

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
HELD January 11, 2007

Commission President Patrick Alesse called the meeting to order at 4:30 PM. Other persons present included Commissioners Carl Reichhardt and Don Montfort, General Manager Roger M. Brown, Attorney Robert Carmichael, Engineering Services Manager Dan Eisses, Treasurer Glenn Golay, and Engineer Rodney Langer.

**Election of Board Officers for 2007:** It was moved by Reichhardt to elect Don Montfort as board president and Patrick Alesse as board secretary, and to elect Carl Reichhardt as board vice president and vice secretary for 2007. The motion was seconded by Patrick Alesse and passed unanimously.

New board president Montfort then continued the meeting.

**Agenda additions/changes:** none

**Public Input:** none

**Consent Agenda included:** Minutes for the Regular meeting of December 14, 2006; Accounts Payable Warrants #35666-35700 paying Claims #35666-35700 for \$60,835.14, Warrants #35701-35720 paying Claims #35701-35720 for \$45,817.67, and Warrants #35721-35747 paying Claims #35721-35747 for \$166,782.65, December Payroll Warrants #5189-5213 for \$58,861.43, December adjusting entries to UBS for \$10,153.49 charges and \$8.00 credits; and to Assessments for \$772,107.62 charges; December EFTPS withholding deposit made on 12/29/06 for \$20,265.77; December Financial Reports for review; and 2007 Salary/Wage schedules. It was moved Montfort and seconded Reichhardt to approve the Consent Agenda. The motion passed unanimously.

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

**Horizons at Semiahmoo:** Dan described the project map and said that there still is no breakdown of the irrigation uses in the project. Also discussed was CHS' attempt to get a landscape firm to review the developers landscape plans. A scope of work for the firm's review was included in the packet. They have not yet received any SOQ's from the contacted firms to do this review. The Board agreed to Rodney and Dan continuing to look for a firm to do this review. The Board was also comfortable that Rodney and Dan could select the best firm and return to the board with a scope and fee proposal at a future meeting. Dan said that the developer would like to build a sales office on a lot that is not part of the current DE agreement and has requested a will serve letter for water and sewer in order to get a building permit from the county. District policy does not allow a will serve letter for sewer to be sent, but a will serve for water could be sent. The Board agreed that a will serve for water could be sent and work on amending the DE agreement to provide service to the lot for both water and sewer.

Dan also discussed some water supply alternatives for the **Trillium Drayton Harbor** DE project. He is working with the developer on a specific alternative and will return to the board in the future with a proposal. Dan has told the developer the ideal approach would be to combine the three projects before making another proposal to the District.

Roger told the board that Dan participated in a PWTF workshop today to discuss the impact of Governor's Executive Order 05-05. Dan described the meeting and felt it was a good workshop. Dan also discussed the response from DAHP (Stephenie Kramer) on the Archeological Permit application review. It was quite detailed and most of her comments have to do with the permit presentation. There is quite a bit of work to respond to her information requests. Dan will work with Rodney and Alfred Reid on these issues.

Roger noted that he wrote an email to BP regarding their response to the District's December 1, 2006 letter regarding expanded domestic wastewater service and related issues. BP indicated they are working on this actively and expect to get back to the District soon.

Roger discussed some issues he is working on with the PUD, particularly their rate setting and budgeting process.

Roger asked if the Board wants to pay the \$500 dues request from the PNWS-AWWA. Roger will get some more information and also see what the WASWD is planning.

Dan reported that there is very little progress on the 2 lots not yet connected in Birch Bay View.

Treasurer Golay presented a request from Arlene Eskin asking the commissioners to waive the \$50 lockoff charge on her account. Her letter indicated that she recently purchased the property and the title company gave the District a wrong mailing address. She did not receive the bills because of the incorrect address, and consequently the account was locked off. After discussion, it was moved by Reichhardt and seconded by Alesse to approve waiving the charge. The motion passed unanimously.

Glenn presented and reviewed the basic format and content of the 2007 O&M/CIP budget proposal. Dan reviewed the CIP items and then Roger discussed the review and approval procedure for the budget, which would include having Blair, Steve and Dustin come to the next Board meeting to assist in the review discussions.

The Board went into Executive Session at 7:15 pm, with possible action anticipated afterwards.

Coming out of Executive Session at 7:30 pm, it was moved Montfort and seconded Reichhardt to approve the amended Management Group Contract for 2007-2009. The motion passed unanimously. As well, it was moved Montfort and seconded Reichhardt to approve the Engineering Services Manager contract for 2007-2009. The motion passed unanimously.

There being no further business, the meeting was adjourned.

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COMMISSIONER

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COMMISSIONER

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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 **January 11, 2007.**

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(minutes taken by Glenn Golay)

BOARD SECRETARY