

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
HELD May 24, 2007

Commission President Don Montfort called the meeting to order at 4:37 PM. Other persons present included Commissioner Patrick Alesse, General Manager Roger Brown, Attorney Robert Carmichael, Engineering Services Manager Dan Eisses, Treasurer Glenn Golay, Engineer Rodney Langer, Luke van't Hoog (BP), Rhett Winter (David Evans & Associates) and Craig Parkinson (David Evans & Associates).

Agenda additions/changes: none

Public Input: none

Consent Agenda included: Minutes for the Regular meeting of May 10, 2007; Accounts Payable Warrants #36153-36209 paying Claims #36153-36209 for \$86,483.05; May Payroll Draw Warrants #5355-5366 for \$12,050.00. It was moved Alesse and seconded Montfort to approve the Consent Agenda with the addition of Blair Beebe's last name be added to the minutes. The motion passed unanimously.

Staff from David Evans and Associates were present to discuss the **Horizons at Semiahmoo** DE project. Dan asked that the proposed DE amendment #2 be approved. It was moved by Alesse to approve the amendment. The motion was seconded by Montfort and passed unanimously.

Dan noted that Horizons is working on closeout of Phase 1.

Craig Parkinson presented a letter to the board asking for a separate agreement for the 21 inch sewer line installation so that their contractor can keep working on the project. Dan said that this is unusual, but since it is limited to this one instance, then he feels it would not be a problem. There was discussion about whether to make this part of the Horizons Village DE. Commissioner Alesse moved to authorize GM Roger Brown to sign the stand-alone DE agreement on this project. It was understood that DE agreement would not provide water and sewer service to any particular property without a future DE agreement. The motion was seconded Montfort and passed unanimously.

Roger noted that he received a signed agreement today from BP and a check for the project deposit. Staff will continue working with BP to develop the contract amendment for increased wastewater service and to review related issues.

Roger discussed his recent meeting with Blaine staff on water issues. Ed Cebron from FCSG was also present at the meeting to assist in contract financial issues and the fee model discussion.

Dan and Roger also discussed the recent meeting regarding water supply issues with Blaine staff and work to get well 5.1 online. They are discussing temporary measures to make some supply from 5.1 available by July 1.

Roger also briefed the commissioners on his meeting with the Water District Caucus for WRIA 1 Planning Unit issues. Roger is the Caucus representative to the Planning Unit. He

attended a Planning Unit meeting last night, where the Implementation Plan was discussed, along with the Instream Flow Pilot Projects.

Rodney and Dan briefed the board on the CIP projects proposed in the Water System Plan. These will be incorporated into the Revenue Model for review of the financial and GFC impact.

Dan updated the board on the Forcemain project status. The commissioners agreed to allow submittal of the archeological test hole proposal if it was ready to send in prior to the next Board meeting.

Dan presented a proposed advertisement for consultant services for architectural firms as the District looks to proceed with the building repair and expansion plan. Since we are advertising, it was recommended to advertise for all consultant services that the District may need. Bob agreed that it was a good idea to do the advertisement. The board approved doing the advertisement.

Roger discussed his proposed plan to fill the Conservation position that is included in this year's budget. He proposed advertising June 2nd & 3rd and anticipates having the person on staff by August 1. The board reviewed and gave their input into the proposed job description and salary for this position. After their input, the commissioners directed Roger to proceed with the hiring process.

There being no further business, the meeting was adjourned at 7:10 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 **May 24, 2007**.

BOARD SECRETARY

(minutes taken by Glenn Golay)