Roger reported that Dan and he met with the PUD staff on the 16th. They reviewed the results of the supply report from Kennedy Jenks. They also told them that they would be looking at updating the GFC's for the BP water connection. As far as the District is concerned, the PUD would be the customer, not BP. Roger also discussed general water supply issues regarding both the City and PUD. Roger also reported that the PUD expressed interest in the possibility of purchasing reclaimed water from the District. PUD staff indicated they expected to be able to discuss contract issues next month. This timing allows their new finance director to come on board. The contract discussions will include delivery of potable water to the PUD and industrial water from the PUD to the District.

Roger asked for approval of an updated Intertie agreement with the City of Blaine. It was moved Montfort and seconded Reichhardt to authorize Roger to sign the agreement and communicate it to the city. The motion passed unanimously.

Roger presented a scope and budget for consulting services from FCSG to do the rate work on the PUD/BP water supply project, at a cost of \$9,200. Also, a cost analysis on the Loomis Trail golf course supply rates, at a proposed cost of \$5,200. Total price for both is \$14,400. After discussion, Commissioner Montfort moved to approve the scope and budget as presented, with the clarification of the extent of CHS' possible support. The motion was seconded by Commissioner Reichhardt and passed unanimously.

The commissioners went into Executive session at 7:20 pm to discuss a personnel issue. They expect to be in session for 15 minutes and do not anticipate taking any action after coming out of executive session.

Coming out of Executive Session at 7:40 pm, there being no further business, the meeting was adjourned.

COMMISSIONER

COMMISSIONER

COMMISSIONER

THIS IS TO CERTIFY that the above is a true and correct copy of the minutes for the regular meeting of the Board of Commissioners of Birch Bay Water and Sewer District, Whatcom County, Washington, held **May 25, 2006**.

(minutes taken by Glenn Golay)

BOARD SECRETARY