

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
HELD August 28, 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, Treasurer Glenn Golay, Water Conservation Specialist Emily Resch, Attorney Robert Carmichael, and Engineer Rodney Langer.

Agenda additions/changes: none

Public Input: none

Consent Agenda included: Minutes for the Regular meeting of August 14, 2008; Accounts Payable Warrants #37631-37674 paying Claims #37631-37674 for \$84,103.43; and August Payroll Draw Warrants #5928-5942 for \$15,750.00. It was moved by Reichhardt and seconded by Montfort to approve the Consent Agenda. The motion passed unanimously.

Emily presented her monthly update on the status of the **Conservation program**. She reported that the summer program is nearly over. She is working on a "thank you" to the community for their cooperation in the conservation efforts. She is also working on a data review and program effectiveness summary. Commissioner Montfort was interested in a way to quantify the capital improvement savings from the results of an effective conservation program, as part of the program review. Emily is also working on the fall planting display and has made contact with local nurseries for their cooperation. The next newsletter will be out in mid September.

BP Domestic Wastewater service: Dan noted that Carollo was up yesterday with a structural engineer to look at the wet well issues.

Roger discussed a conference held this week with water rights attorney Adam Gravely and Blaine staff as they prepare the presentation to DOE on the **Cost Reimbursement Program**. The presentation is nearly ready. Roger also discussed a recent meeting with the Loomis Trail/Trillium/Semiahmoo representatives regarding Loomis Trail's pending water right applications. Roger felt it was a good meeting. Roger also discussed some research he's done regarding a groundwater management plan that was studied in the mid 90's.

Dan reported on his attendance at the PUD's board meeting last Tuesday.

Dan reviewed the **Five-Year Demand Forecast** he has prepared for presentation to the city. Estimated maximum day demand for 2009 is set at 1.85 MGD. Dan asked for approval from the board to send this to the city. It was moved by Montfort and seconded Reichhardt to approve the forecast as presented. The motion was passed unanimously.

Dan talked about the easement agreement that is being proposed from Burlington Northern (BNSF) for the Hall Road/Blaine Supply Line project. It is a relatively complicated agreement and very favorable to BNSF. Dan recommended going ahead with the agreement, and approval from the Commissioners for Roger to sign the agreement when it is complete. It was moved by Montfort and seconded Reichhardt to approve authorizing Roger to sign the agreement. The motion passed unanimously.

Dan reported that he talked with Stephanie Kramer this afternoon and she is working on the final force main archeological permit, so Dan thinks that is still positive.

Dan also discussed the scope and fee for engineering services for Pump Station #1. He presented a proposal from Wilson Engineering to do additional surveying for Pump Station #1 for \$2,300. Engineering services scope and fee for pump station #1 from CHS is \$57,000 (not to exceed), including electrical engineering. The scope and fee from CHS for the force main design is \$95,000. Dan talked about the work that has been done on the force main already. After discussion, it was moved by Montfort and seconded Reichhardt to approve the three scope and fee proposals. The motion passed unanimously.

Dan discussed the waterline along the Birch Bay-Lynden Road, north of Blaine Road. The line is an old 4 inch line located off the road and in the trees. He proposes to replace 900 feet of the line into the right of way. The small works roster was consulted to get three quotes to do the project. Three quotes were received, with the lowest at \$52,800. Dan and the water department staff would like to review the proposals and costs and he will return to the next meeting with a recommendation.

Dan and Glenn reviewed a study staff has compiled of current district miscellaneous fees and charges and corresponding actual costs of doing the work. There was also discussion regarding the service shut off and turn on policies. Staff will continue to work on the fee schedule and shut off policy and bring them back to a future meeting for board review.

Developer extension projects: Dan recommended conditional acceptance of the Shintaffer Farm DE. It was moved Reichhardt and seconded Montfort to approve the DE conditionally. The motion passed unanimously.

The Harbor Shores project was briefly discussed.

Dan reviewed the material developed from proposals received for the excavator purchase. The recommendation from staff is to purchase the equipment from the lowest proposal. Since the equipment purchase was approved with the budget approval, staff will go ahead with the purchase.

There being no further business, it was moved Montfort and seconded Reichhardt to adjourn the meeting at 6:40 PM. The motion passed unanimously.

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 **August 28, 2008.**

BOARD SECRETARY

(minutes taken by Glenn Golay)