

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
HELD February 28, 2008

Commission President Patrick Alesse called the meeting to order at 4:30 PM. Other persons present included Commissioners Don Montfort and Carl Reichhardt, General Manager Roger Brown, Attorney Robert Carmichael, ESM Dan Eisses, Treasurer Glenn Golay, Conservation Specialist Emily Resch, Operations Manager Mike Sowers, and Luke van't Hoog (BP).

**Agenda additions/changes:** Roger asked to add a discussion about setting a special meeting to review financial policies.

**Public Input:** none

**Consent Agenda included:** Minutes for the Regular meeting of February 14, 2008; Accounts Payable Warrants #37020-37024 paying Claims #37020-37024 for \$25,643.57 and Warrants #37025-37060 paying Claims #37025-37060 for \$39,727.12. It was moved Montfort and seconded Reichhardt to approve the Consent Agenda. The motion passed unanimously.

Roger discussed the rate work that Financial Consulting Solutions Group is doing on the water contract negotiations with the City of Blaine. FCSG is requesting an additional \$5,000 to complete their work. The District would pay 50% of that. Roger asked for authority to sign a task order for this additional work. It was moved by Montfort and seconded by Reichhardt to authorize Roger to sign the task order. The motion passed unanimously.

Roger presented an agreement with the PUD that would extend until May 1 the existing contract providing potable water service to BP. BP staff is reviewing the new water contract draft now and will meet with district staff next week. It was moved by Reichhardt and seconded by Montfort to approve the extension agreement. The motion passed unanimously.

Roger discussed current activity in water supply contract negotiations with the City.

Emily gave a status update on the Conservation program. The next meeting of the regional group is March 7<sup>th</sup>. They are working on a volunteer watering schedule. The school program – she is meeting next week with Blaine teachers. Also, the web site improvements are nearly complete and will soon be ready for implementation.

Dan discussed his review of the storm event/high flow problems, particularly his correspondence with Birch Bay Resort Park. Dan also reviewed a proposed letter he will be sending out to the Park regarding future district inflow monitoring in their area.

Dan met with the Health Department to discuss their regulations of resort parks. There appear to be opportunities to coordinate yearly inspections and enforcement of connections details.

Dan noted that Plaza Park has not responded to the District's letter informing them that they need to repair problem wastewater connections. No work has been done as yet to repair the problems. Dan thought that the next step would be for the District's attorney to write a letter describing the options available for the District to make sure that the repairs are completed. The Board approved this direction.

Dan gave a Birch Bay Drive force-main status update. He thinks that next week SEPA will be advertised and the archeological permit will be submitted. Dan said that he will have a revised scope and fee for the project from CHS after the comment period for the SEPA and permit process.

Dan presented a review of AES tasks for hydro-geologic consult work and also current activity by AES regarding the Blaine water supply. After discussion, it was moved by Montfort and seconded Reichhardt to approve the additional scope and fee from AES. The District's portion of this work would be \$18,625. The motion passed unanimously.

Dan also mentioned that he thinks he is close to coming to an agreement with the developer on recommended project conditions for the Harbor Shores DE.

He also reviewed the Harbor Lights project and recommended service conditions. The commissioners approved the recommendations.

The Mallahan short plat was discussed, but is on hold per the applicant.

Staff discussed the 2008 Operations & Maintenance Budget and answered some questions on expenditure increases. The commissioners asked that staff monitor expenditures more closely and make sure that budget narratives include detail not only for the next year's budget, but the previous year's spending as well.

There was discussion regarding the continued membership of the District in the Water/Wastewater Association (WASWD). Commissioner Reichhardt made a motion to not pay the dues and withdraw membership in the association. There was no second to his motion. It was then moved by Montfort and seconded Alesse to continue in the association and pay the dues for 2008. The motion passed 2 to 1 with Reichhardt voting no.

There was also detailed discussion of the Capital Budget items, as well as addressing questions from the board on some of the items. The board particularly discussed the administrative office repair or possible addition. The commissioners decided to have an architect prepare plans for the addition.

It was moved by Montfort and seconded Reichhardt to approve the O&M budget as presented. The motion passed unanimously.

Commissioner Reichhardt moved to accept the CIP budget as presented. The motion was seconded by Montfort and passed unanimously.

Roger asked that the commissioners set a special meeting to review district financial policies as part of the refunding process. The commissioners set March 6<sup>th</sup> at 4:30 pm at the district office for a special meeting.

There being no further business, the meeting was adjourned at 7:50 PM.

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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 **February 28, 2008**.

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BOARD SECRETARY

**(minutes taken by Glenn Golay)**