

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
HELD October 11, 2007

Commission President Don Montfort called the meeting to order at 4:35 PM. Other persons present included Commissioners Patrick Alesse and Carl Reichhardt, General Manager Roger M. Brown, Engineering Services Manager Dan Eisses, Attorney Robert Carmichael, Treasurer Glenn Golay, Water Conservation Specialist Emily Resch, Luke van't Hoog (BP) and Elaine Solberg.

**Agenda additions/changes:** none

**Public Input:** Elaine Solberg was present to protest a lock-off charge because they did not receive the bills or any other notification. Commissioner Montfort explained that district rules and policies are subject to RCW 57 as a public agency. After some discussion, the commissioners did not grant her request because all district policies and procedures were followed.

**Consent Agenda included:** Minutes for the Regular meeting of September 27, 2007; September Payroll Warrants #5515-5539 for \$52,540.42, September adjusting entries to UBS for \$3,122.57 charges and \$3,239.95 credits and to Assessments for \$28,833.98 charges; September EFTPS withholding deposit made on 09/28/07 for \$18,953.58; and September Financial Reports for review. It was moved Reichhardt and seconded Alesse to approve the Consent Agenda. The motion passed unanimously.

**BP Wastewater service:** Roger gave a brief update on the status of contract negotiations. He also reported on PUD issues.

Emily and Roger discussed the Water Use Efficiency element of the Water System Plan. They have been reviewing the regulations and have developed an outline of the requirements. The plan would include close coordination with the City of Blaine on conservation measures. The plan is to submit the District's comprehensive plan before January 22, 2008 and have the WUE elements be a stand alone document until the comprehensive plan is amended.

Dan reported on the test-hole results for the Forcemain project. The work was completed in two days. He feels the project went very well and the representative from the state archeology office was present on Tuesday to observe. Dan said that the next step would be to get a revised scope and fee from CHS for engineering services on the project and also be working on submitting an application for an archeological permit. He would anticipate construction next fall if things progress as hoped.

Dan discussed the selection process for architectural services for the design needs of the administrative office repair and addition. Very few firms responded to the advertisement. Dan will try to get additional interest from some other firms.

Roger discussed the district organizational plan and would like to proceed to fill the position of Operations Manager. He discussed the position job description and also the maximum proposed salary. The board gave him approval to proceed.

**Developer Extensions:** Dan discussed the Trillium Shintaffer Farms DE. He asked the board for approval of the DE agreement. It was moved by Alesse and seconded by Reichhardt to approve allowing the board secretary to sign the agreement. The motion passed unanimously.

Dan also reported that the state park is beginning to do work to improve their sewer pump station.

Dan reported on recent water test results.

Commissioner Montfort asked some questions about the Horizon project and their irrigation use.

There being no further business, the meeting was adjourned at 6:00 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 **October 11, 2007.**

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BOARD SECRETARY

(minutes taken by Glenn Golay)