

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
HELD January 12, 2012

Commissioner Carl Reichhardt called the meeting to order at **4:35 pm**. President Don Montfort called into the meeting via telephone at **4:40 pm**. Other persons present included Commissioners Pat Alesse and Carl Reichhardt, General Manager Roger Brown, Assistant General Manager Dan Eisses, Interim Finance Director Meredith Riley, and Jeremy Schwartz.

Reichhardt made a motion for Pat Alesse to be President, Don Montfort to be Secretary, and Carl Reichhardt to be Vice President. Alesse moved to accept the motion and Reichhardt seconded, motion passed unanimously.

**Agenda additions/changes:** None.

**Public Input:** None.

**Consent Agenda included:** Minutes for the Regular meeting of December 22, 2011; Budget and CIP Adoption Commission Policy; Accounts Payable Warrants #41196-41215 paying Claims #41196-41215 for \$31,462.03; December Payroll Warrants #7352-7360 and auto payments #10117-10131 for \$86,374.88 in total; December Federal EFT withholding for \$20,990.42, December Utility Billing and LID Assessment adjusting entries, Employee 2012 Wage Schedule and voided Warrant 10122 for Employee Fringe Benefits of \$1,173.00. It was moved by Reichhardt and seconded by Alesse to approve the Consent Agenda. The motion passed unanimously.

**Developer Extensions:** None.

**WRIA 1 Watershed Plan:** Roger provided the Board a communication from the WRIA 1 Planning Unit, regarding the Nooksack and Lummi Tribes request to the Federal Government to adjudicate their water rights.

**Additional Accounts Payable:** Accounts Payable Warrants #41216-41249 paying Claims #41216-41249 for \$112,190.51, and electronic bank and credit card fees for December. It was moved by Montfort and seconded by Reichhardt to approve the Accounts Payable and the bank and credit card fees. The motion passed unanimously.

**Potential additional PW Trust Funds:** Dan spoke on whether the District had projects ready if there are available additional PW Trust Funds. Dan feels there are a number of District projects that would be available, such as Pump Station #4. Don said there is talk in the State Legislature regarding job bills connected with PWTF loans that may be passed. PW Board approved the term for the next loan cycle of 2014; 10 year loan at 0.5% up to 30 year loan at 2%, with no provisions for changing the terms. Don feels it might be a little premature to have projects in pre-design unless they have a long shelf life. Don said PWTF loans may have \$775 Million available.

**FCSG proposal re: Cash reserve policies.** Roger explained that during the Budget process last fall the District had discussed having a review of the District's cash reserve policies. The review was budgeted at \$10,000 and Roger would like to get the work done in the first quarter. Roger feels that even if the District does not access the bond market, we should hold ourselves to that standard. It was moved by Montfort and seconded by Reichhardt to proceed with the FCSG contract in the amount of \$10,000. The motion passed unanimously.

**Developer Extensions:** Dan reported that the District is asking for preliminary acceptance of Birch Bay Bible Community Church. They have completed all their punch-list items except for some minor issues. Dan would like to have the Board waive the two year waiting period for holding their deposit, and waive the

meter fee. A motion for conditional acceptance, closing out the project, and waiving the meter fee was moved by Reichhardt, seconded by Montfort. Motion passed unanimously.

Alesse adjourned the Board meeting at **5:24** pm.

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COMMISSIONER

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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 12, 2012.**

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BOARD SECRETARY