

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
HELD October 10, 2013

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

**Agenda additions/changes:** Lock-off procedure update.

**Public Input:** Sandra Kisska spoke to a number of concerns; she has been a resident of Birch Bay for 9.5 years. She has concerns about an employee at the District, a concern about the sewer charges based on water usage; the District's rates seem too high; how important is conservation, she tries very hard to conserve; people who are not using the system every month should get a break; a person cannot disconnect from the system so they have to pay the basic rates; there should be a special fund set up to help people who can't pay their bill; it's unfair that the same rules apply to everyone.

There was discussion with the Board about how some of these issues could be addressed.

**Consent Agenda included:** Minutes for the regular meeting of September 12, 2013; Accounts Payable Warrants #42717-42739 paying Claims #42717-42739 of \$28,395.77 and Accounts Payable Warrants #42740-42762 paying Claims #42740-42762 of \$47,438.41 for 2013 Budget; September Draw Payroll Warrant #7588 and auto payments #11630-11639 of \$16,400.00 in total; September Payroll Warrants #7589-7597 and auto payments #11640-11657 of \$121,697.29 in total; Utility Billing adjustment charges of \$964.03 and credits of \$5,042.85, and LID Assessment adjustments of \$22,674.54 for September. It was moved by Reichhardt and seconded by Alesse to approve the Consent Agenda. The motion passed unanimously.

**Developer Extensions:** None.

**Headworks Update:** Dan presented the bids that the District received on the Headworks last week. The low bid was from Award Construction. There was a question from the low bidder regarding a bid oversight. He did not choose to file a bid error. Award Construction's references have checked out. The low bidder was higher than the engineer's estimate. We are updating the rate model to see if we can go forward with the project. Dan said we will bring back a recommendation at the next Board meeting. There was discussion on whether the project could be bid cheaper at a later date.

**Lock-off Policy Discussion:** Dan discussed all the different ways the District has advertised the new lock-off policy of shutting off after one bill instead of two bills. We have 95 people that need to pay by next Tuesday. Dan thought that door knockers should be distributed to these people. The Board concurred.

**WRIA 1 Watershed Planning:** Roger briefed the Board on the Joint Board meeting. The WRIA 1 Planning Unit has another meeting scheduled. There are a few representation issues that Roger will address.

Tom Pors was at the WASWD Fall Conference in Pasco. Roger is getting positive feedback on Tom's presentation.

Roger has drafted a letter to Blair Burroughs from the WRIA 1 Water Board signed by Ellen Baker clarifying some of the views of the WRIA 1 Water District Caucus.

Bob Carmichael talked to Tom Pors regarding the direction the WRIA 1 Planning Unit should be going. Bob felt the discussion went well. They both agreed that in-stream flow rule is going to be a big issue. There may be some other agreed upon issues.

**UB & Financial Software Status:** Dan brought to the attention of the Board Voucher #42774 to Logics of \$18,165.00 which is 35% of the total charges per the contract. Dan stated that Logics is working on our project, and though the time line has slipped, there is work going forward.

**Additional Accounts Payable:** Accounts Payable Warrants #42763-42784 paying Claims #42763-42784 of \$36,963.66 were presented. Don recused himself as Voucher #42776 is a reimbursement to himself. It was moved by Reichhardt and seconded by Alesse to approve the Accounts Payable. The motion passed unanimously.

**Budget Calendar:** Roger went over the Budget calendar for 2014 for the next several Board meetings.

**BBWARM Relocation:** Dan spoke regarding two water line relocations that were accomplished along with the storm work project of BBWARM. One line was pressure tested before it was backfilled at request of the District, and it sprung a leak. The District feels that this was not because of their request. Honcoop is requesting additional payment for hours spent of \$2,654.13. Dan felt that Honcoop did a good job on both projects and had worked other hours to complete the project without charging the District. The Board approved paying the additional costs including sales tax.

**Developer Extensions:**

Dan received a copy of a letter from Gordon Montgomery's attorney requesting extension of public sewer from the City of Blaine to Gordon's project, The Ridge at Semiahmoo. Don thought we should formally agree to this plan so there is a record of it. The Board was in agreement.

The Board meeting was adjourned at **6:42 pm**.

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COMMISSIONER

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COMMISSIONER

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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 **October 10, 2013**.

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BOARD SECRETARY