

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
HELD July 12, 2012

President Pat Alesse called the meeting to order at **4:35 pm**. Other persons present included Commissioner Don Montfort, General Manager Roger Brown, Assistant General Manager Dan Eisses, Skip Jansen from Harbor Shores, Craig Parkinson from Cascade Engineering, Interim Finance Director Meredith Riley, and Jeremy Schwartz. Commissioner Carl Reichhardt came in at 4:45 pm.

Agenda additions/changes: Roger reported that he needed to leave at 6:00 pm.

Public Input: None.

Consent Agenda included: Minutes for the regular meeting of June 28, 2012; Accounts Payable Warrants #41658-41673 paying Claims #41658-41673 of \$39,285.22; June Payroll Warrants #7418-7426 and auto payments #10262-10275 for \$85,117.11 in total, including Federal Withholding auto payment #10267 for \$21,583.78; Manual Warrant #901156 to Elavon of \$691.51 for June credit card fees; Utility Billing June adjustment charges of \$1,838.36 and credits of (\$5,671.87) and LID Assessment June adjustments of \$0.00; Financial Management Commission Policy; and Second Quarter Financials. It was moved by Montfort to approve the Consent Agenda. The motion passed unanimously.

Developer Extensions: This item was held until Reichhardt joined the meeting. Dan had included a letter that Skip brought to the District for the Commissioners to review. Dan reviewed the Commission Policy on Limited Availability of Water and/or Sewer Service. The policy reviews the improvements that the District has made. Dan has reviewed the Whatcom County's Code regarding Water Supply and Sewer disposal. Dan also reviewed Lake Whatcom Water & Sewer District's code regarding Water and Sewer capacity and connection availability. Dan would like Bob to take a look at Lake Whatcom's code.

Dan showed a GIS map to the Board showing water lines and service connections. He would like to do more work on the present policy. Don M. would like a review of the policy regarding the differences of single family residences and subdivisions. Dan's recommendation is single parcel with a single family residence would be allowed to connect. Dan suggested that we codify this instead of a Commission Policy.

Don made a motion that current policy allow these connections while the District is updating this policy; seconded by Reichhardt. Motion passed unanimously.

Don asked Skip regarding an amount owing on this development. Skip stated that he wasn't aware that he was going to be charged for all the attorney time for the developer agreement to be written. He said he would be willing to split the bill.

Additional Accounts Payable: Accounts Payable Warrants #41674-41693 paying Claims #41674-41693 of \$47,530.04 were presented. It was moved by Montfort to approve the additional Accounts Payable. The motion passed unanimously.

Transfer of Sewer Service Area to Blaine: Dan reported on this issue. This is a paperwork item from the City of Blaine. Bob Carmichael has reviewed this Interlocal Agreement regarding the Harbor Shores area that is being transferred out of the District's sewer service area to the City of Blaine. Our next comp plan update will include this change. Dan requested authorization for Roger to sign this agreement. Don would like some clarification from Bob regarding indemnification and the one lot that is outside of the UGA. It was moved by Montfort and seconded by Reichhardt to authorize Roger to sign the Agreement after clarification from Bob C. The motion passed unanimously.

State Funding: The District has gotten in everything that PWTF Board has asked for on the District projects.

County Rural Element Update: Bob wrote a letter to the Whatcom County chair regarding a wording change on the issue of water transportation lines through rural areas going before the County Council.

WRIA 1 Watershed Planning: Roger wrote a letter to Bill Zachmann of DOE, and to Gerry O'Keefe of Puget Sound Partnership which he brought to the attention of the Board. Roger has also made a number of presentations in the Whatcom County area regarding the WRIA 1 issue and a general adjudication of water rights.

Developer Extensions:

Calluna Beach Properties: applications have been made on six (6) lots. There was some discussion on locating a tank in this area. With the existing system, the District can provide the State minimum for service pressure for these six houses. They may need private booster pumps. Don was curious about fire safety if they need sprinkler systems in the houses. Montfort moved and Reichhardt seconded to approve the applications.

Dan will bring back a Resolution for acceptance of Bay Road 3 Lots.

Proposed Survey: A firm has given the District a proposal for internet billing service. Staff proposes to send out a survey included in the Board packet that tries to determine how many of our customers are interested in internet billing as opposed to paper billing.

The Board meeting was adjourned at **5:55 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 **July 12, 2012**.

BOARD SECRETARY