

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
HELD July 25, 2013

President Don Montfort called the meeting to order at **4:35 pm**. Other persons present included Commissioner Carl Reichhardt, General Manager Roger Brown, Assistant General Manager Dan Eisses, Attorney Bob Carmichael, and Interim Finance Director Meredith Riley.

**Agenda additions/changes:** Accounts Payable pulled from the Consent Agenda and included with Additional Accounts Payable.

**Public Input:** None.

**Consent Agenda included:** Minutes for the regular meeting of July 11, 2013; July Draw Payroll Warrants #7565 and auto payments #11573-11582 of \$16,400.00 in total; Manual Warrant #901194 to Elavon of \$593.81 for credit card fees paid in July; Manual Warrant #901195 to Key Bank of \$101.58 for bank fees paid in July, Manual Warrant #901196 to Dept. of Revenue of \$10,504.20 for excise taxes paid in July; and Commissioners increase in pay to \$114 per day. It was moved by Reichhardt and seconded by Montfort to approve the Consent Agenda. The motion passed unanimously.

**Developer Extensions:** None.

**WRIA 1 Watershed Planning:** Roger spoke to this issue. Whatcom County Council voted to restore the WRIA 1 Planning Unit this past Monday, July 22<sup>nd</sup>. Roger had a number of suggestions regarding the role of the WRIA 1 Planning Unit going forward. Roger talked to a number of people on the issue that the Water Caucus needed money in order to operate.

Roger reviewed a Business Pulse article on water issues with the Board.

**Executive Session:** The Board went into executive session at **4:43 pm** to discuss potential litigation. The time is estimated to be 30 minutes. No action is anticipated. The meeting came out of executive session at **5:00 pm**. No action was taken.

**Double R Ranch:** Dan spoke to the local facility charges that the District has codified currently. He talked about the Chapter 9.12 – Developer Reimbursement process. The District would need to add an item D so we could use a similar process for the Double R lots. He has talked to the Double R Ranch attorney, and he thought the local facility charge process was a good idea.

**Conservation & Revenue Update:** Dan spoke to this issue. We haven't had rain for 4 weeks. Dan reviewed Water usage for the last few months. He reviewed the monthly revenue for the last years back to 2006. The District hasn't hit the 6-year average for the last two years. Dan passed out the daily usage for the June 15<sup>th</sup> through July 23<sup>rd</sup> from 2006 to current 2013. He then discussed the Birch Point meter and up-sizing the line. Dan said he would continue watching usage of the Birch Pt. meter.

**Water CAT:** Roger discussed the contacts the District has made; and noted the people who had responded positively and were willing to attend a number of meetings regarding Water issues at Birch Bay. He gave an overview of the topics they will cover, once a month for four months. Meetings should run about two hours each in the evening; the first meeting will be Wednesday July 31<sup>st</sup>.

**Accounts Payable:** Accounts Payable Warrants #42569-42596 paying Claims #42569-42596 of \$28,918.91 were presented. It was moved by Reichhardt and seconded by Montfort to approve the Accounts Payable. The motion passed unanimously.

**Six Month Financial Review Questions:** Meredith and Dan reviewed the questions that were brought up last Board meeting. The increase in reconnect revenue was due to a \$14,500 penalty paid by BP Cherry

Point. The penalty was for water use. Meredith then discussed the debt principal and interest payments this year. She reviewed the debt spread sheet showing the difference between 2012 and the much lower debt in 2013, as the Revenue Bond was paid off in 2012.

**Headworks Project:** Dan has been discussing the grit chamber flooring with CHS Engineers. Dan and Mike Sowers think a sloped floored grit chamber is a better design, but are not experts on this design. Dan is now waiting for additional information from the manufacturer. Dan would like approval to go out to bid contingent on the information and decision on the grit chamber flooring. Dan also would like approval of the bid support from CHS Engineering. It was moved by Reichhardt and seconded by Montfort to approve going out to bid for the Headworks Project and bid support from CHS Engineering. The motion passed unanimously.

**Cherry Point Aquatic Reserve:** Dan attended another implementation meeting for Cherry Point Aquatic Reserve. DNA is going to send divers to take samples of the District's outfall. The Board thought that Dan should continue to attend the meetings.

**Finance Director Recruitment:** Meredith and Roger reviewed the District Finance Director replacement schedule, the salary, and the job description with the Board. The Board was amenable.

**Developer Extensions:**

Nothing to report.

The Board meeting was adjourned at **6:06 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 **July 25, 2013**.

---

BOARD SECRETARY