

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT  
HELD January 22, 2015

Board President Don Montfort called the meeting to order at 4:30 pm. Other persons present included Commissioner Pat Alesse, Commissioner Carl Reichhardt, General Manager Roger Brown, Assistant General Manager Dan Eisses, Attorney Bob Carmichael, Information Technology Specialist Dustin Sellinger and Finance Director Sandi McMillan. In the audience was Penelope Amrani, a District customer.

**Public Input:** None

**Agenda additions/changes:** Mr. Brown reordered the agenda.

**Customer accounts:** Penelope Amrani described her property on California Trail. She told the Commissioners she would like to make connection to the District system. Ms. Amrani gave the Commissioners details on contacts she had made during her building process. She indicated a contact with the County Planning Department who she understood told her that a connection to water and sewer couldn't occur until a building permit was finalized. She now understands from District staff that the application for water and sewer and payment of fees is needed prior to the building permit. She explained she had delayed her application to connect to the District system based on inaccurate information from the County and now has to pay the newly increased connection charges. She requested the Board allow her to pay the reduced connection charge in effect last year. Mr. Montfort clarified that the District staff made no mistakes in the information given to Ms. Amrani. Mrs. McMillan advised the Commissioners that two other customers made recent applications and paid the full rate increase. Ms. Amrani thanked the Commissioners for listening to her request and she left the meeting.

After some discussion Mr. Reichhardt moved to deny the customer request to reduce the connection fees. Mr. Alesse seconded the motion. The motion was carried and passed unanimously.

**Consent agenda included:**

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| 2. | Minutes of January 8, 2015 Regular Meeting           |             |
| 3. | December 2014 Utility Billing Adjustments            | \$ 1,561.20 |
| 4. | LID Account Adjustments September thru December 2014 | \$25,040.86 |
| 5. | Void Check #43973 and replace with Check #44344      | \$ 267.46   |
|    | Vendor: Ozonia North America                         |             |
| 6. | Quarter 4 2014, 2014 Year End Financial Statements   |             |

Mr. Reichhardt moved to approve the consent agenda. The motion was seconded by Mr. Alesse. The motion was carried and passed unanimously.

**Finance Report:** Mrs. McMillan highlighted the Q4 2014 and Year End Financial Statements by pointing out the ending cash balance was higher than original estimation during the budget process. She said this was due in part to not having an open accounting period at the close of 2014.

Mrs. McMillan updated the Board that the 2014 Annual Report required by the State Auditor's office would be reviewed by a consultant Meredith Riley who was the District's former Interim Finance Director.

Mrs. McMillan indicated she had received the Community Assistance Program (CAP) report for Q4 2014 and produced a graph analyzing the past three years of CAP payments to the District. She views the program for customers to donate money to assist District customers in need as successful as it has been implemented and

running for seven months now. She expressed the hope that through further outreach to customers that donations will increase.

Mr. Alesse and Mr. Montfort each requested a meeting with Mrs. McMillan to learn more of the details involved in yearend accounting and reporting.

**City of Blaine (COB) Coordination:** Mr. Eisses reported on the recent project of supplying Bell-Bay with water. This was a test of the Bell-Bay system to prepare for the Portal Way bridge project. He indicated that Bell-Bay's pump works fine with our pumps off. However when both their pumps and our pumps are on their system doesn't supply enough water. Bell Bay will need to be supplied from the discharge side of our pumps. Mr. Eisses further described how supply will be provided to Bell-Bay during the Portal Way bridge project by using a pressure reducing valve.

Mr. Eisses then spoke regarding progress on the monitoring well project. He highlighted an easement to the property was recently verbally agreed upon. He also relayed the hydro geologist is concerned about using a cable tool drill rig due to the depth of 1,000-1,100 feet so a rotary drill might be used.

Mr. Brown highlighted funding conversations with Department of Ecology (DOE). He said he has heard that there is capital funding money available right now from DOE that Roger is following up on.

