

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
HELD **November 10, 2011**

Commissioner Reichhardt called the meeting to order at **4:35 pm**. Other persons present included Commissioners Pat Alesse, General Manager Roger Brown, Assistant General Manager Dan Eisses, and Interim Finance Director Meredith Riley.

**Agenda additions/changes:** Accounts Payable Warrants 41078 - 41101 were added.

**Public Input:** None.

**Consent Agenda included:** Minutes for the Regular meeting of October 27, 2011; Accounts Payable Warrants #41049-41077 paying Claims #41049-41077 for \$135,861.99; October Payroll Warrants #7329-7338 and auto payments #10069-10082 for \$15,400.00 in total; Federal EFTPS withholding of \$21,141.59; utility and LID adjustments; and Tjoelker Enterprises contract. It was moved by Alesse and seconded by Reichhardt to approve the Consent Agenda. The motion passed unanimously.

Commissioner Reichhardt had a question on the insurance invoice, which was answered.

**Accounts Payable:** A separate run of Accounts Payable Warrants #41078-41101 paying Claims #41078-41101 for \$28,893.52 was presented. It was moved by Alesse and seconded by Reichhardt to approve the Accounts Payable. The motion passed unanimously.

**Customer complaints:** Request for leak credits: 1) A customer requested a credit. The repair was not accomplished until after the two weeks as required by Board policy. It was moved by Reichhardt and seconded by Alesse to approve the leak credit. The motion passed unanimously.

**Special Meeting:** The following preliminary agenda was set for the next special meeting, on November 17, 2011 at 4:30pm:

Meeting Minutes, Accounts Payable and November Payroll Draw, Utility Excise Tax Payment, October Financial Reports, Developer Extensions, Forcemain Update, SCADA Request for Proposal, MRSC Resolution 712, BBWARM Interlocal Agreement, 2012 Budget and Rates, WRIA 1 Watershed Plan, Additional Meetings, Annual Wholesale Water Meeting, Executive Session (if needed).

The Board meeting adjourned at **4:50 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 **November 10, 2011**.

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BOARD SECRETARY