

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
HELD August 14, 2008

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 Brown, Engineering Services Manager Dan Eisses, Attorney Simi Jain, Treasurer Glenn Golay, Engineer Rodney Langer, and Pat Pollock (BP).

**Agenda additions/changes:** Roger asked to move the Water Shortage Response Plan up to consider it first on the agenda.

**Public Input:** Pat Pollock reported on the wastewater system testing at BP. They have found no problem sources as yet.

**Consent Agenda included:** Minutes for the Regular meeting of July 24, 2008; Accounts Payable Warrants #37561-37602 paying Claims #37561-37602 for \$25,958.10, Warrants #37603-37630 paying Claims #37603-37630 for \$97,401.88; July Payroll Warrants #5903-5927 for \$70,900.44; July adjusting entries to UBS for \$3,111.31 charges and to Assessments for \$16,196.73 charges; July EFTPS withholding deposit made on 07/31/08 for \$25,608.10; and July Financial Reports for review. It was moved by Montfort and seconded by Reichhardt to approve the Consent Agenda. The motion passed unanimously.

Roger reviewed the Water Shortage Response Plan that he has put together, in response to a requirement by DOH as part of the Water System Plan review. Roger explained his sources for the basic plan and how he approached the substance of the document, reviewing regulatory guidelines and prerequisites. The main emphasis of the document is demand management. Roger asked the commissioners to review the document in order to give their input in the future.

Pat Pollock made some comments regarding the plan, as a representative of BP.

**BP Wastewater/Water service:** Dan mentioned that Carollo is working on their review of the BP wastewater issues. Roger also noted that an invoice was sent to BP for the estimate of additional cost to expand the BP sewer service area.

Roger noted that preparations are going forward to approach DOE as part of the Cost Reimbursement Program. He is working with City staff on this issue.

Roger also reported on current activity at the PUD and his attendance at their board meeting.

Dan reviewed information he provided the commissioners as he puts together the District **Five Year Demand Forecast**. He made a recommendation for next year for 1.85 MGD. This issue will be reviewed again at the next meeting for formal approval.

**Hall Rd/Blaine Supply Line Project:** Dan reviewed the status of the project design/permitting, and asked for approval to go to bid on the project when all remaining design items are ready. Dan also presented a recommendation regarding changes to bid instructions. He proposes advertising in late August, with bid opening in late September. It was moved Reichhardt and seconded Montfort to approve going to bid on the project. The motion passed unanimously.

Roger reviewed an agreement with Bell Bay Jackson Water Association that he developed that would provide District water service to Ball Bay View RV Park. The commissioners concurred with the agreement.

Dan reviewed the planning for the sewer Pump Station #1 upgrade/replacement, per his discussion at the last board meeting, which directed him to study the costs to relocate the station to the District access road easement. Dan also reviewed the status of the permitting process.

Dan also discussed the problem of a beaver dam on the upstream side access road culverts, which is currently blocking water flow through the culverts. Dan asked the board for approval to get a scope and fee from CHS to engineer a fix for the problem, and also for the relocation of Pump Station #1. The commissioners approved his recommendation. Both of these items would be incorporated into the force main replacement project.

Dan asked for conditional approval of the Van Luven DE. It was moved Reichhardt and seconded Montfort to conditionally accept the DE. The motion passed unanimously.

There being no further business, the meeting was adjourned at 6:45 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 **August 14, 2008.**

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BOARD SECRETARY

**(minutes taken by Glenn Golay)**