

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
HELD June 10, 2010

Commission President Patrick Alesse called the meeting to order at 4:30 PM. Other persons present included Commissioners Don Montfort and Carl Reichhardt, General Manager Roger Brown, Engineering Services Manager Dan Eisses, Attorney Robert Carmichael, Treasurer Glenn Golay, and Water Conservation Specialist Emily Resch.

Agenda additions/changes: Roger noted that item #13 is for discussion rather than decision.

Public Input: none

Consent Agenda included: Minutes for the Regular meeting of May 27, 2010; Accounts Payable Warrants #39661-39696 paying Claims #39661-39696 for \$209,871.89; May Payroll Warrants #6758-6681 for \$62,949.10; May Adjusting Entries to UBS for \$2,322.68 charges and \$467.21 credits; May EFTPS withholding deposit made on 05/28/10 for \$24,720.64; May Department of Revenue payment made electronically on 06/04/10 for \$8,690.45; and May Financial Reports for review. It was moved by Reichhardt and seconded Montfort to approve the Consent Agenda. The motion passed unanimously.

BP: Roger discussed the probable changes to the water supply contract with BP. Dan talked about a scope and fee proposal from CHS to perform engineering consultant services for the water contract change and Boundary Review Board work. It was moved by Montfort and seconded Reichhardt to approve the CHS proposal. The motion passed unanimously.

Water Supply: Roger reported on his attendance at the last PUD meeting.

Emily updated the board on activity in the **Conservation program**. The school program is complete and the awards given for the poster contest. The Whatcom Water Alliance next meeting is June 30. The watering schedule is now in effect and the A boards are out. She is also working on the advertising campaign. The Discovery Days event is July 17 & 18.

Cost Reimbursement Program: Roger distributed copies of the Water Right Permit for District Well #2 which has been approved by DOE and was received today. He also reported that the City has received their three permits. Work now needs to proceed on the water supply contract amendment with Blaine. FCSG has proposed a budget to support the amendment discussions. Roger would like Bob to draft the proposed amendment and then work with FCSG and attempt to complete the work by the end of August. Roger reviewed an outline for Amendment #2 and discussed the issues to be addressed in the process. Roger also said he would prepare a briefing for the commissioners regarding the complexities of the contract content, specifically the rate calculation process. Roger asked for approval to fund the FCSG work on a 50/50 basis with the city, with the understanding that he will work to reduce the project cost. Commissioner Montfort made a motion to authorize funding half of the of FCSG work as proposed. The motion was seconded by Reichhardt and passed unanimously.

The commissioners reviewed a proposal to amend the district Travel & Training policy, with input from Attorney Carmichael and General Manager Brown. It was moved Montfort and seconded Reichhardt to approve the amended policy. The motion passed unanimously.

Dan updated the commissioners on the progress of construction activity on the Birch Bay Drive Forcemain project. Jansen is still working on project cleanup. Dan also told the board about his discussion with the state park ranger and some issues the park manager has.

Dan also reviewed project costs and the waterline replacement and repairs that were done as part of the project.

Dan reviewed a letter from Jansen regarding the asphalt grinding costs. Dan will address this issue and others when the project is complete and final project costs are reviewed with the contractor.

Roger presented contract amendments for the General Manager and Engineering Services Manager per the board's direction at the last meeting. He also made a recommendation (also directed by the board), to adjust the salary of the Operations Manager. It was moved by Montfort to approve both contract amendments and the recommendation on the change for the Operations Manager's salary. The motion was seconded by Reichhardt and passed unanimously.

Dan discussed a couple of options to accomplish the Wastewater Outfall inspection that is required for the district NPDES permit. He is recommending using Bill Fox from Cosmopolitan Engineering Group, who did the survey in the mid 90's. He doesn't have a firm proposal yet and will return to future meeting regarding this issue.

A Greenhouse Gas Policy was reviewed. This is a requirement for the PWTF funding process. It was moved Montfort and seconded Reichhardt to adopt the policy. The motion passed unanimously.

Roger noted that other agencies have asked the district to support passage of HR 5320. Roger made some comments about the issues addressed, but was in favor of supporting the bill. The commissioners agreed to allow Roger to express support.

Developer Extensions: Dan updated the board on current developer activity. He talked about a request to install a fire hydrant in front of the district's storage tank on Kickerville. There is a hydrant within the tank fence, but it is not available for public use. Dan asked if the commissioners would approve moving that hydrant into the right of way, which would make it available for public use. The board would like the existing fire hydrant to be removed as it does not function as a fire hydrant and would like Dan to investigate if there is a liability issue with having an accessible hydrant in the area due to the low pressure..

Dan reviewed a proposed deposit agreement for the Loomis Trail annexation. It was moved Reichhardt and seconded Montfort to approve the agreement. The motion passed unanimously.

Dan also presented an amended policy on water availability policy. It was moved by Montfort and seconded Reichhardt to approve the policy change and the availability letter. The motion passed unanimously.

There being no further business, it was moved Montfort and seconded Reichhardt to adjourn the meeting at 6:25 PM. The motion passed unanimously.

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 **June 10, 2010.**

BOARD SECRETARY

(minutes taken by Glenn Golay)