**Double R Ranch:** Mr. Eisses handed out a draft resolution to adjust local facilities charges on lots 11A, 84B and 103. He explained to the Commissioners they have two choices in setting the LFC. Mr. Reichhardt further explained the lower LFC might be more attractive to a future buyer and he considered that Double R Ranch had been staying current on their utility bills for lot 103. The Commissioners instructed District staff to use the \$14,876.54 for lots 11A and 84B; and \$11,402.84 on lot 103 in the final resolution.

Mr. Eisses raised the issue of the utility bills that have been paid on those three lots versus what is still outstanding and the GFC charge. On lot 11A the Commissioners agreed to write off the \$6,228.80 less the \$174.40 paid already. Lot 84B would receive no GFC credit. On lot 103 we would set the GFC as \$2,240 less the already paid \$298.86. These will be formalized at the next meeting.

**WRIA 1 Watershed Planning:** Mr. Brown reviewed the Planning Unit 1/7/15 meeting notes by Skip Richards. He also indicated a list of respondents to the Request For Qualifications for the facilitation services to the Planning Unit. He then spoke on the "Agenda: Water Districts Caucus Meeting 1/21/15" handout. He indicated Mr. Eisses will provide the support for the Water Districts Caucus instead of Richard Banel on tasks to review the facilitation services candidates and governance. Mr. Brown emphasized the important concept to formalize the Planning Unit responsibility to review land use issues, which was explained in Mr. Carmichael's letter to the Council in response to the Water Action Plan last summer. He spoke about a recent meeting with the environmental group caucus representative.

Mr. Brown presented Amendment #2 to the Interlocal Agreement between BBWSD, Columbia Valley Water District, Glacier Water District and Whatcom County Water District #13. Mr. Alesse moved to approve Mr. Brown to sign the Interlocal Agreement. Mr. Reichhardt seconded the motion. The motion was carried and passed unanimously.

Mr. Brown indicated the WWUC membership cost of \$500 would be an effective way to gain more information and the Commissioners agreed to that membership enrollment.

**Coordinated Water System Plan (CWSP) Meeting:** Mr. Eisses updated the Board on the recent CWSP meeting and Patrick Sorenson was voted to Chairperson of the CWSP. He explained that the county intends to use the water right information that has been compiled to review which areas can serve additional growth. He relayed

that the State Department of Health announced they had funding of \$1 million for system consolidations. Mr. Eisses indicated a discussion occurred after the meeting regarding service to the BP area.

**Accounts Payable:** Mrs. McMillan presented the details for Accounts Payable as \$36,374.30. Checks numbered 44345-44377 and vouchers 1588-1654. Mr. Reichhardt moved that the Accounts Payable be approved as presented. Mr. Alesse seconded the motion. The motion was carried and passed unanimously.

**Comprehensive Plan Consultant Selections:** Mr. Eisses reminded the Board that he had described the process for Comprehensive Plan Consultant selection at the last meeting. He referenced the MRSC Roster that included CHS Engineers as a consultant and recommended he proceed with them as they are the most knowledgeable of the District. Mr. Alesse moved to select CHS Engineers as the District's Comprehensive Plan Consultant. Mr. Reichhardt seconded the motion. The motion was carried and passed unanimously.

**Customer Accounts:**

**Developer Extensions:** Mr. Eisses mentioned the review of application for Whisper Lake Development. Mr. Alesse mentioned the need for a build through to the parcel located within the project area. Mr. Eisses described the water and sewer line projects requirements and looked for approval of the review. Mr. Alesse moved to approve the review of Whisper Lake Development. Mr. Reichhardt seconded the motion. The motion was carried and passed unanimously.

Mr. Eisses stated that he intends to have the Calluna DE agreement ready for Board comment at the next meeting.

**Executive session:** None

Mr. Montfort mentioned he had fulfilled the Open Meeting and Public Records Act training.

The Board meeting was adjourned at **1/22/15 at 7 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 **January 22, 2015.**

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BOARD SECRETARY