

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

Vice-President Carl Reichhardt called the meeting to order at **4:30 pm**. Other persons present included Assistant General Manager Dan Eisses and Jeremy Schwartz. Commissioners Don Montfort and Pat Alesse and General Manager Roger Brown attended via phone.

Agenda additions/changes: None.

Public Input: None.

Consent Agenda included: Minutes for the regular meeting of March 22, 2012; Accounts Payable Warrants #41429-41455 paying Claims #41429-41455 of \$75,718.21; March Payroll Warrants #7385-7393 and auto payments #10190-10203 for \$92,388.70 in total; Manual Warrant #901139 to Manual Warrant #901139 to Elavon for replacement of credit card machine of \$150.00; Manual Warrant #901142 to Elavon for March credit card fees of \$541.02; Manual Warrant #901143 to Dept of Revenue for March excise tax of \$7,786.06; and Utility Billing and LID Adjustments for March. 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 #41456-41473 paying Claims #41456-41473 of \$38,170.18 were presented. It was moved by Reichhardt to approve the additional Accounts Payable. Montfort 's attendance via phone ended due to technical difficulties. There was no second to the motion.

State Funding: Dan discussed various projects that would be good candidates for the PWTF 2014 Loan Application process. The deadline for applications is May 11. Roger has input these projects into the rate model and plans on reviewing the results at the April 26th meeting.

Policy Updates: Dan presented a draft Unintentional Leak credit policy. He discussed some issues with determining the difference between a structural leak and a unintentional leak and in one case it would be a complete credit and one case would be the cost of the water from Blaine. He recommended having one leak credit policy that covered both situations and giving a complete credit. The policy would be somewhat self-policing in keeping the 1 credit every 3 years. Dan will bring this back. A leak credit request from Kim Bozich was discussed. It was moved by Reichardt and seconded by Alesse to approve a complete leak credit for this account. The motion passed unanimously.

Developer Extensions: Dan mentioned that an agricultural supply well was going to be drilled next week on Birch Point. The proponents had discussed their intent with the District and as the well is not intended for potable supply there is no issue with water service areas. He also discussed wanting to install several water valves and various materials in the Harbor Shores area. The cost of the materials would come out of the annual water line replacement budget. The Board concurred with this recommendation.

Coming back to Additional Accounts Payable, it was moved by Reichardt and seconded by Alesse to approve the additional accounts payable. The motion passed unanimously.

Reichhardt adjourned the Board meeting at **5:01 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 **April 12, 2012.**

BOARD SECRETARY