

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT  
HELD August 27, 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 Dan Eisses, Attorney Bob Carmichael, Information Technology Specialist Dustin Sellinger and Finance Director Sandi McMillan.

**Agenda additions/changes:**

Public input: District customer Erik Liddiatt spoke regarding updating a connection on Cedar street. He mentioned that office staff were professional and accurate when answering his questions over the past 18 months on updating his connection with the District. He said his main complaint to bring to the Commissioners though was the amount of the increase in the connection fees this year. Mr. Montfort explained the basis of connection fees and the reasons behind the rate increase on the fees. Mr. Montfort also said that the connection fees had not been increased for a number of years. Mr. Reichhardt described recent capital improvements to the system which provided capacity. Mr. Liddiatt thanked the Commissioners for explaining the connection fees.

**Consent agenda included:**

2. Meeting Minutes August 13, 2015
3. Manual Checks

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

**General Operating Overview:** Mr. Eisses introduced District Information Technology Specialist Dustin Sellinger to give a presentation on how to search the District code and Resolutions. The Commissioners commended him for the work on creating searchable structure and IT platform for the District code. Mr. Sellinger mentioned the District Policy will also soon be online and searchable in a similar way.

Mr. Eisses highlighted the water demand worksheet indicating daily water usage has greatly decreased. He also brought to the Commissioners attention graphs from the SCADA system on correlation of the water usage and wastewater influent volume. Mr. Eisses added that the wastewater treatment plant garbage costs have decreased by 17% due to recent changes in frequency of garbage pickup.

Mr. Eisses explained a construction notice by Honcoop Construction in regards to the Petticote Lane area. Mr. Montfort encouraged District staff to be clear on these notices for customers that use of facilities is still okay.

Mr. Eisses updated the Commissioners on the Discovery Days plan for activities.

**Blaine Coordination:** Mr. Eisses spoke on the Peace Portal Bridge project and he said the water supply continues to function just fine.

Mr. Eisses updated the Board on the well drilling status. He said the well drilling crew works two weeks on and then one week off and unfortunately the status of the well will be not be known until after their week off.

Mr. Eisses presented a draft scope of work from Associated Earth Sciences in regards to the integrated well field management with City of Blaine. Task 1 would create data loggers, Task 2 would produce the ground water age analysis and Task 3 would accomplish a water right perfection review. The total contract is \$15,000 which would be split with City of Blaine.

Mr. Eisses brought the final draft of the City of Blaine Demand letter for approval and indicated the year 2020 2.25 MGD and 1,147 AFY. Mr. Alesse motioned to approve the Demand letter and have the District General Manager sign. The motion was seconded by Mr. Reichhardt. The motion was moved and passed unanimously.

**CWSP:** Mr. Eisses said that after conferring with Mr. Carmichael there was only one item on the CWSP that we should focus on attempting to change. This item he said was the definition of service area in regards to wholesale water supply.

**Finance Report:** Mrs. McMillan said she is continuing preparations for the 2016-17 budget. She brought to the attention of the Board a recent memo to staff about an online bill presentation service called Databar.

Mrs. McMillan presented the revised Budget Amendment policy as a followup to the previous Board meeting discussion. Mr. Reichhardt moved to approve the revised Budget Amendment policy. Mr. Alesse seconded the motion. The motion was moved and passed unanimously.

**WRIA 1 Watershed Planning:** Mr. Eisses said the PUD is starting discussions of the out of stream users group again and he will let Mr. Jilk know the District is interested in the discussions. He reviewed the draft Strategic Plan from the PUD.

Mr. Eisses reviewed the Planning Unit Meeting (August 26) agenda and highlighted select topics. He included review that a lack of county staff support directly influences results of the Planning Unit. He said that some feedback at the Planning Unit included caucus attendance in a defensive mode just so that nothing negative happened to their caucus. He said that committee meetings need to be occurring regularly and work needs to be progressing to make the Planning Unit more productive.

Mr. Eisses introduced the draft of the Interlocal Agreement which would combine the Joint Board and the Salmon Recovery Board. He recommended working with Mr. Carmichael on comments to improve the Interlocal Agreement and stimulate the public input process. He referred to a document that Mr. Freimund from Lummi Nation presented with a concentric circle of entities and their roles in process and approval as stakeholder groups. He said that September 16 is the Joint Board meeting where the Interlocal will be discussed.

**Accounts Payable:** Mrs. McMillan presented the details for Accounts Payable as \$60,292.99. Checks numbered 44826-44853 and vouchers numbered 2524-2590. Mr. Alesse moved that the Accounts Payable be approved as presented. Mr. Reichhardt seconded the motion. The motion was carried and passed unanimously.

**Aeration Basin:** Mr. Eisses said that CHS reviewed the report from Esvelt Environmental Engineering and that CHS provided further analysis of that report. CHS, he said, cited the fine bubbler diffuser efficiency as a potential power savings of approximately \$40k/annually.

**Customer Accounts:** Mrs. McMillan requested approval of a customer's request to get a refund of \$7,477 on connection fees. She said this is due to the customer having a delay in getting a building permit. Mr. Alesse moved to approve the requested refund. Mr. Reichhardt seconded the motion. The motion was moved and passed unanimously.

**WASWD:** Mrs. McMillan mentioned to the Board that hotel reservations and conference fees had been made for the WASWD conference in September. Two Commissioners gave a nod they were attending as well as Mr. Eisses.

**Developer Extensions (DE):** Mr. Eisses brought the notice of public hearing for the project named "Ridge at Semiahmoo Comprehensive Plan Amendment".

The meeting adjourned at 6:21 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 **August 27, 2015**.

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BOARD SECRETARY