

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
HELD January 27, 2011

Commissioner Vice President Carl Reichhardt called the meeting to order at 4:35 PM. Other persons present included Commissioner Patrick Alesse, General Manager Roger Brown, Assistant General Manager Dan Eisses, Attorney Bob Carmichael, Operations Manager Mike Sowers, and Water Conservation Specialist Emily Resch.

**Agenda additions/changes:** Roger informed the Board that the Joint Work Session has been rescheduled for February 14<sup>th</sup>. Roger added BBWARM before developer extensions in the agenda. Roger proposed to defer discussion of the 2011 budget due to Commissioner Montfort's absence. Roger also requested discussion on a procedural issue in the consent agenda and discussion of a customer issue.

**Public Input:** none

**Consent Agenda included:** Minutes for the Regular meeting of January 13, 2011; Accounts Payable Warrants #40316-40316 paying Claims #40316-40316 for \$14,809.11 and Warrants #40317-40343 paying Claims #40317-40343 for \$34,088.22; and January Payroll Draw Warrants #7049-7061 for \$15,850.00. It was moved by Alesse and seconded by Reichhardt to approve the Consent Agenda. The motion passed unanimously.

Roger presented to the Board a procedural change to have the Board generally approve checks before they are issued. The procedural change request is a recommendation from the Interim Finance Director. Reichhardt requested that staff come back to the Board with a recommended procedure addressing this topic, which should address exceptions to the general rule, for the next meeting.

**BP – Potable Water Service:** Dan informed the Board he received notice that the County Council approved Amendment No. 1 of the District's Water System Plan Amendment #1 as well as the Department of Ecology confirmed approval of the amendment. Dan also discussed the potential of BP being classified as a unregulated Group A water system. Dan discussed the concerns about the county water availability forms for BP. Roger discussed his conversation with Richard Rodriguez in which Richard would like the BP area to be declared as the District's retail service area. Staff will come back with a recommendation at the next meeting.

**2011 Budget:** Discussion of the 2011 budget was deferred until the next board meeting.

**Water Supply:** Dan and Roger were contacted by a consultant for the PUD #1 to attend a reclaimed water workshop on February 15<sup>th</sup> to give feedback for their water reclamation/industrial water reuse study.

**Forcemain Project:** Dan indicated the archeological report will be completed by tomorrow and he expects to review it by next week. There is still discussion on where the archeological items will be stored.

**Headworks Project:** Dan updated the Board that CHS has completed the I & I study and it has been reviewed by District staff. The final document has been submitted to Department of Ecology. CHS is still working on the loading assessment report and then will get back to a scope for the headworks project.

**Rates & Charges:** Dan reviewed District rates and charges with the Board. These were small house keeping recommendations. Dan will bring back a resolution reflecting the changes discussed.

**Position Changes:** Roger sought approval of Resolution No. 698 for the Board creating the position of Interim Finance Director, hiring Meredith Riley into that position and clarifying that the District's General Manager serves as Assistant Treasurer. He also recommended salary and benefits for the Interim Finance Director position. It was moved by Alesse and seconded by Reichhardt to approve Resolution No. 698. The motion passed unanimously. It was moved by Alesse and seconded by Reichhardt to approve

the recommended salary and benefits for the Interim Finance Director position. The motion passed unanimously.

**BBWARM:** Dan attended the BBWARM meeting last week and indicated that the stormwater fee exemption is now supported by County staff and they expect these to be taken to County Council before assessments are due in April.

**Developer Extensions:** Dan reviewed developer extensions with the board. Bleakney is requesting the Board take into consideration waiving overdue extension fees because water service is for fire flow only not residential subdivided plots. The Board was not supportive.

**Customer Issue:** Roger briefed the Board about a leased lot in Double R Ranch. Double R Ranch is requesting the District remove all late fees associated with the lot. Roger recommended removing all late charges given that the situation had been unusually confusing, with ownership of the subject unclear, and that the Ranch had not been attempting to avoid paying the charges. In addition, the Ranch is incurring costs in attempting to obtain County approval of this lot and a number of other Ranch properties as legal lots. This effort is in the interest of the District because the lots in question have unpaid assessments. It was moved by Alesse and seconded by Reichhardt to waive all late charges. The motion passed unanimously.

There being no further business, it was moved by Alesse and seconded by Reichhardt to adjourn the meeting at **6:15 pm**. The motion passed unanimously.

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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 27, 2011**.

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BOARD SECRETARY  
(minutes taken by Emily Resch)