

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
HELD January 9, 2014

President Don Montfort called the meeting to order at **4:35 pm**. Other persons present included Commissioner Carl Reichhardt, Commissioner Pat Alesse, General Manager Roger Brown, Assistant General Manager Dan Eisses, Attorney Bob Carmichael and Finance Director Sandi McMillan.

Audience member Greg Metcalf, a property owner on Birch Point and Nathan Dalla Santa, a reporter from the Northern Light.

Election of Board Officers for 2014: President Don Montfort called for election of Board Officers. Carl moved that the 2014 Board consist of Pat as President, Carl as Vice-President, and Don as Secretary. The motion carried. The Board was approved for 2014 as stated.

Agenda additions/changes: Dan added two additional developer extension questions to the agenda.

Public Input: None.

Consent Agenda included: Minutes for the regular meeting of December 12, 2013. Accounts Payable Warrants #42920-42948, paying for claims #42920-42948 for \$46,347.16 for 2013 budget; Payroll Warrants #7619 and #11715-11724 for \$16,400.00 and Payroll Warrants #7620-7628 and #11725-11744 for a total of \$130,865.48 for the 2013 budget; Utility billing adjustments for December of \$2,922.58 and (\$619.21); and voided warrant certification for warrant #11731 Employee Fringe Benefits for \$1,206.

Also in the consent agenda was the "2014 Wage and Salary Schedule" per employment contracts. District staff handed out an updated version which in addition to reflecting what was in the consent agenda, added two columns to indicate step/longevity changes that will occur during 2014.

It was moved by Don, and seconded by Carl to approve the consent agenda as presented with the updated "2014 Wage and Salary Schedule" that had been handed out. The motion passed unanimously.

Developer Extensions: Dan introduced Gary Metcalf whom he had requested attend this Board meeting. Gary is the owner of two parcels on Semiamhoo drive, and explained the question for service for each of the lots. Dan further highlighted aspects of this review and how it is affected by the comp plan. Dan's recommendation was to allow two water connections with no improvements. Further discussion included a context of the comp plan review in the effected area. The Board agreed with staff recommendation

Blaine coordination:

Dan presented an interlocal agreement extension between City of Blaine and the District regarding joint task orders. Although this item had been marked as discussion, the agreement was simple and the Commissioners decided to take action. Don moved and Carl seconded, the extension agreement is approved. Don then moved and Carl seconded, that Roger be authorized to sign the amendment. Both motions passed unanimously.

Dan mentioned the Amendment No. 3 with the City of Blaine was fully executed and a copy was filed here at the District for reference.

WRIA 1 Watershed Planning:

Roger began the Watershed planning discussion by highlighting an email from Thomas Pors regarding the Swinomish legislative issues and questioned the Commissioners if this is worthwhile to pursue. He detailed the legal budget for 2013 was underspent by \$32,000. He asked Commissioners if they agree this is worthwhile to pursue, if so, then Roger would contact others within the coalition and see if they are on board. The commissioners indicated agreement.

Roger went on to discuss budget resources from other partners for general WRIA support. He detailed a possible mechanism for tracking the additional legal counsel reimbursement. He suggested increasing the District's water rights counsel budget by \$5,000 to offset the anticipated contribution from City of Blaine in the form of a task order under the interlocal with the City. The spending directed to this element of the budget would need to be designated as not allocable to the legal coalition. The Commissioners supported this idea.

Roger further discussed an email dated 1/3/14 to County Council regarding the Flood Control Zone District representation on the planning unit, with two recommendations cited within the email. Roger also talked about the continuing issue of the application of the Open Public Meetings Act concerning the planning unit.

He noted the the Caucus meeting scheduled for 1/27/14, and the Planning Unit meeting scheduled for 1/29/14. It is expected that the principal issues will be operating procedures and work plan for the Planning Unit.

Don inquired as to the WID concerns regarding the tributaries and asked if they would see benefits of working through the planning unit. Conversation continued.

Headworks Update:

Dan gave a project update by detailing work completed to date. He indicated that the project is being organized thru a website host that tracks submissions by consultants and moves tasks forward in an timeline and tracked way. Dan mentioned highlights of the project milestones such as the main electrical trench is dug and passed the electrical inspection and the foundation walls around the grit trap had been poured today.

Additional Accounts Payable: Warrants #42949-42972, to pay claims #42949-42972 for \$66,457.37 for 2013 budget. And warrants #43377-43383 to pay claims #43377-43383 for \$1,011.48 for 2014 budget and warrants 43384-43393 to pay claims 43384-43393 for \$2,696.50 for 2014 budget, were reviewed. A motion was made by Don to approve the additional accounts payable as presented. The motion was seconded by Carl. The motion unanimously passed.

Billing procedures discussion:

Dan followed up again on a prior Commissioner question regarding pre-shut off requests by customers that have suffered a life changing circumstance and contact the district prior to lock off. The Policy was reviewed by the Commissioners and Don asked what would occur for customers that come after shut off, Dan clarified we would not turn service back on until payment. Commissioners made an edit to the policy to omit "spousal abandonment" as an itemized occurrence as they felt it was contained as an allowable other condition within the Policy. Don made a motion to approve the Policy with the edit to omit "spousal abandonment" wording, Carl seconded it. Motion passed unanimous.

Logics Software Implementation:

Implementation, data conversion and training were discussed. Sandi highlighted the District went live in the new billing and financial system this week. Support staff from the vendor software company are onsite for training, data conversion and project management. Although progress is being made, known exceptions occurred in data conversion and within business processes that are causing some delays. Staff are working some overtime to address those expected data issues and to train during this opportunity with the on-site support staff. Sandi mentioned that staff are maintaining great morale while working sometimes two or three times on a process due to parallel system processing in the new and old systems. Milestones were highlighted such as printing warrants, producing shut-off lists and leak credits. Commissioners were happy with the progress.

Developer Extensions:

Dan presented a large parcel on Blaine rd that has requested two water services. The property is fronted by an existing water main, although the comp calls out replacing the line. Commissioners discussed the property and details. Dan would recommend two water connections and the Board agreed.

Dan also discussed a large parcel on Lincoln rd that is not fronted by a water main. Dan recommended that this parcel make application for a developer extension and the Board agreed.

The Board meeting was adjourned at **5:51 pm**.

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 **January 9, 2014**.

BOARD SECRETARY