

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
HELD December 8, 2011

Commission President Don Montfort called the meeting to order at **4:31 pm**. Other persons present included Commissioners Pat Alesse and Carl Reichhardt, General Manager Roger Brown, Assistant General Manager Dan Eisses, Attorney Bob Carmichael, Interim Finance Director Meredith Riley, CHS Engineer Rodney Langer, and Jeremy Schwartz.

Agenda additions/changes:

Public Input: None.

Consent Agenda included: Minutes for the Regular meeting of November 17, 2011; Accounts Payable Warrants #41116-41142 paying Claims #41116-41142 for \$28,578.05; November Payroll Warrants #7341-7349 and auto payments #10093-10106 for \$96,677.77 in total; November Utility Billing and ULID Adjustments, and November Federal withholding, and Resolution No. 714 – 2012 Rates. It was moved by Reichhardt and seconded by Alesse to approve the Consent Agenda. The motion passed unanimously.

Developer Extensions: None.

WWTP Evaluation. Dan introduced the WWTP Evaluation and Headworks study and asked Rodney from CHS Engineers to provide a summary. Rodney reported that they are using a lower rate of growth for the 10 year forecast for the WWTP and the Headworks. They are looking for continuing efficiencies in equipment selection. Recommendations will include some short-term improvements, and CHS will determine these costs. Dan reported the DOE permit renewal application will be due in the first half of 2012 and the WWTP is on schedule to support their review of the application. CHS is recommending a building for the Headworks. \$1.7 million is budgeted for these improvements.

BBWARM Interlocal Agreement: Roger reported that the signed Interlocal agreement has been received by the District, the District will sign, and a refund will be forthcoming.

WRIA 1 Watershed Plan: Roger raised a question on the plan for allocating the EDI money to a contract with the PUD for updating the Coordinated Water System Plan. Roger has not heard from Whatcom County clarifying this yet.

December 22 Meeting: Some of the Board may call in to approve the vouchers. We will need a quorum.

Additional Accounts Payable: Accounts Payable Warrants #41143-41151 paying Claims #41143-41151 for \$75,872.68. It was moved by Reichhardt and seconded by Alesse to approve the Accounts Payable. The motion passed unanimously.

Developer Extensions: Dan reported that the District just did the two year inspection on Bay Breeze plat, and the District will be closing out their developer project account next month.

The Board meeting went into executive session at **5:00 pm** to discuss potential litigation. The time in executive session is estimated to be 30 minutes; no action is anticipated. The meeting came out of executive session at **5:43 pm**. No action was taken.

The Board meeting adjourned at **5:43 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 **December 8, 2011.**

BOARD SECRETARY