

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
HELD **August 14, 2014**

Board President Pat Alesse called the meeting to order at 4:35pm. Other persons present included Commissioner Don Montfort, Commissioner Carl Reichhardt, General Manager Roger Brown, Assistant General Manager Dan Eisses, Attorney Bob Carmichael, and Conservation Program Coordinator Emily Hagin.

Public Input: None

Agenda additions/changes: None

Consent agenda included:

2. Minutes of July 26, 2014 Regular Meeting

It was moved by Mr. Montfort to approve the July 26 Board meeting minutes in the consent agenda. The motion was seconded by Mr. Reichhardt. The motion passed unanimously.

Developer Extensions:

Blaine Coordination: Dan Eisses briefed the Board on the Estimated Demand Letter to be sent to the City of Blaine. The District plans to keep Qi at 2.11 mgd and Qa at 1,350 Af/Y. The District is seeking approval to send the letter to Blaine. It was moved by Mr. Montfort to authorize the General Manager to send the letter to the City of Blaine. The motion was seconded by Mr. Reichhardt. The motion passed unanimously.

The City of Blaine took well level measurements this week because of the rainy weather to establish baseline data for summer aquifer level comparisons.

Roger Brown updated the Board on the status of the Concept Paper. He asked the Board to please review the latest version and provide him with any feedback.

Coordinated Water System Plan (CWSP) Meeting: Mr. Brown informed the Board about the outcome of the CWSP meeting. The CWSP was voted 5-0 in County Council to be pushed back until the end of September. He sees it as an opportunity to go back and ask some essential questions and push the importance of the Planning Unit.

WRIA 1 Watershed Planning: Mr. Brown updated the Board on the WRIA 1 process. He plans to comment on behalf of the Water District's Caucus to Carl Weimer's blog post about the Planning Unit process. The next Planning Unit meeting is scheduled for August 27.

Headworks update: Mr. Eisses informed the Board that Headworks went live this morning. Transition went smoothly. Mr. Eisses said it will take some time to determine how well the new system is working, but all machines are working as planned. Demolition started on the old Headworks and he has started working on the next change order with Award. It should be ready by the next meeting.

Additional Accounts Payable: Accounts payable of \$10,368.29 for checks #43912-43924, paying vouchers 835-849 and Accounts payable of \$83,143.13 for checks #43925-43952, paying vouchers 850-905 were presented. Mr. Reichhardt moved to approve the additional accounts payable. Mr. Montfort seconded the motion. The motion passed unanimously.

Double R Ranch: Mr. Eisses said the District has received phone calls about the properties that are currently being advertised for sale. He informed the Board that the District is ready to schedule a public

hearing for the Local Facilities Charge and is on schedule to have the issue resolved by the end of the year.

BBWARM Water Line Conflicts: Mr. Eisses said the Rosendall-Honcoop Construction was the low bid for the BBWARM project. He summarized that there are two waterline and two fire hydrant conflicts that need to be relocated in the project. Rosendall-Honcoop is looking to begin work by next week. Mr. Eisses sought approval to sign the bid from Rosendall-Honcoop. Mr. Montfort moved to approve the signing of the Rosendall-Honcoop bid. Mr. Reichhardt seconded the motion. The motion passed unanimously.

Customer Accounts: Mr. Eisses briefed the board on a customer request in a letter from Mr. Robert Brown, Sr. The request was to get water turned back on through monthly payments. The Board restated District code 7.04.200 "Delinquent accounts" and said that anyone can pay the account referenced in the letter and that full payment would return services.

Mr. Eisses briefed the Board on a written customer request concerning an account located at 8466 Camas Drive as requesting the lock off fee be credited back to the account because the new tenant was unaware of the past balance from prior tenants. Mr. Eisses recommended the situation be handled between the landlord and tenant. The Board agreed.

WAWSD Conference 9/17 – 9/19: Mr. Brown inquired to the Board about their interest in attending the conference. All are interested in attending so he will work with Mrs McMillan on making reservations.

PWTF Update: Mr. Eisses updated the Board on PWTF Project Announcement. The PWTF selected 54 projects to fund. The District's PS #3 to PS#4 Sewer Capacity Increase Project was selected, but not the Automated Meter Reading Program.

Reschedule 9/11 Board Meeting: Mr. Brown and Mr. Eisses informed the Board they will not be available for the 9/11 Board Meeting. Don Montfort will also be gone. There will need to be a decision at the next meeting on whether to cancel or move the 9/11 meeting.

Developer extension: Mr. Eisses briefed the Board on the status of the Science of Spirituality building. He indicated this property does fall in the District's water service area. He made some language changes to the proposed interlocal agreement with Blaine for sewer service to the property. He said the District will provide water and sewer on an interim basis until further discussion with Blaine on what the best service is for the area. GFC collection was discussed. Mr. Eisses sought approval of the interlocal agreement pending no significant feedback from Blaine. Mr. Reichhardt moved to approve the interlocal agreement pending no significant feedback from Blaine. Mr. Montfort seconded the motion. The motion passed unanimously.

The next item covered with the Science of Spirituality was the discussion of the changes to be made in the District code to serve water and sewer on an interim basis. Mr. Eisses sought approval of the Resolution #736 for Charges for Temporary and Interim Service. Mr. Montfort moved to adopt the Resolution #736. Mr. Reichhardt seconded the motion. The motion passed unanimously.

Mr. Eisses gave an update on Calluna Property correspondence between the Department of Health, District and the developer.

Mr. Eisses had a public inquiry about selling Normar Place well property in a manner similar to Double R Ranch process. Mr. Reichhardt informed the Board that the well had a bacteria problem and salt water intrusion problem when the well is overpumped. Mr. Montfort mentioned the potential use of the site as a pump station location if this area gets sewer service in the future. The Board was not ready to make a decision to surplus the property on Normar Place.

Mr. Eisses shared with the Board a request for will serve letter for Senior Housing behind CJ's restaurant. The developer has started the county permitting process.

Executive session: None

The Board meeting was adjourned at **6:35pm**.

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 **August 14, 2014**.

BOARD SECRETARY