

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
HELD **March 28, 2013**

Vice-President Carl Reichhardt called the meeting to order at **4:38 pm**. Other persons present included Commissioner Pat Alesse, General Manager Roger Brown, Assistant General Manager Dan Eisses, and Interim Finance Director Meredith Riley. Attorney Bob Carmichael joined the meeting at 4:39.

Agenda additions/changes: Move Number 5 Bankruptcy Procedures to Number 13 Payment & Collections Procedures

Public Input: None

Consent Agenda included: Minutes for the regular meeting of March 14, 2013; Accounts Payable Warrants #42284-42300 paying Claims #42284-42300 of \$48,794.86 for 2013 Budget, except for Warrant #42299 which is voided as a duplicate payment; March Draw Payroll Warrants #7521-7522 and auto payments #10467-10475 of \$16,400.00 in total; Manual Warrant #901182 to Elavon of \$704.41 for credit card fees paid in March; Manual Warrant #901183 to Key Bank of \$151.14 for bank fees paid in March; Manual Warrant #901184 to Dept. of Revenue of \$11,167.53 for excise taxes paid in March; and voided Warrant #42062 to Partnership for Water Conservation of \$300.00. It was moved by Alesse and seconded by Reichhardt to approve the Consent Agenda. The motion passed unanimously.

Developer Extensions: None.

Additional Accounts Payable: Accounts Payable Warrants #42301-42313 paying Claims #42301-42313 of \$6,755.38 were presented. Dan discussed Warrant #42311 in payment to Keith Troske. It was moved by Alesse and seconded by Reichhardt to approve the additional Accounts Payable. The motion passed unanimously.

Conservation Update: Emily Resch discussed the Water Conservation Program for 2013. The District participated in water tasting contests, and Blaine and Birch Bay placed first in one of them and tied for second in the other. The District is hosting two rain barrel workshops. Emily will be running the School Program April 21-26. Emily submitted the District's consumer confidence report to the PNW AWWA for an award.

Records Retention Procedures: Dan, Meredith and Emily spoke regarding records retention. Emily and Meredith attended a class given by the State Archives in Bellingham on local government archiving and destruction of records. We are going through the stored records in the Water Shop and will be transferring records to the State Archives and also having a destruction of records done by the sanitary company.

Accounting & Billing Software Update: Meredith, Dustin and Dan spoke to this issue. We have reviewed or are in the process of reviewing 14 software packages, some both Accounting and Utility Billing and some one or the other. We will be completing an RFP to put out and hoping to complete reviews by the end of April and May.

WRIA 1 Watershed Planning: Roger went over the letter to Jack Louws regarding the Planning Unit and the open public meetings act. Jack Louws is supporting reconvening the Planning Unit. Roger made a presentation to Retired Old Men Eating Out (ROMEO) this week. Roger went over the Water Districts Caucus meeting held this week which included discussion on the Joint Board Meeting on 3/21/13. There was also discussion on the Tribes' adjudication request to the federal government on water rights. Roger stated that WASWD approved \$5,000 for water rights counsel. Roger discussed the DOE grant funding to the PUD. Roger has drafted a proposed agenda for the Planning Unit, which he is circulating to other Water Districts Caucus members for comment. He also discussed the Water Supply Symposium that is set for May 30-31st. Roger is working with Carmichael on interviewing and hiring outside counsel pursuant to the interlocal agreement with Columbia Valley WD, WD 13 and Glacier WD.

Legislation: Roger has been tracking HB 1924; it allows elimination of the Planning Unit for WRIA 1. The bill has died in the Appropriations subcommittee.

Payment & Collection Procedures: Dan reviewed the proposed Bankruptcy procedure. The Board agreed it should be brought back on the consent agenda for the next meeting. Dan then reviewed some proposed changes in the fees, along with a Resolution to authorize the changes. The Board concurred that the fee changes should be brought back on the consent agenda at the next meeting.

Headworks Bid Approval: Dan reviewed the Headworks project. The current project budget is \$1.79 million dollars, the pre-design report came in at \$1.9 million, and the engineer's 95% cost estimate is \$2.56 million. Dan reviewed his proposed changes to the engineer's cost estimate. Roger and Dan will look at the rate model to see how the higher costs for this project will affect the model. They will then bring back the results to the Board. Reichhardt thought the bidding environment is good.

PWTF Loan Funding: Roger reviewed a copy of the letter sent by the WRIA 1 Water District Caucus to the Legislators supporting the PWTF Loan list.

Insurance Update: Dan attended the W&S Risk Management Pool semi-annual meeting on March 14th. 2011 was not a good year, but 2012 was a much better year for the Pool. The Pool is anticipating a 9-12% increase in rates for 2013.

Developer Extensions:

Tall Cedars

Dan said that the Housing Authority came in to discuss this property. Dan said that it doesn't look real promising.

George Keizer, the meat processing plant owner has contacted the District again. The County Health Dept. contacted the District regarding Keizer's. He has now brought in several loads.

The Board meeting was adjourned at **5:54 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 **March 28, 2013**.

BOARD SECRETARY