

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
HELD **February 23, 2012**

President Pat Alesse called the meeting to order at **4:30 pm**. Other persons present included Commissioners Don Montfort and Carl Reichhardt, General Manager Roger Brown, Assistant General Manager Dan Eisses, Attorney Bob Carmichael, Interim Finance Director Meredith Riley, and Jeremy Schwartz, and two members of the public.

Agenda additions/changes:

Public Input: Richard Gnewuch and Barry Stieb, representing owner Elizabeth Settle, Utility Billing Account 0100004035, asked for relief on the water bill. Barry Stieb, was taking care of Settle's small farm as a favor. An outside hose was left on for two weeks raising the consumption from 400 to 9,100 cf. The Board agreed to reduce the bill to \$83.52 based on the cost of the water to the District.

Consent Agenda included: Minutes for the Regular meeting of February 9, 2012; Accounts Payable Warrants #41326-41344 paying Claims #41326-41344 for \$49,822.72; February Payroll Draw Warrants #7372-7373 and auto payments #10156-10165 for \$15,775.00 in total; Manual Warrant #901128 (corrected to MW#901132) for Elavon credit card services for \$530.08; Manual Warrant #901129 for Key Bank fees for \$82.01; Manual Warrant #901130 for Dept of Revenue Utility Tax for \$7,292.13; December and January Financial Reports; and 2011 ELU Report. It was moved by Montfort and seconded by Reichhardt to approve the Consent Agenda. The motion passed unanimously.

Developer Extensions: None.

Additional Accounts Payable: Accounts Payable Warrants #41345-41354 paying Claims #41345-41354 for \$4,635.21 were presented. It was moved by Montfort and seconded by Reichhardt to approve the additional Accounts Payable. The motion passed unanimously.

Auto-Debit Program: Dan explained how our Auto-Debit program works. Included was a worksheet showing the bank charges for Sept and Oct of 2011, and the Auto-Debit information sheet that has been included in the utility bills. The Board wants the fees to stay the same at this time, but thanked staff for the review.

State Funding: Dan went over the State Revolving Fund Loan request for the Blaine Road water main replacement. This application will need to be sent in next week. Dan did talk to the Grandview Beach Water Association, but they would need to be included in the District's comp plan to be eligible for this round of funding. The Water Association is somewhat interested if another opportunity comes up in the future. Don talked about the level of funding at the State level, and said there may be some preconstruction loan money available.

Policy Updates: Dan brought back a policy on service connections for Board review:

1. Certain multiple accounts – Delete; proposal to modify the District Code.

Dan brought forward an example of multiple units on one water meter.

Resolution No. 717 – Updating the District Code on service connections – meters: District Code section 7.04.330 A makes a change that requires condo's, apartments, and mobile homes to be separately metered.

It was moved by Montfort and seconded by Reichhardt to approve Resolution No. 717. The motion passed unanimously.

Updating Service Area Boundaries: The Whatcom County Health Dept sent a letter asking for a complete address list or tax parcel numbers in the District's service area. They also want a Declaration of Water Service area signed by the District.

WRIA 1 Watershed Plan: Roger discussed several emails regarding WRIA 1 issues. There was a meeting of the Small Cities group discussing watershed planning issues with County, Bellingham, and PUD 1 representatives.

Developer Extensions: Dan reported Homestead Condos Phase 2 final inspection. The project has been finalized and a check will be cut for any deposit left on account.

Dan reported on the Lincoln Park Retirement Home application regarding the fire flow of 3,000 gallon/minute of water. Review of the application has been completed with conditions. Dan asked the Board for approval of an additional pipe for redundancy. The Board was in agreement with the three additional recommendations, including the additional pipe.

WASWD Conference April 11-15: Pat as interested in going to the conference along with Roger.

Pat Alesse adjourned the Board meeting at **6:03** pm.

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 **February 23, 2012.**

BOARD SECRETARY