

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT
HELD March 26, 2015

Board President Don Montfort called the meeting to order at 4:30 pm. Other persons present included Commissioner Pat Alesse, Commissioner Carl Reichhardt, General Manager Roger Brown, Assistant General Manager Dan Eisses, Attorney Simi Jain and Finance Director Sandi McMillan.

Public Input: None

Agenda additions/changes:

Consent agenda included:

2. Revised Minutes of February 26, 2015 Meeting
3. Minutes of the March 12, 2015 Meeting
4. Void check #44478; Check date 3/12/2015; Carmichael Clark, P.S.; \$11,730.63

Mr. Reichhardt moved to approve the consent agenda. The motion was seconded by Mr. Montfort. The motion was carried and passed unanimously.

Finance Report: Mrs. McMillan presented the "Acceptable Use of District Credit Card and Fleet Cards" policy. According to her previously issued schedule of policies and codes to review this policy had been reviewed at the last meeting and is now presented for decision. Mr. Montfort mentioned the need to clarify "department manager" to reflect "Assistant General Manager" and "Operations Manager". Mr. Alesse moved to approve the Credit Card Use policy with that edit. Mr. Reichhardt seconded the motion. The motion was passed and carried unanimously.

Mrs. McMillan presented the recommended code update regarding "Public Records". She mentioned a main part of the update included naming a Public Records Officer and referencing the State of Washington Public Records Act. The Commissioners mentioned they will review the policy outside of the Board meeting to prepare for a decision at an upcoming meeting. The Board also referred the code update to District staff to write a resolution for the code update.

Mrs. McMillan and Mr. Eisses spoke about the District policy on CIP and referenced a need to clarify certain CIP which are approved during the annual budgeting process but need refinement to their scope of work as more of the project is defined during the year. Both referenced projects such as a vehicle purchase or the administration building insulation. The Commissioners were ok with moving portion of the CIP for "Administration Building Insulation and Security" to purchase desks for two office staff at approximately \$1,400 total.

City of Blaine (COB) Coordination: Mr. Eisses updated the Board on the North Whatcom water transfer project and how COB conducted a pre-bid meeting earlier in the week. Mr. Eisses also said that the Department of Ecology has not communicated a status on their contribution yet.

Mr. Eisses said he had attended the Dakota Creek WID meeting recently. He discussed with the Dakota Creek WID that a coordinated comprehensive plan could be productive to both entities. The Dakota basin data on fish and water would be a beneficial overlap of information between the District, the WID and COB.

Bell Bay Jackson Water District: Mr. Eisses updated the Board on the fixture count that recently occurred at the "church" property owned by BP. He suggested if the church building was disconnected than the District could charge one ELU. However the total count was 3 ELUs for the whole property. Mr. Eisses brought the results of the fixture count to the Board for their input.

Mr. Eisses handed out the "First Amendment to the Memorandum of Understanding" in regards to the Bell Bay Jackson Water Association temporary connections. This extended the MOU to 6/30/15. Mr. Alesse moved to approve Mr. Brown to sign the MOU First Amendment. Mr. Reichhardt seconded the motion. The motion was carried and passed unanimously.

Mr. Montfort mentioned a possible revision to the recent minutes regarding de-annexation to identify the three parcels on Arnie Road more clearly.

Coordinated Water System Plan (CWSP) Meeting: Mr. Eisses indicated the next meeting will be April 15. He spoke on the details in that agenda and a topic regarding a need to clarify the description on the water rights inventory as that of RH2s understanding of the water rights held by each entity.

Mr. Eisses spoke on an email from RH2 regarding the BP service area and how BP is a Group A system but the PUD has declared it as their service area. The County map for that service area shows a discrepancy in who is responsible for it.

WRIA 1 Watershed Planning: Mr. Eisses said numerous past meeting minutes for the Planning Unit were finalized and approved at it's recent meeting. Mr. Brown explained how the Planning Unit had requested an attorney review on the issue of whether it could be technical assistance to the Council and retain its statutory authority simultaneously. Mr. Brown suggested the Governance Sub-Committee create the agenda for the next Board meeting. Mr. Eisses updated the Board on the completed facilitator selection. Mr. Brown referred to a powerpoint "Future of the WRIA 1 Joint Board". He also referred to an Interlocal Agreement regarding the creation of the "WRIA1 Salmon Recovery Board" and spoke on its history and interaction with the Joint Board.

Accounts Payable: Mrs. McMillan presented the details for Accounts Payable as \$35,247.18. Checks numbered 44487-44509 and vouchers 1865-1926. Mr. Reichhardt moved that the Accounts Payable be approved as presented. Mr. Alesse seconded the motion. The motion was carried and passed unanimously.

Vehicle purchase: Mr. Eisses mentioned the CIP budget amount of \$30,000 was approved for a water department vehicle during the annual budget process. He wanted to detail the purchase to the Board as informational. The truck will be mainly used to read water meters and will be a 2015 Chevy Colorado. This replaces a 2005 Chevy which has 156,000 miles and has been having some performance issues. Mr. Eisses mentioned the 2005 Chevy will be declared surplus at an upcoming meeting and disposed of through a vehicle auction. The Commissioners gave the District staff a nod for the purchase.

Customer Accounts: Mr. Eisses presented a claim from Grange Insurance to our Risk Pool Insurance on a side sewer situation that occurred in May 2014. He presented the claim as informational.

Comprehensive Plans: Mr. Eisses presented the water and sewer Comprehensive Plans and although included in our 2015 budget CHS' scope and fee proposals were slightly over the budgeted amounts. He noted that CHS adjusted their proposal to the budgeted amounts and will provide notice to the District if they get close to going over budget. Mr. Reichhardt moved to approve Mr. Brown to sign both the water and sewer comprehensive plans with CHS. Mr. Alesse seconded the motion. The motion was carried and passed unanimously.

Aeration Basin: Mr. Eisses presented the final step toward WWTP flow and loading increases thru the NDPES permit which is to upgrade the current surface aeration basin to a fine bubble aeration unit at the bottom of the WWTP aeration basin. He described the chosen firm's experience and technical knowledge. Mr. Eisses will review the CHS Engineering fee quote of \$19,000. He mentioned this upgrade will save energy and there are possible PSE rebates available on this type of upgrade. The Commissioners questioned how using CHS to engineer the project would benefit over just investing those dollars directly into the equipment if all three of

the aeration products were approximately the same quoted amounts. Mr. Eisses clarified that with the engineer's assistance he would strive to reduce ongoing maintenance on a unit by identifying a better designed product. Mr. Reichhardt suggested Mr. Sowers work directly with the Process Engineer on the pre-design. Mr. Reichhardt reminded staff of the limit on MRSC Small Roster list is \$200,000 and the CIP budget for Aeration Upgrades is \$300,000.

Developer Extensions: Mr. Eisses updated the Board on the Lincoln Road Plat project. Since we delayed the Blaine Road project until summer of 2016 we made a condition in the DE regarding connections that accommodate the delay in the Blaine Road project. He cited a letter from the Engineer on the project which indicates they propose to do both East and North connections to our system. He pointed to the positive benefit of the proposal in that it supplies us with 8" pipe redundancy. The only negative is that the District has to maintain the line in the future. The Commissioners would like to see if there is a way to accommodate the connection without the developer having to construct two different lines. This item was referred back to District staff.

The Board meeting was adjourned at 3/26/15 at 6:15 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 **March 26, 2015**.

BOARD SECRETARY